

Vacancy – Internal Audit and Risk Officer

1. Job Details:

Job Title:	Internal Audit and Risk Officer
Division:	CEO's Office
Tenure:	Permanent
Number of posts:	One (1)
Duty Station:	Mbabane
Reports To:	Internal Audit and Risk Manager

2. Job Summary:

The Internal Audit and Risk Officer supports the Internal Audit and Risk Manager in evaluating internal controls, identifying and monitoring risks, assessing compliance, and promoting effective governance within the Fund and its subsidiaries. The role contributes to improving operational efficiency, safeguarding assets, and ensuring sound risk management practices through internal audit and risk assessment activities.

3. Requirements of the Position:

3.1 Summary of Responsibilities

3.1.1 Conducting Audits

Assist in planning and conducting internal audits to assess the adequacy and effectiveness of internal controls, governance processes, and operational activities.

3.1.2 Managing Risk and Compliance

Support the identification, assessment, monitoring, and reporting of organizational risks, while promoting compliance with policies, procedures, regulatory requirements, and industry standards.

3.1.3 Evaluating Systems and Processes

Review business systems, processes, and controls to identify improvement opportunities, enhance operational efficiency, and strengthen accountability and risk management practices.

3.2 Minimum Qualification and Experience:

- BCom degree with a focus on Accounting/Internal Audit or a related field from a reputable institution, with ongoing pursuit of CIA , CA (SA) or ACCA or equivalent qualifications;

- At least four (4) years of experience, including completion of articles with a reputable audit firm.

3.3 Required Skills and Competencies:

- Knowledge of Internal audit standards;
- Analytical thinking;
- Strong communication skills, including presentation and reporting;
- Proactive approach;
- Effective problem-solving capabilities;
- Critical review skills;
- Ability to work both independently and collaboratively;
- High proficiency in MS Office and data analysis;
- Commitment to the Fund's core values of Professionalism, Compassion, Innovation, and Agility.

4. Application Requirements:

All applications must include the following:

- A cover letter;
- A comprehensive Curriculum Vitae;
- Certified copies of tertiary qualifications;
- Proof of any additional training completed;
- Contact details for three (3) traceable professional references.

5. Submission Details:

Applications should be sent via email only to: jbhrecruitment@swazi.net
Please address your application to Human Resources Manager and ensure **the email subject line clearly states the position being applied for.**

Closing Date: 16 October 2026

Please note that only shortlisted candidates will be contacted. Should you not receive a response within 21 days after the closing date, kindly consider your application unsuccessful.