



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVY202404

Internal Audit Manager

Yangon Office

Duration: 7 months with possibility of extension

Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up. Until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including the Policies on Gender Equality, Safeguarding and Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

Provides an independent and continuous assessment of the adequacy, effectiveness and efficiency of the internal control systems and ACF operations in Myanmar. The internal audit manager will accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The scope of the Internal Audit Manager will involve the efficiency of operations, controls, the reliability of financial reporting, deterring and detecting fraud, and compliance with laws and regulations.

TASKS & RESPONSIBILITIES

Mission 1: To ensure development of the Internal Audit Charter in line with the international standards.

- Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities.
- Prepare model audit programme based on International auditing standard and organisation's policy, procedure and good practice.
- Design internal audit procedures and work programs.
- Coordinate with the senior management to ensure approval
- Make the modification of Audit Plan and Audit Programme on a regular basis as require and ensure maximum efficiency and effectiveness
- Coordinate with senior management to ensure approval of Audit plan and Audit Programme along with modification.

Mission 2: To ensure effectiveness and efficiency of ACF operations in Myanmar, specifically its internal control structure.

- Perform periodical audit visit at the capital and to all bases to verify the adequacy, effectiveness and efficiency of the established internal controls
- Identify the control gaps and opportunities for improvement.



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- Conduct exit meeting with concern department or base management for sharing audit findings in a professional manner.
- Preserve all required supporting papers in the working file that retained in accordance with the requirement of audit programme and standard practice.
- Conducts risk assessments and Identify key areas of risk within the BD Mission and propose appropriate controls to mitigate the risks.
- Assess, evaluate and promote compliance with applicable laws, regulations and ACF rules and procedures.
- Review and monitor mission's compliance with Taxation regulation and provide timely support to the management and field staff.
- Work with the Support Departments to develop and maintain internal policies and procedures (which will act as audit standards) that support an adequate, effective system of internal control.
- Arrange necessary training and capacity building to mission's staff on all compliance issues.

Mission 3: To analyse the results and monitor corrections

- Performs audit procedures to verify that controls are operating through testing and interviewing techniques.
- Analyses and concludes on effectiveness and efficiency of control environment.
- Provide senior management with an opinion on the adequacy, effectiveness and efficiency of the internal controls and compliance to laws and regulations.
- Discuss and develop audit findings and action plans with management in a tactful and constructive manner.
- Discuss and follow up on audit findings and recommendations with departmental managers and report significant issues to senior management.
- Prepare audit reports in line with the approved audit plan.
- Monitor closely audit action plan and identify latest status of pending audit recommendations.
- Write special report to senior management/ internal controller at HQ if any major issues arise.

Mission 4: To conduct Investigation based on specific requirement

- Conduct investigation based on Terms of Reference (TOR) and identify genuine facts.
- Preserve adequate supporting papers in the working file that retained in accordance with the requirement of TOR and standard practices.
- Ensure timely production of the Investigation Report to the management containing comprehensive and relevant observations and recommendations.

Mission 5: Provide support to prevent and manage financial fraud and corruption.

- Identify risks of fraud and corruption through preventive and monitoring mechanisms.
- Develop initiatives to ensure team at capital field are aware of the risks of fraud and corruption.
- Provide recommendations based on the day-to-day control and audit.
- Ensure the Country Director is alerted immediately in cases of fraud or corruption.

Mission 6: Demonstrate personal commitment in promoting Gender Equality/ACF Gender Minimum Standards and Safeguarding

- Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work



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DEGREE AND SKILLS REQUIRED

- Bachelor degree with diploma in Accounting or Audit
- At least two (3) years to (5) years' experience in similar role
- Fluent English and mastery of basic office software packages
- Ability to work productively under stress, multi-task, and in a multi-cultural, conflict-affected context
- Good organizer - Sense of confidentiality
- Competent user of Microsoft Office, email and internet
- Strong communication skills
- Good report writing skills

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer.

To: **No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.**

OR

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 10th May 2024, Friday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim and women are encouraged to apply.