



Nile Hotel International Ltd

4th Floor, Tall Tower, Crested Towers, Plot 17 Hannington Road,
Nakasero, P. O. Box 7057, Kampala.

JOB ADVERTS

JOB POSITION: Internal Auditor

Background

Nile Hotel International Limited is a limited company incorporated under the Companies Act. The Company is an asset holding company with one of its hotel assets leased out and a shareholding in another hotel asset. The Company wishes to recruit an individual Internal Auditor to provide part-time internal audit services to the company.

Job purpose

Through internal audit processes and recommendations, the role is expected to protect the company's assets, enhance the efficiency of operations, improve oversight and monitor compliance to policy and statutory obligations

Terms

This is a part-time assignment which nevertheless requires total professional commitment from the successful applicant.

Internal audit Roles

- Risk assessment.
- Audit auditable areas which may include operations, governance, strategic aspects, etc. or as determined by the needs of the company.
- Audit the company's concessioned businesses.

Qualifications and certifications

- Full member of the Institute of Internal Auditors.
- Having IIA, CPA or ACCA certification is mandatory.
- Certified Information Systems Auditor or Qualification in Computer Auditing or an equivalent certification is an added advantage.
- Having a certificate in any aspect of hospitality operations AND/OR management is an added advantage.

Skills and Experience required

- At least 5 years' internal auditing experience is mandatory.
- Experience with auditing of Hotel processes and procedures mandatory.
- Demonstrable auditing of computerized systems in similar businesses is an added advantage
- Demonstrable experience in the use computer data mining and data analysis tools is an added advantage.

Reporting

The internal auditor reports to the Risk and Audit committee with a dotted line to the Manager.

Where to submit your application

Drop your physical documents, including the application letter, curriculum vitae and copies of the relevant certificates to; **Nile Hotel International Ltd. 4th floor, Tall Tower, Crested Towers, Hannington Road, Nakasero, Kampala.**

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JOB POSITION: Office attendant

MAIN PURPOSE OF THE JOB:

Responsible for the cleaning and maintenance of the office, performing messenger errands and refreshment errands at the office. He/she will support the day-to-day administrative errands when the need arises.

DUTIES AND RESPONSIBILITIES

1. Office Reception
2. Cleaning
3. Organizing
4. Health and Safety
5. Any other duties as may be delegated by the supervisor.
6. Receiving and delivery of company communication letters.

QUALIFICATIONS

- A Uganda Advanced Certificate of Education is mandatory.

EXPERIENCE:

- At least 2 years proven related work experience in an office environment is mandatory.

COMPETENCIES:

- Customer care skills with demonstrated knowledge of phone antiquates, appropriately receiving inward communications and delivery of outward communications.
- Ability to operate office and kitchen equipment i.e. printers, scanners, micro waves, percolators and blenders is mandatory.
- Cleaning skills is a mandatory.
- Basic reading and speaking of English is a mandatory skill.
- Aware of basic kitchen hygiene procedures is mandatory.

REPORTING

- Report to the HR & Administration Officer.

WHERE TO SUBMIT YOUR APPLICATION

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