

VACANCY

Botswana Tourism Organisation (BTO) is a parastatal body set up through an Act of Parliament with the mandate to market Botswana's tourist product, grade and classify tourist accommodation facilities as well as to promote investment in the tourism sector.

Competent and qualified applicants are invited for the below position;

EXECUTIVE MANAGER-INTERNAL AUDIT

The role is directly responsible to:

- Provide an independent appraisal and risk assessment of the effectiveness of the policies, procedures and standards by which the organization's financial, physical, systems and information resources are managed.
- Manage the Internal Audit functionality, coordinating the specific processes to support the formulation of the audit plan and programme, monitoring compliance and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures, preparing and presenting comments and opinions and provide guidance on the interpretation of principles to enable re-alignment of functions and responsibilities ensuring the activities are conducted and concluded in a credible manner.

KEY PERFORMANCE AREA

- Systems Controls
 - ◊ Appraisal of system of internal controls
 - ◊ Test for compliance
- Audit Plans
 - ◊ Develop and implement the annual audit plan
 - ◊ Develop audit programs and working papers
 - ◊ Ensure audits are conducted with International Standards for Professional Practice of Internal Auditing.
- Assessment of Financial Information
 - ◊ Review of financial information to ensure compliance with IFRS/IAS
 - ◊ Test for transactions to determine whether they make business sense
- Risk Management
 - ◊ Risk Governance and Strategic Alignment, assessing the adequacy, effectiveness and maturity of the Enterprise Risk Management (ERM) framework, including risk governance structures, policies and reporting processes.
 - ◊ Evaluate whether risks are systematically identified, assessed, prioritised and mitigated across strategic, operational, financial, compliance, IT and emerging risk categories.
 - ◊ Provide independent advice to the Board on emerging, strategic, systemic and cross cutting risks, including governance, financial sustainability, cyber, regulatory, ESG and reputational risks.
 - ◊ Risk-Based Internal Audit Planning - develop, maintain and implement a risk-based, rolling Internal Audit Plan, informed by the Organisation's strategy, risk register, risk appetite and emerging risk profile.
 - ◊ Present the annual Internal Audit Plan to the Audit Committee for approval, clearly articulating risk rationale and coverage and continuously update the audit plan to reflect changes in the risk environment, organisational strategy or external factors.
 - ◊ Ensure alignment between audit activities and the Organisation's risk appetite and strategy.
 - ◊ Advice on risks
- Safety, Health and Environment
 - ◊ Test for compliance with health and safety
 - ◊ Advice on health and safety issues
- Quality Assurance and Improvement
 - ◊ Ensure quality assurance in performance of audit reviews
 - ◊ Maintain Quality Assurance & Improvement Program (QAIP) for the internal Audit function.
 - ◊ Periodically review audit processes to enhance efficiency and effectiveness.
- Internal Audit Process
 - ◊ Report to Audit Committee and Board on the state of internal control
 - ◊ Carry out any special assignments and investigations as requested or directed by Senior Management and the Board.
- People Management
 - ◊ Managing the Internal Audit Department
 - ◊ Providing supervision, guidance, and training to the Internal Audit team.
 - ◊ Managing relationships with external stakeholders

KEY COMPETENCIES

- Internal Audit Operational Plans and Programmes implemented
- Internal audit queries managed
- Internal audit effectiveness
- Accounting, financial and operating controls adequately applied
- Adherence to approved budget
- Adherence to audit and quality standards
- Annual training plans in place and implemented accordingly

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting and/or Auditing or related field
- Postgraduate certification in Audit such as IIA
- Professional stage of an internationally recognised Institute of Accountants or Auditors (ACCA, CIMA, CIA). Ten (10) years' experience in auditing medium to large scale operations, five (5) of which should have been spent at senior management level.

If you meet the above requirements, please apply to:

Executive Manager – Human Resources & Administration

Botswana Tourism Organisation at:

Email: recruitment@botswanaturism.co.bw

Closing Date: 5th June 2026 at 1630hrs

Due to high number of responses to the job advert, correspondence shall be limited to shortlisted candidates only