

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

Terms of Reference

Post:	Auditor
Department:	Internal Audit
Post Type:	Permanent
Contract Duration:	Initial contract shall be for a period of one year. The contract may be extended or made permanent based on performance, upon successful completion of one year.

Reporting Relationships

The Auditor will report to the Manager, Internal Audit.

Overall Responsibilities

The Auditor will be responsible for assisting and carrying out tasks related to the internal audit function of the Pension Office.

Specific Duties

- Assisting in the development of internal audit programmes to ensure that all functions are subject to systematic review.
- Assisting in carrying out periodic audits of functions to ensure that procedures are being carried out effectively.
- Carrying out ad hoc audit reviews to investigate any areas identified by the management.
- Preparing reports based on the findings of audits and investigations conducted.
- Monitoring and reporting on audit activities to relevant stakeholders.
- Liaising and coordinating activities of external auditors hired to conduct internal audits of the Pension Office.
- Carrying out any other relevant task assigned by the Manager, Internal Audit.



Qualifications

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of auditing, accounting or finance.

Desired Skills and Competencies

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

