

**OFFRE D'EMPLOI N° 001/SB-RDC/KIN/2025**

**Intitulé du Poste** : Manager, Internal Audit  
**Département** : Internal Audit  
**Lieu d'affectation** : Kinshasa  
**Type de Contrat** : CDI assorti d'une période d'essai de 6 mois

**I. A PROPOS DE STANDARD BANK**

Standard Bank est le plus grand groupe de services financiers d'Afrique en termes de capitalisation boursière et un acteur innovant sur la scène internationale, qui offre une variété de possibilités de développement de carrière – ainsi que la possibilité de travailler aux côtés de certains des professionnels les plus talentueux et les plus motivés du secteur.

Présent dans 38 pays du monde dont 18 en Afrique, c'est depuis 1992 qu'il opère en République Démocratique du Congo à la suite de l'acquisition d'ANZ Grindlays Zaire qui existait dans le pays depuis 1973.

Standard Bank RDC offre une gamme variée de produits et services par le truchement de ses diverses branches à travers la RDC via un réseau des intermédiaires (banques correspondantes). Nos clients vont des entreprises de toutes tailles aux grandes multinationales ainsi qu'aux institutions. Nous sommes passionnés par la création de croissance en Afrique.

Ainsi, afin d'apporter une valeur réelle et significative à nos clients et aux communautés que nous servons et créer un réel sentiment d'utilité, nous avons développé une expertise dans la prestation des services liés aux besoins des entreprises minières, multinationales et autres organisations internationales opérant en République Démocratique du Congo.

Nos équipes allient leur connaissance approfondie sur les conditions et déterminants du marché en RDC à l'expertise du Groupe Standard Bank opérant dans les marchés émergents aux fins de développement des solutions sur mesure répondant aux besoins de la clientèle.

**II. JOB DESCRIPTION****JOB INFORMATION**

Job Family : Internal Audit  
Job reports to : Head, Internal Audit  
Career Type\* : Line / Managerial

**JOB PURPOSE**

To review and assess in collaboration with audit head, senior or middle audit managers, the high-risk areas of the business to give assurance to the Board Audit Committee, the Group Audit Committee, Business Executives and Shareholders that good governance practices are in place and controls are exercised throughout the financial period. Provide support in ensuring the achievement of the Group Internal Audit function mission which is to provide independent, objective assurance and consulting services that are designed to add value and improve Group operational controls.

Support Group Internal Audit in accomplishing its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control and governance processes.

## JOB FUNCTIONS

### Essential Functions

#### **Review and implement functional and service strategy**

- Understand the Group Internal Audit (GIA) strategy and its link to Group and Bank Strategy.
- Understand and Comply with the GIA standards and methodology as defined and supported by the audit tool.
- Execute allocated operational plans in line with the GIA strategy.
- Create and manage component of overall project plan. Meet assigned budget and project milestones. Provide formal weekly project status updates/reporting.
- Contribute to definition and delivery of team goals and KPIs to support delivery of GIA annual performance goals.
- Provide input to all committee reports as required.

#### **Manage relationships for allocated portfolios**

- Build and foster good relationships with business units, enabling functions, risk and compliance management stakeholders (all relevant levels of management impacted by the service) especially those working in your allocated audit portfolio - through regular communication and formal status reporting.
- Build and foster a good working relationship with internal audit teams and colleagues (all relevant service teams and management levels) to promote cross skilling and optimise cross team delivery - through regular communication.
- Understand detailed business process activities as well as activities performed in enabling functions that support these.
- Understand annual key risk concerns for the business area as well as industry and latest trends impacting risk and control practices
- Maintain core competency (technical) knowledge and best practice within portfolio. Review and provide feedback to GIA Operations regarding updates / enhancements required to GIA Standards and Methodology.
- Identify and recommend areas of improvement (to accountable process owners) in the control environment of your allocated audit portfolio and other areas of the group.
- Report or share information on emerging trends and potential solutions for addressing control weaknesses, process efficiency challenges or resolving open audit issues.

#### **Provide the third line assurance services**

- Contribute to development of the GIA Audit Plan applying a risk-based approach.
- Ensure the audit plan is kept updated with operational changes during the year.
- Deliver all allocated assignments within with agreed time, scope, and budget.
- Define scope, approach and detailed plan and allocate resources. Manage and control delivery of the assignment plan, fieldwork, report, and close audit/advisory/proactive assurance assignments where LEAD role is allocated.
- Deliver allocated components of the audit/advisory/proactive assurance assignment and report on these according to the GIA methodology and GIA quality standards.
- Contribute to continuous enhancement of quality control standards and toolkits for audit assignments.
- Complete all assigned / functional working papers, from planning to reporting within deadline, and ensure correct classification and allocation of findings in the Audit Tool.
- Report key issues or audit findings accurately in a succinct, impactful manner, clearly articulate and substantiate materiality or significance of the risk and its impact.
- Recommend an appropriate corrective action and obtain management commitments for corrective actions and record these accurately as agreed.

#### **Lead a team of Audit Leads and Auditors**

- Participate in maintaining a succession plan for the team.
- Participate in interviews and recruitment of new members of the team.
- Contribute to the development of a high performing team by embedding the bank's performance process, regular performance feedback and coaching. Address poor performance.

### Essential Functions

- Provide formal performance feedback to peers.
- Manage own training requirements and complete all Compliance related training.
- Proactively drive own development plans. Facilitate development of junior staff, where applicable. Coach/mentor individuals or intentionally transfer knowledge to individuals on the job to mature their professional skills and careers.
- Motivate team members and ensure that they receive recognition for work well done and contribute towards a positive, high performance working environment.
- Perform HR administration (personnel records: Leave, Training and EPM records).

#### Manage Audit database for future use

- Contribute to continuous enhancement of the service delivery framework components under the custody of the allocated audit service area.
- Contribute to ensure that the knowledge database is kept up to date with key portfolio information.
- Stay abreast with best practices, industry regulations, risks, audit techniques and tools through research, association with profession bodies, etc.

#### Provide operational management for own portfolio

- Track, review/provide Progress/Status against allocated open audit issues update issue tracking database and provide MIS to auditees and management committees.

#### Key Performance Measures

- Participate in the planning of the audits to be undertaken and drafting of the strategic audit plan.
- Writing audit findings and reports based on the results of the audit work i.e. – identifying control weaknesses and deviations from prescribed procedures, the underlying cause of these conditions, the implication to the organization and recommending appropriate corrective action.
- Assessing the adequacy of corrective action implemented by the audit entity.
- Execution of quality audits to conform to GIA (IIA) standards and methods.
- Generation of reports for investigation/audits using ACL.
- Contribute in investigating problems/ issues.
- Any other duties as assigned by Head of Audit.

### III. REQUIREMENTS

QUALIFICATIONS			
Education			
Type of Qualification	Field of Study	Required/ Preferred	And/Or
First Degree	Accounting, finance, business administration, IT engineering or computer Science	Required	
Other	CIA, CISA, CISM or other supplementary qualifications will be an added advantage.	Preferred	
Personal Competencies	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels, both orally and in writing (French/English).</li> <li>• Analytical, numeric, presentation and negotiating skills.</li> <li>• Detailed knowledge of the WAEMU zone regulatory requirements and modern internal auditing practices are essential.</li> <li>• Scripting skills will be a adding an advantage</li> </ul>	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred
5-7 years	Strong understanding and execution in internal/external audit are required	Required
1-2 years	Banking experience, part of which must have been in the External/Internal Audit, Risk, Compliance or IT department	Required
1-2 years	Experience in Technology, Cyber and Information risks audits will be an added advantage.	Preferred

## BEHAVIOURAL COMPETENCIES - ESSENTIAL

Upholding Standards	Upholding Standards within the organisation is important for ensuring that high quality products and services are provided as well as for ensuring that trust is created and maintained. Individuals need to focus on developing proper and discreet behaviour and to honour their commitments in order to be effective at demonstrating this competency.
Team Working	This competency is about working well in a team. To develop this competency, individuals are encouraged to acknowledge the views and contributions of others, and to involve others in decision-making.
Taking Action	This competency is about acting in service of achieving the organization's goals. It is about being energetic, showing initiative and being action oriented.
Embracing Change	This competency, in the context of organizations is concerned with the extent to which individuals accept challenges and change as well as the extent to which individuals cope well with uncertainty. Accepting change and coping with uncertainty can enhance one's ability to adapt effectively to changing circumstances, which is an ability of increasing importance in an ever more dynamic business environment.
Developing Strategies	This competency includes facets of behavior such as being visionary and establishing effective plans that take into consideration long-term aspects. This competency also includes the need for individuals to focus on identifying trends.
Documenting Facts	"Documenting Facts" emphasises logical reasoning, specifically when referring to an individuals' understanding of information and the clear communication of such information in writing. Logical reasoning is supported by a fact based or objective approach.
Establishing Rapport	This competency is about the behaviours an individual should employ in order to effectively engage people, establish positive personal contact and improve the likelihood of maintaining positive relationships. This competency is therefore about putting people at ease, making friends and helping people feel welcome.
Examining Information	This emphasises logical reasoning, specifically when referring to an individuals' understanding of information and the clear communication of such information in writing. Logical reasoning is supported by a fact based or objective approach.
Interacting with People	This competency is about fostering relationships that benefit the organisation as well as an individuals effectiveness and efficiency. More specifically, it includes personal networking behaviours, making contact with others and strengthening relationships.
Interpreting Data	This competency is about interpreting data accurately with an emphasis on the processing and interpretation of numbers. This competency also includes the utilisation of technology.
Making Decisions	This competency is about the pace at which individuals are prepared to make decisions, as well as their willingness to take responsibility for their decisions when under pressure. It also deals with the extent to which individuals are definite about their views and opinions.
Meeting Timescales	This competency involves individuals adhering to time scales and meeting deadlines. The focus is therefore on being reliable at completing tasks and being punctual.

## TECHNICAL COMPETENCIES

Competency Group	Audit	
Competency	Level	Competency Description
Audit Project Management	3. Seasoned	The ability to plan, initiate, execute, control and close projects efficiently and in a cost-effective way
Business Acumen (Audit)	3. Seasoned	The ability to understand the current and future organizational environment including the economical and regulatory impact to inform risk assessment and recommendations on appropriate control and quality frameworks
IA Data Analysis	3. Seasoned	The ability to inspect, transform and model data to inform and support the internal audit process and decision-making
IA Technology Application	3. Seasoned	The ability to utilise technology to source and analyse data that supports the internal audit process (risk assessments, full population testing) and drive visual presentation
Internal Auditing	3. Seasoned	The ability to follow a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes in accordance with the IA professional standards to enhance and protect organisational value

## SCOPE

### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
This position manages/supervises people	None	None

### Contact avec les Autres

Contacts Description	Regulators, External Auditors, 3rd Party providers and vendors. Senior Management , SBG – various stakeholders.
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## IV. COMMENT POSTULER?

Les personnes intéressées sont priées d'adresser leurs candidatures par e-mail à l'adresse électronique [info@standardbank.cd](mailto:info@standardbank.cd) en reprenant l'intitulé du poste en objet de leur e-mail. Les dossiers comprendront **uniquement** une **lettre de motivation** ainsi qu'un **Curriculum Vitae détaillé à jour (en Français et en Anglais)** renseignant les numéros de téléphone et adresses e-mails d'au moins **trois personnes** de référence.

Seuls les candidats de nationalité congolaise remplissant les critères susmentionnés seront considérés pour la suite du processus. Les **candidatures féminines** sont vivement encouragées et la **maîtrise de l'anglais oral et écrit** sera un élément déterminant dans la sélection des profils.

La date de clôture pour la réception des candidatures est fixée au **vendredi 21 février 2025 à 17h00'**.

## La Direction des Ressources Humaines

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