



Sanad for Alternative Parental Care Internal Auditor

ABOUT SANAD	<p>Sanad for Alternative Parental Care is a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008.</p> <p>Our Vision: A world where orphans shape their future.</p> <p>Our Mission: Strengthening the alternative parental care system through standardization, research, certified training, and advocacy, so that every orphan to realize his uniqueness and potentiality.</p> <p>Since its foundation, Sanad has been introducing innovative solutions based on a transformation approach to reform orphanage care in Egypt and ensure a better future for children and youth raised in care homes. Yet, in 2016, Sanad extended its efforts to include another form of alternative care which is foster/alternative families (Kafala) by joining the Higher Committee of Alternative Families at MoSS. Sanad created a breakthrough in the field of orphans care by developing Quality Standards for Alternative Care within care homes for children and youth without parental care and advocating for mandating these standards nationwide which was accredited and mandated by the Ministry of Social Solidarity in June 2014.</p> <p>Sanad’s projects and programs are driven from its long-term strategic objectives (2024-2030):</p> <ol style="list-style-type: none"> 1. Providing technical support to enable the transformation of care-homes’ system from institutional care to semi-family care. 2. Qualifying foster families to be capable of raising children deprived of parental care. 3. Preparing qualified cadres to work within the alternative care system. 4. Developing mechanisms of sustainability and ensuring the quality of the alternative care provided in all its forms. 5. Gaining the support of the private sector and the civil society to advocate for equal opportunities for all care leavers. 6. Raising the institutional and the technical efficiency of civil society organizations and the private sector to empower care leavers socially and economically. <p>Sanad was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was selected as the best project under the Humanitarian Category in the Arab Region by MBC Hope in 2014, was recognized by Prince Mohamed Bin Fahd Prize for Best Charity Performance in 2017 in the Arab World and received Misr El Kheir Foundation “Social Pioneers Prize” in 2020 for its effort in implementing the fourth goal in the SDGs “Quality Education.”</p>
REPORTS TO	Internal Audit Manager

DUTIES & RESPONSIBILITIES

Risk Identification, Assessment, and Reporting

- Conduct the process of identifying and assessing potential risks that may affect the organization's operations, along with performing periodic analyses and updating the risk registers at least once a year.
- Prepare periodic reports on the status of risks and the effectiveness of internal controls, submitting these to the Internal Audit Manager.

Internal Control and Operational Efficiency Evaluation

- Evaluate the effectiveness and efficiency of internal controls over operational processes.
- Review the records and procedures for contracts, administrative, and financial processes to assess achievement levels and evaluate the efficiency and effectiveness of organizational operations.

Audit Planning and Execution

- Assist in preparing the annual audit plan and defining the scope of the audit based on risk assessment results and internal control evaluations.
- Conduct periodic internal audit operations, gathering and analyzing data from transactions, documents, and reports, performing audit tests, and evaluating compliance with laws and regulations.

Audit Documentation and Reporting

- Document the results of audit operations and prepare draft reports, including recommendations to address identified issues, improve processes, and mitigate risks.
- Prepare comprehensive periodic reports on audit findings and recommendations, submitting them to the department manager for review and presentation to the audit committee and senior management.

Interdepartmental Collaboration for Audit Implementation

- Participate in meetings with other departments to discuss audit results and align on recommendations.
- Coordinate with departments to ensure implementation of recommendations, conducting regular follow-ups to monitor compliance and assess the level of adherence.

Audit Process Improvement and Risk Mitigation Strategies

- Assist the department manager in developing and implementing strategies to enhance the efficiency of audit processes, reduce risks, and strengthen internal controls.

<p>JOB REQUIREMENTS</p>	<ul style="list-style-type: none"> • Collaborate with other departments to ensure understanding and implementation of risk management strategies across the organization. • Bachelor's degree in Accounting, Finance, or Business Administration. • Minimum of 4-6 years of experience in the field of internal auditing. • Proven and strong knowledge of all internal audit standards, procedures, rules, laws, and regulations. • Preferably holders of professional certifications such as 'CIA: CERTIFIED INTERNAL AUDITOR or equivalent. • The ability to prepare detailed reports in Arabic and provide recommendations based on observations. • Comprehensive knowledge and understanding of accounting standards. • The ability to manage and handle risks and to establish strategies for risk reduction. • The ability to prepare audit findings reports for presentation to the audit committee and senior management. • Proficiency in using accounting software, databases, and Microsoft Office programs.
<p>CORE COMPETENCIES</p>	<ul style="list-style-type: none"> • Risk Management and Analytical Thinking • Attention to Detail and Accuracy • Knowledge of Auditing Standards and Regulations • Report Writing and Documentation Skills • Communication and Interpersonal Skills • Problem Solving and Decision Making • Ethical Standards and Integrity • Project Management and Time Management • Adaptability and Continuous Learning
<p>DOCUMENTS TO BE SUBMITTED</p>	<ul style="list-style-type: none"> • Resume

Interested Candidates can send the above documents to careers@sanadorphans.org, mentioning the job title in the email subject line.

Note: We'll be in touch with those who make it to the shortlist for interviews. Appreciate your interest!