



## NURSES AND MIDWIVES COUNCIL OF MALAWI

### A. INTRODUCTION AND BACKGROUND

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body for Nurses and Midwives established in 1966 through the act of parliament (Laws of Malawi Cap 36:02). It is mandated to regulate education, training, practice and professional conduct of nurses and midwives in Malawi in order to protect the public from unsafe practice. NMCM has a role to develop, maintain, reinforce, monitor and evaluate nursing and midwifery practice and education standards thereby contributing to the national goal of promoting the health status of Malawians.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant positions tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant position:

#### **Job Title: Internal Audit and Risk Management Officer**

#### **Purpose of the Job**

To provide independent assurance that the Council's risk management, governance, and internal control processes are operating effectively

#### **Key Duties and Responsibilities**

- (a) Leading in preparing and reviewing Internal Audit as well as Risk Management Charter, annual Audit and Risk Management Plans, programs and related budget estimates.
- (b) Conducting pre-auditing of payments to prevent financial management risks

- (c) Conducting routine, investigative and value-added audits as well as conducting risk management assessment exercises with a view to appraise Council's control systems, efficiency and effectiveness in its use of goods and services.
- (d) Producing periodic audit and risk management reports and submitting them to the board for consideration and approval for implementation.
- (e) Following up implementation of audit and risk management reports duly approved by Council
- (f) Assisting external auditors to audit Council accounts and cooperating with them to ensure their timely and smooth performance.
- (g) Updating management on issues of concern in accordance with government policy with regard to financial prudence
- (h) Any other duties

#### **REQUIRED COMPETENCIES**

- Honesty and of high integrity
- Attention to detail
- Ability to prioritize work efficiently and independently;
- Excellent in communication, interpersonal, presentation, and analytical skills;
- Self-motivated, assertive and action oriented;
- Strong computer skills with knowledge of computerized accounting packages.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Accounting with
- Professional qualifications such as CIA / ACCA/ CIMA.
- Membership with Institute of Internal Auditors Malawi
- 5 years' experience in Auditing

## **METHOD OF APPLICATION**

Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than 4<sup>th</sup> January 2022 to:

**The Registrar Nurses and Midwives Council of  
Malawi P.O Box 30361  
Capital City, Lilongwe 3.  
nmcm@nmcm.org.mw**

**NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY  
SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**