

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

## **Terms of Reference**

**Post:** Manager, Internal Audit

**Department:** Internal Audit

**Post Type:** Permanent

(Initial contract shall be for a period of one year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

### **Reporting Relationships**

The Manager, Internal Audit will report directly to the Chief Internal Auditor.

### **Overall Responsibilities**

The Manager, Internal Audit will be responsible to lead internal audits undertaken at the Pension Office under the direction of the Chief Internal Auditor.

### **Specific Duties**

- Assist in development and implementation of internal audit policies and procedures and carry out periodic reviews to maintain them.
- Maintain a comprehensive audit universe and identify auditable areas in a risk based annual audit plan.
- Manage the planning, fieldwork, and reporting for operational audits in line with auditing standards and policies.
- Carry out audits of functions to ensure compliance with established policies and procedures.
- Administer information gathering and preparation of the periodic summary audit activity reports to audit management.



- Manage a comprehensive follow-up database for recommendations and action plans resulting from internal audit engagements.
- Acts as audit liaison with any engaged third-party internal audit services firm and assists to coordinate regulatory annual inspections.
- Designs and/or performs special reviews or investigations as appropriate.
- Assist to carry out training and development of audit staff and administer performance evaluation processes in internal audit.
- Perform other relevant responsibilities / tasks assigned by the CIA.

### **Qualifications and Work Experience**

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of auditing, accounting or finance.
- A minimum of 4 years of professional work experience in the field auditing or accounting after attaining a Bachelor's degree or equivalent professional qualification; with at least 1 year of work experience at managerial level.

### **Desired Skills and Competencies**

- Familiarity with office application packages such as Google Workspace or Microsoft 365.
- Familiarity with auditing tools and software used in the industry.
- Strong analytical, sound professional judgment and problem solving skills.
- Good knowledge and understanding of areas such as auditing, financial reporting and enterprise risk management.
- Fluency in written and spoken Dhivehi and English language is essential.
- Excellent communication, report writing and presentation skills.
- Ability to manage and prioritize multiple tasks/initiatives.
- Ability to lead with minimum supervision.



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