

**General:**

**Job Title:** Head of Internal Controls

**Reports to:** General Manager – Bank Operations

**Number of Vacancies:** 1

**Basic Purpose:**

- To develop, implement, and maintain effective internal control procedures and processes to identify risks, evaluate controls and ensure compliance with regulatory requirements and bank policies.
- Key responsibilities include performing internal control reviews, identifying and documenting control gaps, collaborating on remediation efforts, conducting risk assessments, overseeing audit activities, managing the internal control team, and providing training to staff on control principles.

**Main Duties and Responsibilities:**

- 1. Strategy**  
Develop, cascade and monitor the implementation of internal Control strategy and work plans/activity plans aligned to the overall bank strategy
- 2. Develop and Implement Controls:**  
Design, implement, and enhance internal control systems and procedures to manage risks and ensure compliance with bank procedures and designed controls, including management of internal accounts and batch proofing.
- 3. Risk Assessment and Management:**  
Work with Risk, Audit and other stakeholders to oversee risk assessment processes and self-assessments to identify, mitigate, and monitor potential risks to the organization.
- 4. Team Leadership and Development:**  
Lead, mentor, and develop the internal control team, fostering a culture of continuous learning and ensuring high-quality execution of testing and assurance plans.
- 5. Compliance Monitoring:**  
Ensure staff and the bank's operations adhere to all applicable laws, regulations, and internal policies through regular checks and monitoring.
- 6. Reporting:**  
Prepare and present detailed reports on control and control environment and action plans to senior management.
- 7. Training and Awareness:**  
Provide guidance, training, and awareness programs to staff on internal control best practices and compliance obligations.
- 8. Collaboration:**  
Work closely with Risk Management, Compliance, and other control functions to ensure consistent application of control standards and the effective reduction of operational risks and errors.

**9. Fraud Control:**

Implement and oversee fraud control measures across business operations to protect against irregularities and fraud

**KNOWLEDGE SKILLS AND EXPERIENCE:**

- Strong understanding of financial processes and controls.
- Experience in risk assessment, internal audit, and regulatory compliance.
- Ability to work independently with a high degree of initiative/Proactivity
- Leadership and team-building skills to manage a department.
- Excellent communication skills to report findings and advise management.
- Professional qualifications such as CPB, CFA, CPA or ACCA are often an advantage

**Education:** A degree in accounting, finance, or related business field from a recognised university.

**Work Experience:** A minimum of 8 years of experience in audit, internal control, compliance, risk management, or a related field, 5 of which should have at Supervisory level.

**To Apply:**

Please submit your application quoting the Job title on the subject field to:

[TZRecruitment@equitybank.co.tz](mailto:TZRecruitment@equitybank.co.tz)

**Application Deadline:** 10th October, 2025