Medical Action Myanmar (MAM) is a medical organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

Vacancy for: Internal Audit Officer

Reports to: Resource Director
Job location: Yangon Coordination Office
Deadline for application: 11th March 2024
Starting date of position: As soon as possible
Vacancy number: VA- 0025/2024

Description of the vacant position:
Internal audit is an independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic and effective use of resources.

Principle accountabilities:
• Perform internal audits in both Yangon and field offices / clinics to evaluate effectiveness of internal controls and find opportunities to improve performance and control
• Report on findings, make recommendations and monitor follow-up of implementation of recommendations
• Review and validate office and clinic reports on Finance, Logistics and HR and ensure timely follow up and corrections on findings
• Provide training and ongoing support to MAM staff in understanding donor financial compliance, identifying financial risks and other best practices related to financial management and ensuring compliance requirement are understood and followed at all levels
• Prepare for donor audit, oversee coordination of donor audits with field offices
• Ensure timely and adequate response to questions/ issues raised by auditors
• Follow up on implementation of audit recommendations
• Provide ad hoc assistant to audit work. Be proactive in taking on audit tasks such as information gathering and data analysis
• Supervise 2 internal audit assistants and manage their audit schedules, activities and reports
• Support in donor reporting when required

MAM requires:
To be successful in this role you must have:
Education: At least bachelor's degree in accounting or related field, preferably with professional certification in internal auditing
Work Experience: More than 4-5 years’ experience in audits or relevant accounting areas
Computer Skill: Good computer skills, strong word and excel skills
Language: Fluent in English and Myanmar

Medical Action Myanmar is a charitable medical organization, registered at the Dutch Chamber of Commerce under no.: 34345953
Skills: Diplomatic communication skills, able to carefully raise issues without creating major resistance, excellent team player with good services skills

Specifications: Willing to travel and stay (50% per month), strong analytical and risk-mitigating orientation, demonstrates high ethical standards, accuracy and thoroughness, comfortable challenging management and assumptions with attention to detail.

MAM offers:
- Salary depending on experiences from **400 USD – 500 USD** (on a 12 months’ basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;
- Bus Fare allowance;

Application process:
Interested applicant should submit updated CV/Resume in the link below:

https://forms.gle/ranzDtopKohzd3uL9

No need to send scans or copies of certificates or diplomas, these will be requested later.
For further information on Medical Action Myanmar, please consult our website mam.org.mm

Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis and the org reserves the right to initiate the recruitment process before the deadline for applications.

MAM welcomes applications from all sections of the community including people with disabilities.