



**THE UNITED REPUBLIC OF TANZANIA**  
**NATIONAL AUDIT OFFICE**



---

Controller and Auditor General, National Audit Office, Audit House, 4 Ukaguzi Road, P.O. Box 950, 41104Tambukareli Dodoma. Telegram: "Ukaguzi", Telephone: 255(026)2161200, Fax: 255(026)2117527, E-mail: [ocag@nao.go.tz](mailto:ocag@nao.go.tz), Website: [www.nao.go.tz](http://www.nao.go.tz)

---

## **VACANCY ANNOUNCEMENT**

### **1.0 THE NATIONAL AUDIT OFFICE OF TANZANIA (NAOT)**

The National Audit Office of Tanzania (NAOT) is the supreme audit institution in Tanzania. Its mandate is enshrined under Article 143 of the Constitution of the United Republic of Tanzania (URT) of 1977 (revised 2005). Mandates of the Controller and Auditor General (CAG) are stipulated in Section 5 of the Public Audit Act No. 11 of 2008 while functions and powers of CAG are in Sections 10, 11 and 12 of the same Act. The main function of NAOT is to audit government revenues collection and expenditures as appropriated by the Parliament in order to bring about greater transparency and accountability in the management of public resources.

### **1.1 ICT OFFICER II (INFORMATION SYSTEM AUDITOR) GRADE II – 9 POSTS**

#### **1.1.1 DUTIES AND RESPONSIBILITIES**

- i. To Prepare annual risk based IS audit plans and coordinate their implementations;
- ii. To Develop an IS audit strategy to cover all areas under audit, define scope, plan resources, nature, timing, and extent of the audit in accordance to ISACA, ISSAI and INTOSAI standards;
- iii. To Perform general and application control reviews for simple to complex computer information systems to ensure valid, reliable, timely, and secure input, processing, and output;
- iv. To Perform reviews of clients' information controls to include system development

- standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance;
- v. To Perform reviews of internal control procedures and security for systems under development and/or enhancements to the existing systems;
  - vi. To Assist financial auditors in extraction of data from various computer systems and perform data analysis based on the audit objectives;
  - vii. To Provide assurance services to financial auditors on the effectiveness of automated controls in application systems that have impact on financial statements;
  - viii. To Communicate audit results to audit clients and ensure positive management commitment to implement the given recommendations;
  - ix. Adequate and timely maintenance of IS audit supporting evidence in Teammate Audit Management System;
  - x. To Prepare and present IS audit reports and other technical information to relevant parties;
  - xi. To Follow up on audit findings and assess implementation of audit recommendations to audited entities;
  - xii. To Prepare a database of all IT systems in the government sector which will be updated on continuous basis and will form the information system (IS) Audit universe and basis for IS audit; and
  - xiii. To perform any other related duties assigned by the Supervisor.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Technology, Computer Engineering or equivalent qualifications. Having CISA certification will be an added advantage.

**1.1.3 SALARY SCALE:** According to Government Salary Scale: **TGS E** per month.

## **1.2 ICT OFFICER II (DATABASE FORENSIC AUDITOR) – 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. To Prepare digital investigative audit plan and program of works;
- ii. To Perform digital investigations on digital platforms to reliably collect and or recover digital information/evidence;

- iii. To Conduct end to end encryption imaging in acquiring digital evidence to ensure credibility and reliability;
- iv. To Conducting examinations/analysis of digital evidence and preparing evidence for trial;
- v. To Perform examination of the client's IT systems / digital data to verify their authenticity and credibility;
- vi. To Examine compromised computers and servers by using tools to determine data manipulation;
- vii. To Conduct live analysis on networks, and multiple platforms to determine responsible culprits;
- viii. To Communicate audit results and digital evidence in legally acceptable manner; and
- ix. To perform any other related duties assigned by the Supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE;**

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on OS MS Windows, Linux and Unix Server platforms; database (MS SQL, PostgreSQL, MySQL, Oracle, etc), ERP and business knowledge will be an added advantage.

**1.2.3 SALARY SCALE:** According to Government Salary Scale: **TGS E** per month.

## **1.3 ICT OFFICER II (NETWORK FORENSIC AUDITOR) – 1 POST**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. To Prepare digital investigative audit plan and program of works;
- ii. To Perform digital investigations on digital platforms to reliably collect and or recover digital information/evidence;
- iii. To Conduct end to end encryption imaging in acquiring digital evidence to ensure credibility and reliability;
- iv. To Conduct examinations/analysis of digital evidence and preparing evidence for trial;
- v. To Perform examination of the client's IT systems / digital data to verify their authenticity and credibility;
- vi. To Examine compromised computers and servers by using tools to determine data manipulation;

- vii. To conduct live analysis on networks, and multiple platforms to determine responsible culprits;
- viii. To Communicate audit results and digital evidence in legally acceptable manner; and
- ix. To perform any other related duties assigned by the Supervisor.

### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on Certification in CCNA, CCNSP, HCNA, HCNP, MCSA, or MCSE will be added advantage.

**1.3.3 SALARY SCALE:** According to Government Salary Scale: **TGS E** per month.

## **1.4 ICT OFFICER (ICT SECURITY FORENSIC AUDITOR) – 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. To Prepare digital investigative audit plan and program of works;
- ii. To Perform digital investigations on digital platforms to reliably collect and or recover digital information/evidence;
- iii. To Conduct end to end encryption imaging in acquiring digital evidence to ensure credibility and reliability;
- iv. To Conduct examinations/analysis of digital evidence and preparing evidence for trial;
- v. To perform examination of the client's IT systems/digital data to verify their authenticity and credibility;
- vi. To examine compromised computers and servers by using tools to determine data manipulation;
- vii. To conduct live analysis on networks, and multiple platforms to determine responsible culprits;
- viii. To Communicate audit results and digital evidence in legally acceptable manner; and
- ix. To perform any other related duties assigned by the Supervisor.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Computer Science, Information Technology or Computer Engineering. Having knowledge on Certification in ICT security field such as CEH, ECSA, LPT, CISA, CISSP, CISM, OCSP or CSX-CP will be an added advantage.

**1.4.3 SALARY SCALE:** According to Government Salary Scale: **TGS E** per month.

**Deadline for application is 21<sup>st</sup> May, 2020;**

**NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click **'Recruitment Portal'**).

