AFIDEP

AUDIT AND COMPLIANCE OFFICER

Location:	**Lilongwe, Malawi or Nairobi, Kenya (with regular travel across AFIDEP offices and project sites)**
Contract Type:	Fixed-term contract — 2 years, renewable subject to funding and performance
Reports To:	Administratively to the Executive Director & Operations; Functionally to the Board Audit Committee
Direct Reports:	None at appointment; potential to supervise staff as the function grows
Application Deadline:	11 September 2026
To Apply:	recruitment@afidep.org — subject line: **"Audit & Compliance Officer"**

About AFIDEP

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy institute established in 2010 to help bridge the gaps between research, policy, and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; inform the design and implementation of effective interventions; and strengthen governance and accountability structures for tracking development challenges in Africa. For further details, visit www.afidep.org.

Role Overview

AFIDEP seeks to recruit an experienced **Audit and Compliance Officer** to join its team on a fixed-term contract. The successful candidate will be responsible for ensuring the Institute's financial and operational integrity by establishing and operating a risk-based internal audit and compliance function that provides independent assurance to AFIDEP's leadership and Board.

The role carries an institute-wide mandate, covering all departments, projects, and country offices, to ensure adherence to international accounting standards, donor-specific financial regulations, statutory obligations, and internal AFIDEP policies.

Key Responsibilities

1. Audit Planning & Management

- **Annual Risk-Based Audit Plan:** Develop and obtain Board Audit Committee approval for an annual internal audit plan based on a systematic risk assessment of the Institute's activities, projects, and processes.
- **Audit Execution:** Lead and conduct audits in accordance with IIA standards, producing formal audit reports with clear findings, root causes, management responses, and agreed corrective actions and timelines.

- **Follow-up:** Track implementation of audit recommendations and escalate unresolved or high-risk findings to the Board Audit Committee.

2. Financial & Accounting Compliance

- **Financial Records Audit:** Conduct rigorous audits of all financial records to ensure compliance with International Financial Reporting Standards (IFRS), AFIDEP's financial policies, and applicable statutory requirements in Kenya and Malawi.
- **Donor Compliance:** Demonstrated, hands-on familiarity of complex multi-donor environment, with knowledge of the requirements of bilateral, multilateral and private foundation donors
- **Internal Controls:** Evaluate, monitor, and recommend improvements to financial and operational internal controls to safeguard institutional assets and prevent fraud, waste, and abuse.

3. Risk Management

- **Enterprise Risk Assessment:** Maintain and periodically update AFIDEP's institutional risk register using recognised frameworks (e.g. COSO, ISO 31000), and work with management to ensure appropriate risk mitigation measures are in place.
- **Fraud Prevention & Response:** Establish and communicate fraud risk policies and whistleblower mechanisms; lead or support investigations into suspected financial irregularities.
- **Risk & Compliance Databases:** Identify and curate relevant financial data and evidence to maintain internal risk and compliance tracking systems.

4. Systems & Operational Review

- **ERP & Financial Systems:** Evaluate the design and operating effectiveness of AFIDEP's financial management and ERP systems, including IT general controls and access management, to ensure data integrity and security. **Policy & SOP Development:** Design and operationalise tools, standard operating procedures (SOPs), and processes to ensure institutional policies are consistently applied across all departments and country offices.
- **Operational Efficiency:** Identify inefficiencies and recommend process improvements that strengthen value for money across institutional operations.

5. Governance & Reporting

- **Regulatory Compliance:** Monitor and ensure compliance with applicable statutory and regulatory requirements in all countries where the Institute is registered (currently Kenya and Malawi, USA), including NGO regulations, tax obligations, and labour law provisions relevant to AFIDEP's operations.

6. Capacity Building

- **Staff Training & Mentorship:** Design and deliver targeted, practical training for staff across all departments to build sustainable in-house understanding of financial compliance, internal controls, and accountability requirements.
- **Compliance Culture:** Promote a culture of proactive compliance and ethical conduct across the Institute, acting as a visible champion for accountability standards.

Qualifications and Experience

- **Education:** A Master's degree in Finance, Accounting, Business Administration, or a closely related field.
- **Professional Certification:** A current, full professional certification is mandatory — CPA, ACCA, CIA, or equivalent. CIA certification (Certified Internal Auditor) is particularly desirable given the nature of this role.

- **Experience:** A minimum of 8 years' progressive professional experience in internal audit, financial management, or compliance, with at least 5 years in an international NGO, research organisation, or development institution operating within a multi-donor environment.
- **Donor Compliance Knowledge:** Demonstrated, hands-on familiarity of complex multi-donor environment, with knowledge of the requirements of bilateral, multilateral and private foundation donors.
- **Regulatory Knowledge:** Working knowledge of statutory and regulatory environments in Kenya and/or Malawi, including NGO governance, tax compliance, and relevant financial reporting obligations.
- **Financial Systems:** Demonstrated experience designing and managing financial control systems or audit software within complex, multi-project environments; proficiency with ERP systems and advanced use of Microsoft Excel.
- **Risk Frameworks:** Familiarity with recognised risk management frameworks such as COSO or ISO 31000, and experience maintaining institutional risk registers.
- **Audit Standards:** Demonstrated working knowledge of IIA International Professional Practices Framework (IPPF) or equivalent internal audit standards.

Desirable

- **IT/Systems Audit:** Experience in IT general controls review, ERP access management audits, or cybersecurity compliance assessments.
- **Grants Management Systems:** Experience with grants management platforms.
- **Multi-country Experience:** Prior experience working across multiple country offices or managing compliance in a geographically dispersed organisation.

Competencies

The following competencies are integral to success in this role:

- **Professional Integrity & Independence:** The highest standards of personal and professional ethics; ability to maintain objectivity and independence under pressure.
- **Analytical Rigour:** Strong capacity to interpret complex financial data, identify patterns, and reach well-reasoned audit conclusions.
- **Communication & Influence:** Excellent written and verbal communication skills, with the ability to present technical audit findings clearly and persuasively to non-financial stakeholders — including senior management and Board members
- **Relationship Management:** Ability to build trust and constructive working relationships with colleagues across the Institute while maintaining the professional scepticism required of an independent audit function.
- **Attention to Detail:** Meticulous approach to documentation, evidence, and reporting, with a commitment to accuracy.
- **Initiative & Self-Management:** Ability to plan and prioritise a complex workload independently, adapt to shifting priorities, and deliver to deadlines without close supervision.
- **Data Literacy:** Ability to organise, interpret, and present complex financial information clearly, including proficiency in data visualisation tools for communicating audit findings.

How to apply

Interested candidates should submit the following to recruitment@afidep.org no later than **11 September 2026**:

- A motivation letter (maximum 2 pages) clearly articulating your suitability for the role, including relevant experience with donor compliance and internal audit.
- A detailed curriculum vitae including three professional referees with current contact details.

Please state **"Audit & Compliance Officer"** in the subject line of your email. Only shortlisted candidates will be contacted. Applications will be reviewed on a rolling basis, and early submission is encouraged.

AFIDEP is an Equal Opportunity Employer, and qualified women are strongly encouraged to apply. AFIDEP does not charge a fee at any stage of the recruitment process.