



EXTERNAL MEMO

TO: THE GENERAL PUBLIC

FROM: EXECUTIVE DIRECTOR

DATE: 4 April 2026

REF: PPDA/127/001

RE: ADDENDUM TO THE EXTERNAL ADVERTISEMENT FOR THE POSITION OF SENIOR INTERNAL AUDITOR

Reference is made to the external advertisement for the position of Senior Internal Auditor dated 2nd April 2026.

This is to inform all prospective applicants that the minimum experience requirement has been amended as follows:

- A minimum of four (4) years' working experience as an Internal Auditor or Internal Audit Officer in a Government organization or a reputable organization.

All other requirements and conditions stated in the original advertisement remain unchanged.

A handwritten signature in black ink, appearing to read 'B. Turamye', is positioned above the printed name of the Executive Director.

**Canon Benson Turamye
EXECUTIVE DIRECTOR**

- viii. Provide advisory services on risk, policies and standards, as well as the economy, efficiency and effectiveness of implementation of activities at the PPDA.
- ix. Undertake any other assignments as may be directed from time to time.

3.3 Person Specifications

a) Education

- i. An Honours Bachelor's Degree in Finance and Accounting; or Business Administration (Accounting option); or Commerce (Accounting option) OR Full professional qualification in Accountancy obtained from a recognized University/Institution;
- ii. Professional qualification in Accounting or Auditing such as ACCA, CPA, CIA, CAE or related Professional Body.

b) Experience

- i. A minimum of four years working experience as Internal Auditor or Internal Audit Officer in Government organization or a reputable organization

c) Skills & Competencies

- i. Problem Solving and Decision-Making skills
- ii. Numeric, analytical and record keeping Skills
- iii. Communication and interpersonal skills.
- iv. Report writing and presentation skills
- v. Information Technology/ Computer Skills
- vi. Ability to work with accounting or auditing software
- vii. Ability to work under reasonable pressure

CONDITIONS OF SERVICE:

Full time employee on a 5-year renewable contract subject to satisfactory performance and an attractive salary package.