

## Helen Keller Intl Job Announcement

### Senior Director, Internal Audit

*(Remote – flexible to be based anywhere Helen Keller is a \*registered employer)*

#### **Helen Keller Intl**

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

#### **Purpose or Scope of work**

The Senior Director, Internal Audit leads an independent internal audit function that helps strengthen governance, risk management, and internal controls across Helen Keller Intl's global operations. This role provides objective assurance and advisory support to the Board and senior leadership, helping the organization safeguard assets, meet compliance obligations, and improve systems and processes. The position has organization-wide scope and covers financial, operational, programmatic, compliance, and emerging risks in a complex, multi-country environment. It also oversees investigations and integrity reporting mechanisms and supports a culture of accountability, ethical practice, and continuous improvement.

#### **Management/ Functional Relationships**

The Senior Director, Internal Audit, reports functionally to the Audit & Risk Committee of the Board of Trustees and administratively to the Chief Financial and Operating Officer (CFOO). This dual reporting structure ensures independence of the internal audit function while maintaining strong alignment with organizational operations.

#### **Key Responsibilities/ Specific Tasks**

- Lead the internal audit function by setting strategy, priorities, methods, and quality standards aligned with organizational needs and professional standards.
- Develop and implement a risk-based audit plan covering financial, operational, compliance, programmatic, and emerging risks across the organization.
- Provide independent assurance and practical recommendations on the effectiveness of internal controls, governance, and risk management processes.
- Oversee audit delivery from planning through fieldwork, reporting, and follow-up to ensure timely, high-quality execution.
- Monitor management action plans and track progress on audit recommendations to support accountability and sustained improvement.
- Serve as the primary liaison to the Audit & Risk Committee by presenting audit plans, findings, and emerging risk themes in a clear, timely, and actionable way.

- Lead investigations and integrity oversight related to fraud, misconduct, conflicts of interest, whistleblower reports, and policy violations, in coordination with legal counsel and other partners as needed.
- Manage internal and co-sourced audit resources including team leadership, partner oversight, budgeting, and resource planning.
- Strengthen organizational risk awareness by advising leaders on control gaps, operational risks, and improvements to systems, policies, and processes.
- Promote collaboration across departments and regions to ensure audit insights are understood and acted on in ways that support organizational learning and effectiveness.

### **Other Duties**

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

### **Skills & Experience**

#### **Technical & Leadership Competencies**

- Provide expert leadership in internal audit across complex, multi-country organizations.
- Apply strong knowledge of governance, risk management, internal controls, and investigations to identify issues and strengthen organizational systems.
- Use sound judgment and professional skepticism when assessing risk, reviewing controls, and handling sensitive matters.
- Communicate clearly with senior leaders and Board-level audiences through concise, actionable written and verbal reporting.
- Lead and develop high-performing teams while fostering integrity, accountability, and continuous learning.
- Build trust and influence across functions and regions to support effective decision-making and follow-through.
- Promote a culture of ethics, compliance, and risk awareness across the organization.

#### **Operational & Functional Skills**

- Develop and implement risk-based audit plans that reflect organizational priorities and emerging risks.
- Oversee audits from planning through follow-up to ensure timely, high-quality execution and practical recommendations.
- Manage investigations and integrity reporting processes with discretion, independence, and attention to legal and ethical requirements.
- Use audit methodologies, data analytics, and reporting tools to strengthen audit planning, execution, and insight generation.
- Coordinate effectively with external auditors, legal counsel, regulators, and co-sourced partners as needed.
- Manage multiple priorities across countries and time zones with strong organization and project management skills.
- Work effectively in multicultural environments with cultural humility and collaboration.

#### **Education & Experience**

- Hold a bachelor's degree in accounting, finance, business administration, or a related field.

- Hold a relevant professional certification such as CIA, CPA, CISA, or an equivalent credential.
- Bring 15 + years of progressive experience in internal audit, including leadership responsibility.
- Demonstrate experience in complex, multi-country operating environments.
- Bring experience in the international nonprofit or development sector preferred.
- Hold a master's degree in a relevant field preferred.
- Bring IT audit experience and/or a CISA certification preferred.
- Demonstrate French language skills preferred.

### **Working Conditions / Travel**

- Travel internationally approximately 20%–30% of the time.
- Work flexibly across global time zones as needed

### **Compensation and benefits.**

Helen Keller offers a comprehensive benefits package. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure. Based in the US, the full-time annualized salary range for this position is \$140,800 to \$211,200 with the midpoint of the salary range at \$176,000.

### **Expectations**

#### **Fairness, Belonging and Zero Tolerance to Abuse**

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, compassion, integrity and rigor.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org). Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment

**\*Locations where Helen Keller is a registered employer:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States: (California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia, Washington, and Wisconsin).