



## EXTERNAL VACANCY ANNOUNCEMENT- INTERNAL AUDIT OFFICER

(PUBLISHED 12 SEPTEMBER 2025)

Eswatini Civil Aviation Authority (ESWACAA), a Category A Public Enterprise responsible for the regulation of Civil Aviation in the Kingdom of Eswatini and the operation of King Mswati III International Airport. ESWACAA carries out its mandate in conformity with International Civil Aviation Organisation's (ICAO) Standards and Recommended Practices (SARPs).

ESWACAA invites suitably qualified and experienced candidates to apply for the position of **Internal Audit Officer**. This role is critical in supporting ESWACAA's internal audit function by executing audits, reviews, and compliance checks that provide an independent and objective assurance on the adequacy and effectiveness of risk management, internal controls, and governance processes. The position reports to the **Internal Audit Manager** and is based at ESWACAA Head Office in Matsapha, with frequent travel to KMill International Airport (Sikhuphe).

### 1. JOB PURPOSE:

The Internal Audit Officer will implement the approved internal audit plan, conducting fieldwork, analysing data, identifying risks and control gaps, and preparing audit reports. The incumbent will also support compliance monitoring, contribute to risk assessment activities, and promote operational efficiency, asset safeguarding, and adherence to relevant laws, policies, and standards.

### Key Responsibilities

The incumbent will be expected to:

- Provide input into the Internal Audit strategy and the delivery thereof.
- Execute the approved annual internal audit plan.
- Develop audit working papers and assist in compiling audit programs for assigned audits.
- Conduct fieldwork, data analysis, and testing to identify risks, gaps, and control weaknesses.
- Assess the adequacy of ESWACAA policies and procedures in addressing identified risks; and conduct testing of controls and gathering relevant data and evidence.
- Collaborate with other internal audit teams, external auditors, and departments within the organisation to ensure a coordinated and comprehensive approach to internal auditing.

- Document findings and draft preliminary audit reports for review.
- Conducting follow-up audits to ensure corrective actions are implemented.
- Prepare audit documentation to support conclusions and recommendations.
- Monitor compliance with corporate governance standards and frameworks.
- Participate in risk assessments and recommend mitigation measures.
- Conduct fraud investigations and other special assignments including whistle-blowing matters.
- Adhere to safety, security, health, and environmental protocols during audits.
- Identifying areas for process improvement and may be involved in discussions about potential recommendations to enhance internal controls.
- Monitor the progress of remedial efforts and verify the effectiveness of corrective actions.

## **2. QUALIFICATIONS AND EXPERIENCE:**

The ideal candidate must meet the following minimum requirements.

### **(i) Qualification**

- Bachelor's Degree in Accounting, Finance, Auditing, or equivalent qualification.
- Completed serving audit articles.

### **(ii) Added Advantage**

- Certified Internal Auditor (CIA) or Chartered Accountant (CA).

### **(iii) Work Experience**

- At least three to five (3 to 5) years' experience in internal auditing, risk management, or related field (including time spent serving articles).

### **(iv) Other requirements**

- Full Aviation Security Clearance.

## **3. SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES:**

The ideal candidate must demonstrate the following competencies, knowledge, and personal attributes:

- Ability to strike a good balance between compliance, operational efficiency and customer experience.
- Proficiency in internal audit methodologies and techniques, tools including data analytics software, risk assessment, controls testing, sampling and documentation.

- Working knowledge in Information Technology internal audit methodologies and techniques, tools including data analytics software, risk assessment, controls testing, sampling and documentation.
- Understanding of financial and accounting principles, including IFRS and financial statement analysis, to evaluate financial controls and assess financial risk.
- Ability to use data analysis tools and techniques to extract, and analyse data sets, identify trends, anomalies, and patterns, and support audit testing and conclusions is required.
- Analytical and problem-solving abilities.
- High level of accuracy and attention to detail.
- Comprehensive understanding of internal auditing standards, methodologies, and practices.
- Sound grasp of basic financial management and risk management principles.
- Strong communication and interpersonal skills for engaging effectively with diverse stakeholders.
- High ethical standards and objectivity in decision-making.
- Systematic, organised, and inquisitive approach to work.
- Awareness of relevant laws, regulations, and governance frameworks.

Applications with complete up-to-date Curriculum Vitae, certified copies of academic certificates/professional accreditation, must be emailed to [recruitment@eswacaa.co.sz](mailto:recruitment@eswacaa.co.sz) not later than **Friday, 19<sup>th</sup> September 2025**. Please quote the position of **“Internal Audit Officer”** in the email subject line.

N.B. Only emailed applications will be admissible.

Only shortlisted candidates will be contacted.

All applications should be in PDF format not exceeding 11MB. Zipped or compressed files are not admissible.