

UGANDA CIVIL AVIATION AUTHORITY

EXTERNAL ADVERTISEMENT

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority now plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

- JOB REF** : **UCAA/ADV/EXT/01/2024**
- POST** : **ASSISTANT INTERNAL AUDITOR**
- REPORTS TO** : INTERNAL AUDITOR
- SALARY LEVEL** : 9
- VACANCIES** : 03
- JOB PURPOSE** : To offer support services for carrying out risk-based audits while ensuring effectiveness, efficiency and timeliness.

PRINCIPAL ACCOUNTABILITIES

SNo.	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Participating in monitoring expenditure activities	<ul style="list-style-type: none">• Assists to monitor and control day-to-day expenditure activities at UCAA• Participates in post-audit activities as per set thresholds
2.	Assisting in updating status of previous Audits and documenting it in a report	<ul style="list-style-type: none">• Assists in updating the status of the previous internal and external findings on a quarterly basis, auditing resolved issues and preparing the quarterly status report for review by the internal auditors.• Documentation of the audit findings with sufficient, audit evidence for report compilation and review by supervisors.
3.	Assisting in compiling audit working papers	<ul style="list-style-type: none">• Compilation and submission of working papers for review by supervisors.• Assists in presentation of clear, concise, and timely working papers in line with International Professional Practices Framework (IPPF) standards for review by the PIA.
4	Writing and presenting draft audit reports to internal Auditor	Timely delivery of professionally written draft reports and practical value adding recommendations on issues arising during audit work.

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5	Participating in review of capital projects from beginning to the end	<ul style="list-style-type: none"> • Participates in delivering planned audits under the guidance of Internal Auditors. • Prepares and maintains checklists and tests relevant to projects.
6.	Participating in various operational audits including spot check, cash counts etc.	<ul style="list-style-type: none"> • Participates in operational audits as scheduled on the Annual Audit Plan, • Carries out audit tests to check compliance with policies, accuracy, integrity, and completeness of transactions.
7.	Participating in stores audits and providing relevant audits.	<ul style="list-style-type: none"> • Carries out periodic reviews of stores transactions to ensure compliance with established policies and procedures. • Participates in stock taking exercises • Periodic review – surprise stock count. • Reconciliation of stock cards against system/computer balances • Participates in stores deliveries and verifications
8.	Participating in reviewing of payroll	Reviews the payroll transactions (allowances and deductions) support to check accuracy, completeness, and compliance with regulations.
9.	Participating in physical asset verifications	<ul style="list-style-type: none"> • Evaluates the effectiveness and efficiency of controls safeguarding assets against misappropriation. • Carries out inspections of physical assets against records in Fixed Asset Register. • Conducts periodic Asset verification exercises.
10.	Revenue Management and assurance process.	Participates in the review of accuracy, integrity, and completeness of the UCAA revenue process
11.	Participating in ensuring accuracy of payments to staff	Reviews claims, allowances, refunds, and accountabilities
12.	Verifying prices on quotations by suppliers	<ul style="list-style-type: none"> • Carries out independent market surveys • Verifies quoted prices for UCAA procurements including price surveys. • Verifies quoted prices of UCAA procurements to ensure cost consciousness in buying. • Liaises with suppliers where necessary.
13.	Review of UCAA fleet management activities	<ul style="list-style-type: none"> • Prepares an audit program and checklist for the review of UCAA Fleet Management activities. • Verifies UCAA vehicle movement vis-à-vis mileage as per logbooks. • Vehicle usage verification and report

PERSON SPECIFICATIONS	
Essential Requirements	1) An honours Bachelor's degree in statistics, Commerce, Accounting, Business Administration, Information Technology, Engineering and Business Computing from a recognised higher institute of learning. 2) Part II of ACCA or CPA or Certified Internal Auditor - Part 1 3) A minimum of 3 years working experience in a reputable organisation. 4) AGE: from 24 to 30 years old
Desirable requirements	CISA, CRMA, CRISC are added advantages.
Knowledge	Knowledge of IDEA data analytics tool.
SPECIAL SKILLS AND ATTRIBUTE	
1) Must be a team player and able to work well with others. 2) Clean record and compliant with requirements of ethical conduct.	

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser to create an account and start the application process.
- 2) Sign up to create an account (New users).
- 3) Log in with your username and password.
- 4) Create a CV by filling in all the required information before proceeding.
- 5) Click Home and there you will see the advertised job. To apply, click the **“Apply”** button. Thereafter a popup message will appear **confirming** your application was successful.
- 6) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.
- 7) Physical/hard copy applications will not be accepted.

Note:

- a) For any inquires or assistance, please contact: +256-312-352000.

- b) Applications are to be received not later than **5:00 pm** on **10th February 2025**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.
- c) In your CV please include contacts of two credible referees i.e. one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA**