



VACANCY

INTERNAL AUDIT INTERN

BACKGROUND

Malawi University of Science and Technology (MUST) is seeking a suitably qualified and motivated candidate to fill the position of **Internal Audit Intern**.

PURPOSE OF THE JOB

The Internal Audit Intern will support the Internal Audit unit in the planning and execution of financial, operational, and compliance audits, in accordance with established audit standards and institutional policies. The internship aims to provide hands-on experience in audit procedures, internal control evaluation, risk identification, and compliance assessment, while contributing to strengthening institutional governance, accountability and risk management processes.

DUTIES AND RESPONSIBILITIES

- (1) Assist in conducting financial, operational, and compliance audits under the supervision of senior audit staff.
- (2) Support the review of transactions, supporting documentation, and records to assess accuracy and completeness.
- (3) Participate in evaluating internal controls and risk management processes across departments.
- (4) Document audit findings, and recommendations in a clear and structured manner.
- (5) Assist in testing the effectiveness of internal controls and identifying control weaknesses.
- (6) Support the identification of gaps in financial and operational processes and propose areas for improvement.
- (7) Contribute to fraud risk assessments.
- (8) Assist in maintaining proper audit working papers in line with internal audit standards.
- (9) Maintain organized records of audit assignments and compliance reviews.

LEARNING OBJECTIVES

The internship is designed to provide practical exposure and foundational competencies in internal auditing. The successful candidate will:

- (1) Gain hands-on experience in financial, operational, and compliance audits.
- (2) Develop basic skills in reviewing transactions, records, and internal controls.
- (3) Build capacity in audit documentation and preparation of working papers.
- (4) Enhance analytical and problem-solving skills in identifying control gaps and risks.
- (5) Develop understanding of risk management, governance, and compliance frameworks.
- (6) Strengthen professional communication, ethics, and confidentiality practices.

SUPERVISION AND REPORTING

- The Intern will report to the Internal Audit and Risk Manager or designated supervisor.
- Day-to-day guidance will be provided by Senior Auditors/Audit Officers.
- All assignments will be undertaken under close supervision, with outputs reviewed and validated by qualified audit staff.
- The internship will include structured on-the-job training, regular feedback, and performance evaluation.
- The Intern will be required to maintain confidentiality and adhere to all institutional policies and professional standards.

QUALIFICATION

A Bachelor's degree in Accounting, Finance, Auditing or Risk Management from a recognised and accredited institution of higher education.

REMUNERATION AND TENURE OF POSITION

The successful candidates shall be offered an internship allowance in line with the University's Conditions of Service. The internship will be offered for a period of one (1) year and is renewable once only.

MODE OF APPLICATION

Interested candidates who meet the requirements for above advertised position should submit their applications with an updated curriculum vitae and copies of their academic and professional qualifications by **Friday, 3rd July, 2026**. Applications must be addressed to:

**The University Registrar
Malawi University of Science and Technology
P.O. Box 5196
Limbe**

Applications should be submitted through the MUST website: careers.must.ac.mw

Only shortlisted applicants will be acknowledged