



SAARC
SAARC Development Fund

SAARC DEVELOPMENT FUND
Thimphu, Bhutan

Vacancy Announcement
For
Assistant Director, Internal Audit

Applications for the position of Assistant Director, Internal Audit are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan & Sri Lanka) for appointment at the SAARC Development Fund, Bhutan. The Terms of Reference (ToRs) and prescribed application form for above mentioned position is available on SDF website www.sdfsec.org. Application form and a copy of CV should be sent by email to info@sdfsec.org and ceo@sdfsec.org latest by December 10, 2016.

Dr. Sunil Motiwal
Chief Executive Officer

Vacancy Announcement

Job Type : Professional/Regional Recruits
Agency : SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service : For three years; extendable for a non-renewable period of another three years under exceptional circumstances.

Place of posting : Thimphu, Bhutan.

The SAARC Development Fund (SDF) Secretariat was inaugurated during the 16th SAARC Summit in Thimphu, 2010. The SDF Secretariat has the following professional category vacancies for a three (3) years term, extendable for a non-renewable period of another three years under exceptional circumstances:

1. Vacancy Number : SDF-RQ- 176

Position: Assistant Director, Internal Audit

Job responsibilities:

- (a) Assist the CEO to manage the secretariat's internal audit program, including reporting to the CEO on audit findings and progress with the implementation of audit recommendations.
- (b) Strictly follow guidelines and inputs provided by the Finance and Audit Committee of SDF.
- (c) Propose and implement the strategy of the internal audit department, developing, managing and implementing the Agency's internal audit strategy, including the annual audit plan and budget in alignment with the strategy of SDF.
- (d) Audit operation risk management system and the approach to evaluate risks and suggest ways to improve effectiveness of risk management control and governance processes
- (e) Suggest ways to bring about continuous improvement in enterprise risk management, controls and risk awareness
- (f) Audit and recommend wherever necessary a continuous self-checking environment mechanism and carry out the internal audit (including concurrent audit) of financial and operational aspects of the Funds as per the approved audit plan, audit SDF funded projects as per the approved audit plan and International Standards for

Professional Practice of Internal Auditing, detect deviations from established controls and track managements corrective action

- (g) Work closely and communicate with all departments/divisions, exchange information and ensure consistent service delivery and managing the distribution and reporting on progress with internal and external audit recommendations
- (h) Briefing the CEO and the Board's Audit and Risk Committee on reporting, budgeting and compliance issues; and coordinating and liaising with internal and external stakeholders.
- (i) Remain up to date with developments in internal auditing profession
- (j) Develop and oversee the implementation of department policies, processes and procedures covering all areas of IA department so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service to internal stake-holders.

S/he shall report to the FAC and carry out any other responsibilities assigned by the CEO.

(k) Qualification, Skills and experience required: Interested candidates must be

- (l) Certified Chartered Accountant or post graduate degree in Internal Audit, risk management, finance, accounting or economics from an institution of international repute/recognition.
- (m) a minimum of 10 years of practical experience of auditing in a financial institution and / or international audit firm
- (n) knowledge and understanding of professional standards and tools relevant to the field (iv) be between 30-40 years of age, and
- (o) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.
- (p) Strong written and spoken communication skills in English. Preference will be given to candidates with Chartered Accountancy qualification.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/ settlement allowance of US\$ 2,000,

- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

[Download Application Form](#)
