VACANCY ANNOUNCEMENT (Job Ref: SOS-UG/JOBS/2026/05)

SOS Children's Villages is an independent, locally registered, child-focused, social development nongovernmental organization with a strong reputation for providing quality care and protection, education, and health needs for vulnerable children. Since its inception in 1991, SOS Children's Villages Uganda has reached over 120,000 children, youths, and adults directly and indirectly to become empowered and self-reliant to contribute significantly to the needs of their families and communities. SOS Children's Villages works in partnership with a number of Donors, Foundations, Corporate entities (Finance Institutions, Insurance Companies) and the Private Sector that support her work throughout Uganda.

SOS Children's Villages Uganda is seeking a qualified candidate to fill the following position.

Job Title:	Head of Internal Audit
Department:	Executive
Reports directly to:	Audit and Risk Board Committee
Indirectly reports to:	National Director
Supervises:	Internal Audit Assistant
Location:	National Office Entebbe

JOB SUMMARY

The Head Internal Audit sets up and oversees audit unit at the National Office. The role includes procedures for audit, developing annual audit plans, carrying out risk-based audit of control processes at National Office and Field Offices/Locations, reporting on findings of reviews, making recommendations to remedy weakness in the systems and procedure reviewed, and support management in compliance and implementation. The Head Internal Audit will also liaise with the external auditors in order to prevent duplication of effort and to keep them briefed on areas of concern. In addition, he/she will also act as the lead person for investigating whistleblower complaints and allegations of misconduct or fraud.

KEY TASKS & RESPONSIBILITIES:

1. Provide Strategic Direction for Internal Audit Services

- Provide overall leadership of the Internal Audit function in alignment with organisational strategy and objectives.
- Offer independent, evidence-based assurance on governance, risk management, and internal control systems.
- Develop and implement strategies to strengthen internal controls, risk management, disaster recovery, asset management, and sustainability practices.
- Serve as a thought leader on risk management and internal control best practices.
- Lead change initiatives within Internal Audit, including improvements in audit execution, reporting, technology, and staff development.

2. Develop Internal Audit Policies, Frameworks, and Plans

- Develop and maintain the Internal Audit Manual, Audit Charter, and Terms of Reference for the Board Audit Committee
- Lead annual risk assessments and enterprise risk management processes.
- Develop a risk-based annual audit plan aligned with the organisation's risk profile.
- Ensure Internal Audit operations comply with professional standards and evolving best practices.

3. Conduct Independent and Risk-Based Audits

- Plan and execute financial, compliance, information systems, operational, and investigative audits.
- Conduct risk-based audits across national and field offices covering income, expenditure, grants, donations, and internal processes.
- Evaluate the adequacy and effectiveness of internal controls and risk management systems.
- Ensure audits identify root causes and provide practical, value-adding recommendations**.**

4. Strengthen Internal Controls, Compliance, and Risk Management

- Assess compliance with organisational policies, donor requirements, and best accounting practices.
- Ensure effective management and safeguarding of organisational assets.
- Identify and proactively report significant risks and control weaknesses to senior management.
- Monitor implementation of audit recommendations and support management in addressing identified gaps.

5. Fraud Prevention, Investigation, and Compliance Oversight

- Establish measures to prevent fraud and mitigate conditions that may lead to fraudulent activities.
- Act as Compliance Officer for investigation of whistleblower complaints and allegations of misconduct.
- Lead investigative audits and ensure appropriate follow-up actions are taken.

6. Reporting, Advisory, and Stakeholder Engagement

- Prepare and issue clear, concise audit reports with actionable recommendations.
- Report regularly to the Board Audit Committee and Management on audit progress and key findings.
- Provide timely professional advice to management, the Audit Committee, and the Board
- Contribute to policy and procedure development through participation in relevant meetings.

7. Coordination with External Auditors and Key Stakeholders

- Liaise with external auditors to ensure coordination and avoid duplication of efforts.
- Share key risk areas and audit insights to enhance audit effectiveness.
- Support organisational knowledge management through accurate and timely information sharing.

8. Operational Support and Organizational Compliance

- Ensure organisational operations align with approved policies, plans, and donor agreements.
- Support compliance with grant conditions, funding requirements, and regulatory frameworks.
- Undertake business travel as required to support audit and compliance functions.

9. Confidentiality and Ethical Standards

- Ensure strict confidentiality of financial, technical, and audit-related information.
- Uphold the highest standards of integrity, professionalism, and ethical conduct in all audit activities.

10. Safeguarding and Child Protection Integration

- Promote awareness and implementation of safeguarding measures among key stakeholders.
- Ensure safeguarding is integrated into all management processes, including recruitment, onboarding, performance management, and planning.
- Create and maintain an environment that supports effective implementation of safeguarding policies.
- Support monitoring and compliance with safeguarding standards at both managerial and operational levels.

11. Other Responsibilities

- Perform any additional duties as outlined in the Internal Audit Charter or assigned by management and the Board.

KNOWLEDGE, SKILLS, QUALIFICATIONS, ABILITIES AND BEHAVIOURS

A highly qualified audit professional with a Bachelor's degree in Accounting/Auditing/Financial Management (Master's preferred) and mandatory professional certification (e.g., ACCA, CPA, CIA, CFE, CISA), possessing over 7 years' experience in the NGO/INGO sector, with strong technical knowledge of audit, risk management, internal controls, children's rights, and safeguarding; advanced analytical, numerical, and reporting skills; proficiency in Microsoft Office; excellent communication, facilitation, and stakeholder engagement abilities; and demonstrated integrity, cultural awareness, teamwork, adaptability, and commitment to continuous learning, alongside fluency in a relevant local language and willingness to travel and support capacity building initiatives.

"**SOS Children´s Villages has zero-tolerance for sexual exploitation, harassment, and abuse nor fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children´s Villages complies with all applicable laws governing non-discrimination in employment**."

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates' ability to perform the duties of the post, in the selection process will be also explored the motivation and approach of the candidate to safeguarding.

HOW TO APPLY
All Applications must be sent **electronically** as one **Single PDF Document** **not exceeding six pages to:** jobs@sosuganda.org **by 31st July 2026** Include in your application letter: • **Gross salary request,** • Contact details (email and telephone) of 3 professional reference persons. Applications that are late, do not have CV or certificates or exceeds eight pages or electronically submitted as images will be disqualified. ***Only shortlisted candidates will be contacted***. **If you do not hear from SOS by 30th September 2026, your application has not been successful.**