



<https://cham.org.mw/job/internal-audit-manager/>

## INTERNAL AUDIT MANAGER

### Description

CHAM Secretariat invites applications for the position of **Internal Audit Manager** as follows:

**Position: INTERNAL AUDIT MANAGER**

**Grade:** CM3

**Department:** Audit

### Purpose of the Position

To lead the audit functions of CHAM and to facilitate the development and implementation of independent and objective assurance and advice on financial services to the Board and management as well as to ensure that accounting systems, standards and practices are in line with internationally recognized accounting standards.

### Responsibilities

1. Establishing policies and procedures for internal auditing activity, direct technical and administrative functions and manage the day to day activities of auditing function.
2. Developing and implementing internal audit budget.
3. Planning, monitoring, and evaluating implementation of internal audits for CHAM programmes as per approved annual work plan, and preparation of quarterly and annual reports.
4. Identifying key risky areas and advise on the requisite internal control systems/strategies to be introduced/implemented in order to safeguard CHAM resources.
5. Providing overall strategic direction, leadership and supervision of the internal audit function.
6. Assessing the adequacy and effectiveness of processes by which risk is identified, prioritized, managed, controlled, mitigated and reported.
7. Identifying staff capacity gaps through training needs assessment and provide on-job training and mentoring of staff wherever necessary.
8. Coordinating external auditors in the execution of independent audit assignments.

### Qualifications

1. CIA, ACCA, CIMA, ACA, CPA or equivalent qualification and a Bachelor of Commerce in Internal Audit (BCOMIA), Accountancy or Finance
2. Master's Degree in Finance or Accounting will be an added advantage
3. 5 years of post-qualification audit experience at supervisory or management level
4. Experience in Public Finance Management and donor funded projects
5. Registered with Institute of Internal Auditors in Malawi (IIAM)

### Hiring organization

Christian Health Association of Malawi

### Date posted

March 25, 2026

## **Skills**

1. Strong analytical and communication skills
2. Well organized with a proven ability to multi-task and with attention to detail
3. Skills in mentorship, training and facilitation
4. Excellent skills in Microsoft office, ACCPAC or other accounting computer applications
5. Good team player with negotiation skills

Interested candidates should download a standard Employment Application Form from the CHAM website at [www.cham.org.mw](http://www.cham.org.mw). A completed Employment Application Form, Curriculum Vitae with three traceable referees, copies of academic certificates and a covering letter (addressed to Executive Director, CHAM Secretariat, P.O Box 30378, Lilongwe 3) should be submitted to [recruitment@cham.org.mw](mailto:recruitment@cham.org.mw).

Closing date for receipt of applications is **8<sup>th</sup> April 2026** and only shortlisted applicants will be acknowledged.

### ***Disclaimer***

*CHAM uses very competitive recruitment and selection processes. The organisation therefore does not accept bribes or gifts in any form for the purpose of offering employment to any candidate.*