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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:

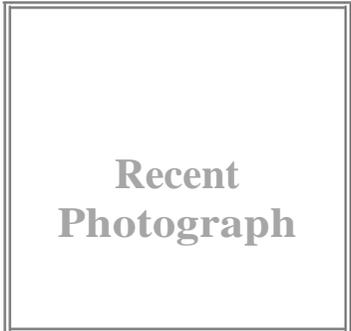
- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/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



SAARC Development Fund
3rd Floor BDBL Building
Norzin Lam,
Thimpu 11001, Bhutan

Application Form for Professional Staff

Position applied for: _____



1. Name (As per Certificates)

2. Present Postal Address

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: _____

Cell No. _____

6. (a) Place of Birth

(b) Date of Birth

____ Day ____ Month ____ Year

7. (a) Citizenship at Birth

(b) Present Citizenship

8. Gender (Please check one):

Male

Female

9. Marital Status (Please check one):

Married

Single

Widowed

Divorced

Separated

10. Do you have any dependants? Yes No

In case, answer is “Yes”, please provide the following information:

Name	Date of Birth	Relationship

11. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is “Yes”, which country:

12. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is “Yes”, please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Major Subject(s)

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Fields of study

14. State your professional competence in the related field.

15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									

16. Working Experience

A. Experience in related assignments

Name & address of the organization	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organization	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

19. Employment Record (Starting with your present or most recent position. List every employment position during the last fifteen years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have you any objections in making inquiries with your present employer?

Yes

No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations.

Charge	Date	Where tried	Conviction

23. Please state information regarding any professional experience/ residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (Final appointment is subject to physical examination.)

I certify that the statements made by me in this Application form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of any offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
dd month yyyy

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly either handwritten or typed and send scan copies through email at info@sdfsec.org and ceo@sdfsec.org or send through courier at SAARC Development Fund Secretariat, 3rd Floor, BDBL Building,

Norzin Lam, Thimphu 11001, Bhutan. Tel: +975-2-321152/53 Fax: +975-2-321150/321203.
If required, additional pages may be used. Be sure to post your signature and date on this Form.

Chief Executive Officer

