



# TERMS OF REFERENCE

## FOR THE SELECTION OF DIRECTOR OF INTERNAL AUDIT (DIA)

<b>Authority:</b>	National Steering Committee
<b>Reporting Title:</b>	Director of Internal Audit (DIA)
<b>Appointing Authority:</b>	Reports to the Executive Director
<b>Staff under his/her Supervision:</b>	Internal Audit Manager

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**Project ID No:** P508191

**Name of project:** Productive Social Safety Net program Phase III (PSSN III)

**Country:** United Republic of Tanzania

### 1.0 BACKGROUND

PSSN has been implemented in two phases since 2012, aiming to increase income, consumption, and resilience among targeted households, while enhancing human capital for children. Building on the achievements and lessons of previous phases, PSSN III (2026–2029) expands access to social protection and employment opportunities, modernizes delivery systems, and emphasizes graduation from poverty.

### 2.0 PROJECT OBJECTIVE

PSSN III objective is to increase access to social protection and better jobs for targeted poor households and build sustainable, adaptive social protection delivery systems.

### 3.0 BASIC FUNCTIONS

To manage the internal audit functions of the Project as specified in the Financing Agreement and Operational Manual.

#### 4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

She/he shall:

- (a) Coordinate the overall operations of the Directorate of Internal Audit. This includes facilitating linkages with other Directorates and the office of the Executive Director.
- (b) Provide professional advice to Executive Director and other members of TMU on matters pertaining to Internal Auditing.
- (c) Adapt and follow the internal audit charter.
- (d) Ensure preparation, compilation and implementation of Directorate of Internal Audit annual plan and budgets.
- (e) Coordinate preparation and revision of the Internal Audit manual which will guide the auditing of TASAF funded activities in all area of operations, (TMU and Project Area Authorities and Communities).
- (f) Plan and communicate the overall internal Auditing covering all kinds of audit which the Directorate of internal Audit is supposed to undertake thus; Operational Audit (procedure auditing), financial Audit, technical Audit, and special Auditing.
- (g) Ensure adequate audit coverage and minimize duplication of efforts between PAA Internal Audit and audit coordinated by TMU.
- (h) Review Internal Audit reports compiled by the Internal Audit Manager prior to submission to the Executive Director and the responding Auditees.
- (i) Ensure availability of a register to track all incoming and outgoing correspondences including the Audit reports from PAA.
- (j) Submit on quarterly basis TMU internal audit reports and summarized internal audit reports from PAA to the Audit Committee for deliberation and recommendation.
- (k) Be a secretary to the Audit Committee.
- (l) Recommend improvement of internal controls designed to ensure reliability and integrity of financial information, effectiveness and efficiency of operations, safeguard of TASAF resources, and compliance to the Operational Manual and the Financing Agreement.
- (m) Ensure that always there is value for money of assets created from the resources provided by TASAF supported interventions.
- (n) Appraise the adequacy of the action taken by management to correct reported shortfalls; confirming reviews, with appropriate management on actions taken.
- (o) Coordinate compilation of capacity building requirements of the internal auditors at all levels and communicate to the respective directorate for necessary action.

- (p) Follow up timely disbursement of funds to all TASAF supported interventions (Safety net, targeted infrastructure, live-hood enhancement and capacity building).
- (q) Conduct special examinations (Special Audit) when need arises.
- (r) Conduct performance appraisal of all staff under the directorate, using agreed upon performance indicators and goals.
- (s) Be a member of the TASAF management team and responsible for preparation and presenting directorate reports.
- (t) Perform any other official duties as may be assigned by the Executive Director.

## **5.0 QUALIFICATIONS AND EXPERIENCE**

- (a) Holder of Masters Degree in Finance, Accounting and Finance, Business Administration or any other related field from recognized university.
- (b) Must possess internationally recognized accounting professional qualification such as CPA (T), ACCA, CIMA, CISA or other related profession.
- (c) Must be registered with the National Board of Accountants and Auditors (NBAA) in the category of Associate Certified Public Accountant (ACPA) or Fellow Certified Public Accountant (FCPA).
- (d) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which seven years (7) must be at senior managerial position.
- (e) Must have a working knowledge of computerized Accounting and Audit systems.
- (f) Must have a thorough knowledge and understanding of and experience with donor funded project.
- (g) High level of communication and interpersonal skills and ability to work with people at all levels.
- (h) Ability to supervise, train and coach staff in relevant skills.
- (i) Self-motivated with integrity and high level of confidentiality.

## **6.0 KEY PERFORMANCE MEASURES**

- a) Existence of internal audit plan that covers the whole year.
- b) Availability of Audit Committee reports.
- c) Evidence of financial and management audits performed during the year.
- d) Timely submission of quarterly and annual reports.
- e) Existence of updated risk register.

## 7.0 DURATION OF CONTRACT

The contract term is four (4) years, renewable based on performance.

## 8.0 DUTY STATION

The duty station will be at the TASAF Head Office in Dodoma.

## 9.0 HOW TO APPLY FOR THIS VACANCY

Applicants are required to submit their applications, including **certified copies of Academic certificates, Birth certificate, Cover letter**, and a **Curriculum Vitae (CV)** to the following:

1. **Hard copy applications should be sent to**

The Executive Director,  
Tanzania Social Action Fund (TASAF),  
PSSSF Kambarage Tower,  
1 Kambarage Street,  
41104 Tambukareli, Dodoma  
P.O. Box 2719,  
DODOMA.

2. **Electronic applications (PDF format):**

Can be sent to the following email address: [hr@tasaf.go.tz](mailto:hr@tasaf.go.tz)

Applications submitted through methods other than those specified above will not be considered.

**The deadline for submitting applications is 18<sup>th</sup> April 2026.**