



The Institute of Internal Auditors

Tanzania

ELEVATING IMPACT

About Us

The Institute of Internal Auditors (IIA) Tanzania is a Professional Association that brings together internal audit practitioners and other interested parties in internal auditing in Tanzania. IIA Tanzania aims to create awareness of the contemporary role of internal audit, promote adoption and application of the International Professional Practice Framework (IPPF) and advocate globally accepted and recognized Internal audit professional certifications. Institute of Internal Auditors (IIA) Tanzania was registered in 2007 under the Societies Act, Cap 337 of the Laws of Tanzania (2002) Revised Edition].

IIA Tanzania is an affiliate to The Global Institute of Internal Auditors (IIA) which is an international professional association of more than 235,000 members established since 1941. As a member of the global fraternity of the Institutes of Internal Auditors, IIA Tanzania enjoys the benefits of IIA's global leadership in certification, education, research and professional guidance for the worldwide community of internal audit professionals. IIA Global is the only institution that provides universally applicable International Standards for the Professional Practice of Internal Auditing as well as the Code of Ethics to promote an ethical culture in performing Internal Auditing. Other than a global affiliation, IIA Tanzania is a member of African Federation of the Institutes of Internal Auditors (AFIIA) and it is a secretary of AFIIA.

Our Vision: To be the leading institute in promoting internal auditing.

Our Mission: To improve the quality of internal auditing through value-adding services to members and other stakeholders.

Position Overview:

The **Chief Operating Officer (COO)** will play a pivotal role in overseeing the day-to-day operations of IIA Tanzania. Reporting directly to the Chief Executive Officer (CEO), the COO will be responsible for developing and implementing efficient operational strategies, ensuring smooth internal processes, and fostering a culture of excellence. This position requires a forward-thinking leader with a strong operational background and experience in managing a member-based or non-profit organization.

Key Responsibilities:

- Lead and oversee all operational aspects of the institute, ensuring alignment with strategic goals.
- Develop, implement, and continuously improve operational systems, processes, and policies to enhance Institute efficiency.
- Work closely with the CEO and management team to drive strategic initiatives and ensure effective execution of Institute priorities.

- Maintain and direct the daily operations of the Institute, including coordinating with Administration, Membership, marketing, Finance, IT and other departments.
- Collaborate with department executives to ensure resources are effectively allocated and Institute performance is optimized
- Monitor and analyze operational performance metrics and make data-driven decisions to improve efficiency and member satisfaction.
- Develop and maintain strong relationships with members, partners, and key stakeholders to foster engagement and Institute growth.
- Ensure compliance with relevant regulatory requirements and best practices.
- Lead and inspire a high-performing team by fostering a positive, collaborative, and results-oriented work environment.
- Other tasks as assigned.

Key Qualification

- Proven experience (5+ years) in leadership role, preferably in a member-based, non-profit, or service organization.
- Strong strategic and operational planning skills with a proven ability to execute projects and initiatives.
- Experience in Internal Auditing, financial management and budgeting
- Exceptional leadership and team management skills with a track record of building and mentoring high-performing teams.
- Excellent communication, negotiation, and relationship-building skills.
- Ability to work effectively with diverse stakeholders, including board members, staff, and external partners.
- Strong problem-solving abilities and capacity to adapt to a fast-changing environment.
- Bachelor's degree in business administration, Management, or related field (MBA preferred).

How to Apply:

Interested candidates are encouraged to submit their resume and a cover letter detailing their qualifications and experience to human.resources@iiatanzania.or.tz by **16th December 2024** at 5.00 pm. Please include "**Chief Operating Officer Application**" in the subject line.

Physical submission of applications will not be accepted.