



VACANCY ANNOUNCEMENT

The African Civil Aviation Commission wishes to announce, in line with the AFCAC Service Code, that the following vacancy will be available at its Headquarters based in Dakar, Senegal.

- **2025/08/P Internal Auditor**

The Commission encourages all interested persons to forward their applications directly to AFCAC using any of the following:

Email: vacancy@afcac.org

fax number: + 221 33 820 70 18

Address: Leopold Sedar Senghor Military Airport Road

The deadline for receiving applications is **15 September 2025**

Please note that

1. AFCAC may decide at any time not to continue with the recruitment process regarding current position taking into consideration the prevailing circumstances at the relevant time;
2. Applications received after the deadline will not be considered;
3. Applications not submitted in accordance with the indicated format may also be rejected;
4. Applications submitted electronically should be in Word and PDF format dully signed on the latter;
5. Suitably qualified African women are strongly encouraged to apply;
6. Only applicants who are under serious consideration will be contacted and interviewed;
7. AFCAC will not respond to queries regarding information on the status of the vacancies.

DURATION OF APPOINTMENT:

Appointment will be on three years fixed-term non career basis (6months probationary period).

OBLIGATIONS AND PRIVILEGES

Applicants are considered for the recruitment process, if his/her State only meets the Constitutional provisions of AFCAC, in particular Article 18 on the date of submission of application.

AFCAC staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities.

AFCAC staff members are required to adhere to the Constitution, Service Code and Manuals of AFCAC. AFCAC staff members are expected to conduct themselves in a manner befitting their status as

international civil servants.

The Benefits of AFCAC Staff Members will be those included in the Seat Agreement between AFCAC and the

Host State (Senegal).

The statutory retirement age for staff entering or re-entering service after 1 January 2025 is 60. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

CLASSIFICATION OF POSTS AND STAFF

The classification of posts and Staff will be in accordance with the AFCAC Service Code.



SALARIES AND ALLOWANCES

The net annual salary offered is USD 84,672. The allowances will be in accordance with the AFCAC Service Code.

| POSITION INFORMATION | | | |
|-----------------------------|-------------------------|-------------------------------|---|
| Post Title: | Internal Auditor | VACANCY NOTICE | 2025/08/P |
| Level: | P4 | Posting Period: | 6th August 2025 – 15th September |
| Duty station: | Dakar, Senegal | Date of entry on duty: | 3rd November 2025 |

THE ORGANIZATION SETTING

AFCAC's main responsibility as the Executing Agency (EA) is to ensure the consistent and full implementation of the Yamoussoukro Decision (YD) and the realization of the Single African Air Transport Market (SAATM) towards contributing to the African Union Agenda 2063. The objective is, amongst others, to facilitate seamless and smooth operationalization of the SAATM to ensure the sustainable development of air transport and that activities of the Executing Agency (EA) facilitates the growth of the intra-African Air Transport Market.

The EA's role, therefore, ensure the even-handed enforcement of the YD and the EA's regulatory oversight responsibilities across all AU member States is to ensure consistent application of and adherence to the Regulatory and Institutional Legal Instruments of the YD and its Operational Rules and Procedures thus ensure that the operationalization of the SAATM creates a conducive environment for sustainable development of air transport in Africa.

AFCAC's regulatory oversight responsibilities are not only economic and technical in nature but also span across all AU member States as does its mandate to render technical assistances, in collaboration with Partners to State Parties that subscribes to SAATM to enhance the effective implementation of ICAO's SARPs aimed at sustainable development of air transport.

AFCAC's governance consists of:

The Plenary;

- Issue policy guidelines through resolutions and recommendations;
- Elect the President and Vice-Presidents to serve as members of the Bureau;
- Approve the Organizational Structure of AFCAC and appoint the Secretary General upon the recommendation of the Bureau;
- Approve the work programme, business plan, budget, rules and regulations of AFCAC;
- Establish committees and working groups, as necessary, to undertake special assignments or tasks on civil aviation in Africa, with such functions as may be specified, and appoint their members;
- Approve such other activities, rules and procedures as deemed appropriate, to meet the objectives of AFCAC;
- Appoint External Auditors of AFCAC;
- Consider and take appropriate action on the External Auditors report;
- Ensure the effective implementation of the Yamoussoukro Decision, principally the liberalization of air transport services;
- Adopt the financial rules and regulations, accounting and auditing rules and regulations for



AFCAC;

- k) Submit its tri-annual report on the state of implementation of the Yamoussoukro Decision to the Assembly of Heads of State and Government through the Executive Council;
- l) Adopt its rules of procedure, including the establishment of committees as deemed appropriate as well as the Rules of Procedures of the Bureau; and
- m) Undertake such other functions as may be requested or conferred upon it by the relevant Organs of the AU, the Monitoring Body and the Sub-Committee of Air Transport.

The Bureau;

- a) Convene the ordinary and extraordinary plenary sessions, subject to the relevant provisions of Article 10, and determine the provisional agenda;
- b) Ensure the implementation of the AFCAC work programmes and other resolutions of the AFCAC Plenary;
- c) Supervise and coordinate the activities of the Secretariat and any committee or working group;
- d) Prepare its own rules of procedures and submit them to the Plenary for approval;
- e) Implement the resolutions, directives and decisions of the Plenary and discharge the duties and obligations which are conferred upon it in the Constitution;
- f) Select and recommend from a short-list to the Plenary, candidates for the position of Secretary General;
- g) Supervise the administrative and financial management of the Secretariat;
- h) Submit periodic reports on its activities to the Plenary; and
- i) Carry out any other functions that may be assigned to it by the Plenary.

The Secretariat is responsible for;

- a) Follow up and ensure the implementation of the resolutions, directives and decisions of the Plenary, Bureau and Monitoring Body, in accordance with the rules and regulations of AFCAC;
- b) Represent AFCAC and defend its interests under the guidance and approval of the Plenary and the Bureau;
- c) Promote the development of the programmes, projects and initiatives of AFCAC;
- d) Prepare and submit proposals concerning the work programmes, business plans, strategic objectives, projects, activities and budgets of AFCAC and ensure their implementation;
- e) Oversee the administrative and financial management of AFCAC by appropriately managing the budgetary and financial resources including collecting the approved revenue from various sources;
- f) Prepare financial reports including reports for the past triennial and a budget for the forthcoming triennial to be submitted by the Bureau to the Plenary for approval in accordance with AFCAC rules and regulations;
- g) Submit reports on the activities of AFCAC to the Plenary, Bureau and Monitoring Body;
- h) Appoint staff and terminate contracts of appointment in accordance with AFCAC Staff Rules and Regulations;
- i) Prepare and service meetings of the Plenary, Bureau and Committees of AFCAC;
- j) Organize meetings and undertake studies as necessary and maintain relevant records in relation thereto;
- k) Submit to the Bureau and the Monitoring Body annual reports on the operations of AFCAC;
- l) Keep in custody the seal, documents, files and other data relating or relevant to the work of AFCAC; and
- m) Make recommendations to improve AFCAC's operational efficiency.



PURPOSE OF THE POSITION RESPONSIBILITIES – IMPACT OF OUTCOME OF THE POSITION

The Internal Auditor is responsible for providing independent, objective assurance and consulting services that are designed to add value and improve AFCAC's operations. By bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes, the Internal Auditor contributes directly to the achievement of AFCAC's strategic goals.

This position requires a professional with sound judgment, strong analytical skills, and extensive knowledge of internal audit practices and standards. The incumbent must maintain the highest standards of integrity, confidentiality, and impartiality while performing audits and advising senior management.

In addition to technical responsibilities, the Internal Auditor plays a key managerial role by advising senior leadership. The incumbent ensures alignment of audit work with AFCAC's strategic direction and facilitates coordination with internal and external stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

A. Internal Audit Planning and Execution

- Develop, update, and implement a comprehensive, multi-year risk-based annual internal audit plan in alignment with AFCAC's strategic objectives and operational priorities.
- Conduct financial, operational, compliance, and performance audits across departments, units, and projects.
- Review and assess the adequacy, effectiveness, and efficiency of internal controls and operational processes.
- Ensure audits are executed in accordance with International Standards for the Professional Practice of Internal Auditing (IPPF).

B. Risk Management and Internal Control

- Identify and assess key risks across organizational processes and recommend improvements to mitigate those risks.
- Monitor and evaluate the implementation of risk mitigation strategies.
- Provide advisory services to management on internal control design and risk management frameworks.
- Conduct internal control reviews in new and high-risk areas to provide timely feedback to management.

C. Compliance and Investigative Functions

- Ensure compliance with AFCAC's financial rules, administrative policies, procurement procedures, and donor requirements.
- Conduct special audits and investigations related to suspected fraud, waste, abuse, or other irregularities.
- Recommend corrective actions and improvements based on investigative findings.

D. Reporting and Governance Support

- Prepare detailed audit reports with observations, risk assessments, and practical



recommendations for improvement.

- Present audit findings and reports to the Secretary General and, when required, to the Bureau or relevant governance structures.
- Track and follow up on the implementation of audit recommendations.
- Maintain a comprehensive audit trail and documentation in accordance with professional standards.

E. Institutional Strengthening and Advisory Role

- Promote awareness of internal controls and risk management through training sessions and advisory services.
- Provide proactive advice to senior management on governance and internal control best practices.
- Support organizational development initiatives and contribute to improving operational policies and procedures.

F. Managerial and Strategic Responsibilities

- Provide strategic leadership in the planning and execution of audit engagements aligned with AFCAC's institutional priorities.
- Supervise consultants, junior auditors, or ad hoc staff involved in audit missions when applicable.
- Advise senior management and governance bodies on emerging risks, audit priorities, and process improvements.
- Represent the internal audit function in strategic planning discussions and institutional reform efforts.
- Ensure the integration of audit recommendations into management decisions and policy updates.
- Coordinate with external auditors and oversight bodies to harmonize audit processes and follow-up actions.

REQUIRED EXPERTISE

- Knowledge of recent trends in the continental and world air transport industry in relation to liberalization, competition, consumer protection, and, particularly in relation to the YD its Annexes;
- Good knowledge of ICAO's and regional organizations initiatives on Liberalization, Competition and Consumer Protection and that of others
- Fluent reading, writing and speaking abilities in one of the AFCAC languages and working knowledge of the other is desirable.
- Excellent interpersonal and problem-solving skills

QUALIFICATION AND EXPERIENCE

Educational Background

- A Bachelor's degree in Accounting, Finance, Business Administration, Audit, or related field



is required.

- Must have served and completed articles in a reputable international audit firm.
- Professional certification is mandatory: CIA (Certified Internal Auditor), CPA, CA, CISA, or ACCA.

Professional Experience

- A minimum of **seven (7) years** of progressively responsible experience in internal auditing, external auditing, risk management, or financial compliance.
- Good knowledge of public sector accounting standards currently used at AFCAC including reporting requirements of development partners.
- Experience working in intergovernmental, public sector, or international organizations is strongly preferred.
- Familiarity with auditing in aviation, transport, or infrastructure-related environments is an asset.

REQUIRED EXPERTISE

- Proven expertise in designing and implementing risk-based audit methodologies in line with international auditing standards (e.g., IPPF).
- Proven abilities to prepare internal audit reports detailing the overall institutional performance against the multi-year plan and to carry out effective monitoring and intervention when necessary.
- Extensive experience conducting financial, operational, compliance, and performance audits in complex institutional environments.
- Strong understanding of public sector governance, internal control frameworks, and risk management systems.
- Demonstrated ability to identify control weaknesses, assess risks, and provide practical and strategic recommendations.
- Familiarity with donor-funded projects and the financial and reporting obligations they entail.
- Experience conducting special audits or investigations, including fraud risk assessments and forensic reviews.
- Ability to work with audit software, data analytics tools, and enterprise resource planning (ERP) systems.
- Excellent report writing, presentation, and advisory skills, with the capacity to communicate technical issues to senior management and governance bodies.
- Strong knowledge of administrative, procurement, and human resources procedures, especially within intergovernmental organizations

COMPETENCIES

Technical Competencies

- Strong knowledge of auditing standards (IPPF, INTOSAI, or equivalent).
- Internal control and risk management frameworks
- Proficiency in financial analysis, risk assessment, and audit methodologies.
- Sound understanding of budgeting, procurement, HR, and financial systems.

Behavioral Competencies

- High standards of integrity, ethics, and objectivity.



- Excellent analytical, problem-solving, and critical thinking skills.
- Ability to communicate complex audit findings clearly and persuasively.
- Strong interpersonal and organizational skills; ability to manage multiple tasks.
- Ability to work independently while maintaining a cooperative team spirit.

WORK RELATIONSHIPS AND CONTACTS

INSIDE THE ORGANIZATION

- Bureau, Secretary General,
- Directors, Unit Heads,
- Finance, Administration, Procurement, HR
- Project Manager.
- Others

OUTSIDE THE ORGANIZATION

- External Auditors,
- African Union Oversight Bodies,
- Consultants, Donors (AfDB, WB, EASA, etc.)
- Regulatory Partners.
- Others

PERFORMANCE INDICATORS

- Timely preparation and implementation of a risk-based Multi-year Internal Audit Plan approved by the Bureau.
- Number and quality of audit assignments completed within agreed timelines and in compliance with auditing standards.
- Percentage of audit recommendations accepted and implemented by management within the agreed timeframe.
- Quality and clarity of audit reports, including relevance of findings and feasibility of recommendations.
- Responsiveness to urgent audit and investigation requests from senior management or oversight bodies.
- Quality and timeliness of advisory inputs provided to support risk management, internal control improvements, and institutional governance.
- Evidence of strengthened compliance, reduced risks, and improved accountability across AFCAC operations as a result of audit interventions.
- Positive feedback from stakeholders (SG, Bureau, external auditors) regarding the added value and independence of the internal audit function.
- Maintenance of high ethical standards, confidentiality, and impartiality throughout audit engagements.



- Demonstrated leadership in managing audit teams and engagements.
- Level of influence in institutional planning and policy through audit recommendations.
- Effective coordination with external oversight and donor audit mechanisms.
- Quality of mentorship and technical guidance provided to junior staff or consultants.