

VACANCY

ADPP Angola, Ajuda de Desenvolvimento de Povo para Povo, is an NGO under Angolan law, which has been operating since 1986 in the following areas of development: Education, Health, Rural Development, Agriculture, and Environment.

As part of the development of its activities, ADPP Angola intends to recruit :

1- INTERNAL AUDITOR

Objective: Carry out systematic, independent and objective internal control activities; safeguarding the organization's resources by ensuring compliance with ADPP Angola and donor policies and procedures.

You will work independently and report to the Board of Directors.

You will spend the majority of your time on internal reviews and audits of individual projects and grants, and may spend up to 40% outside the office in the field at the projects.

Main Activities : Risk management; Conformity assessments; Financial and compliance auditing of projects; Assessment of the expense declaration procedure; Assessment of Human Resources administration; Assessment of acquisition procedures; Asset verification; System Assessment; Other tasks – e.g. special investigation.

Requirements:

- Be highly skilled in Information and Communication Technologies;
- Have a proactive, mature and innovative approach;
- Possess excellent written and oral communication skills.
- Be Angolan or a foreigner holding a resident permit in Angola

Professional qualifications:

- Have a degree in auditing, accounting, finance or another related field;
- Have at least 5 years of work experience within finance – of which at least 2 years as an Internal or External Auditor;
- Preference for candidates who have at least 3 years of work experience as a supervisor in the finance section of a high-level NGO;
- Have basic knowledge of conditions in rural areas of Angola where ADPP Angola operate their projects;
- Be fluent in Portuguese and English - spoken and written;

If you are qualified and available, send your application by February 15, 2024, to

Email: [auditor-interno @adpp-angola.org](mailto:auditor-interno@adpp-angola.org), with the following attachments:

Letter of interest; Curriculum vitae; minimum of 3 professional references including their contact details; (Please do not attach any other documentation such as certificates).