



JOB DESCRIPTION

Internal Audit Officer

Vacancy No.:	MISFA/HR/200
Organization:	MISFA
Location:	Kabul
Duration:	Permanent
Salary:	As per organization salary scale
No. of Post:	One
Sex:	Male
Nationality:	Afghan
Date Announced:	August 11, 2025
Closing Date:	August 27, 2025

I. Background

The Microfinance Investment and Support Facility for Afghanistan (MISFA) is an apex organization that was established in 2003 to support the development of the microfinance sector through funding and technical assistance to microfinance institutions and to act as a catalyst for innovation. MISFA's mission is to contribute to Afghanistan's economic growth by developing a viable, inclusive financial sector for the poor, and the underserved small and medium enterprises. MISFA is wholly owned by the Government of Afghanistan-Ministry of Finance, and has been funded by a range of international multi and bi-lateral donors.

MISFA's functions are accomplished through a number of departments and units, including Finance and Administration, Program Management, Monitoring & Supervision, Research & Innovation, Public Information & Communication, Information Technology and Human Resources.

II. Internal Audit Function

As per the instructions of the MISFA Board of Directors, MISFA will hire a permanent, independent Internal Auditor. The designated Internal Auditor will carry out his duties and responsibilities in line with the Institute of Internal Auditors (IIA) Standards and will report functionally to the Board of Directors and administratively to the CEO.

III. Role and Objectives of Internal Audit

The principle role of Internal Audit is to provide independent assurance that systems operated by MISFA are effective and that the control environment is adequate. The Internal Auditor should assist MISFA to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of controls, risk management, and governance.

IV. Scope of Internal Audit

The scope of the Internal Audit will be to:

- a. Develop a risk-based annual internal audit plan in consultation with the Board/Audit Committee and senior management.
- b. Conduct financial, operational, compliance, and performance audits across all departments of MISFA.
- c. Identify weaknesses and gaps in internal controls and provide actionable recommendations.
- d. Ensure compliance with laws, regulations, and internal policies.
- e. Monitor the implementation of audit recommendations and track progress.
- f. Assess the adequacy and effectiveness of internal controls, risk management, and governance systems.
- g. Ensure the efficient and effective use of resources.
- h. Follow up on the implementation of External Audit and previous Internal Auditors' recommendations.
- i. Ensure maintenance of financial and other key records.
- j. Ensure management of fixed assets.
- k. Ensure expenses are incurred in accordance with the established procedures.
- l. Ensure Petty cash is managed as per the finance manual.

V. Access to Facilities and Documents

The Internal Auditor will have unlimited and direct access to all areas of MISFA for the purposes of assessing the existence and effectiveness of the internal controls. The Auditor will have access to all records and documents required to enable him accomplish the objectives of this assignment.

VI. Auditor Independence

In carrying out the work, the Internal Auditor must ensure objectivity by remaining independent of the activities he audits. The Internal Auditor must be completely impartial and independent from all aspects of management or financial interests in the business activities of MISFA.

VII. Confidentiality

The Internal Auditor must maintain the confidentiality of all sensitive information encountered during the course of their duties.

VIII. Reporting Requirements

- Prepare detailed audit reports with findings, risk ratings, and recommendations.
- Present reports to the Audit Committee and follow up on corrective actions.
- Provide periodic summaries and dashboards of audit activities functionally to the Board and administratively to the CEO.

The structure of the report will be as follows:

- Introduction
- Audit objective and scope
- Background
- Executive summary highlighting significant findings
- Findings, recommendations and management response
- Conclusion

IX. Qualifications

- Bachelor's degree in Accounting, Finance, or related field (ACCA, CIA, or equivalent preferred).
- Minimum 3–5 years of internal audit experience, preferably in the financial or microfinance sector.
- Strong knowledge of IIA standards, risk-based auditing, and microfinance operations.
- Familiarity with Microfinance KPIs (e.g., PAR, OSS, write-offs, portfolio quality).
- Experience with internal controls, risk assessment, and compliance monitoring.

X. Submission Guideline

The application package, acceptable in English language only, should comprise an up-to-date résumé and cover letter explaining your interest and suitability for the position.

Interested candidates should submit their application package only by e-mail with the subject “Vacancy – Internal Audit Officer” to jobs@misfa.org.af. The application deadline is August 27, 2025.

Due to the expected large number of applications, only shortlisted candidates would be contacted.