

## Terms of Reference

### 1. Introduction

**Post:** Auditor

**Type:** Permanent

**No. of Vacancy:** 2 (two)

**Department:** Internal Audit Department | Head Office

### 2. Position Overview

Auditor is responsible for developing audit plans, executing fieldwork, and preparing comprehensive internal audit reports. Further, support the Chief Internal Auditor in administering the Internal Audit Department, in accordance with the Internal Audit Department's Charter and Internal Audit Policy.

### 3. Reporting Relationship and Communication

The Auditor will report directly to the Audit Manager and is accountable to the Chief Internal Auditor for their role and responsibilities within the Internal Audit Department.

### 4. Key Responsibilities

- Support and assist the Chief Internal Auditor, in administering of the Internal Audit Department, in accordance with the Internal Audit Department's Charter and Internal Audit Policy.
- Support and assist the Chief Internal Auditor, in working towards achieving the performance objectives within the Strategic Focus Area of the Strategic Plan of Internal Audit Department.
- Support in maintaining a Quality Assurance and Improvement Program (QAIP).
- Demonstrate the ability to perform within the Competency Framework of Internal Audit Department.
- Support in evaluating risks and formulating a Risk-Based Annual Plan for the Internal Audit Department.
- Assist in the work on improving the efficiency and quality of work of the department.
- Conduct internal audit activities in accordance with the Internal Audit Department Manual.
- Prepare audit plans for individual audit assignments.

- Conduct field work for individual audit assignments which may involve visiting branches of FENAKA as necessary during fieldwork.
- Prepare internal audit reports.
- Conduct administrative works relevant to the department.
- Participate training programs essential for the role as specified by the department.
- Establish and uphold the professional and ethical standards throughout the internal audit process, ensuring strict adherence to the principles of the internal audit profession.
- Uphold the credibility of the Internal Audit Function/Department.

## 5. Remuneration

Basic Salary:	10,500.00 (Ten Thousand Five Hundred)
Service Allowance:	45% of basic salary
Attendance Allowance:	35% of basic salary
Technical Allowance:	20% of basic salary
Non-practicing Allowance:	5,000 (Five Thousand)

## 6. Education and Experience (Minimum Requirement)

### Education

- Certified Internal Auditor  
*OR*
- Relevant MQA level 7 qualification  
*OR*
- Completed ACCA Skills level or other Equivalent Professional Qualification.

### Experience

- 1 year of Internal Audit experience  
*OR*
- 2 years of experience in a relevant field.

## 7. Skills and Competencies

- Ability to evaluate and assess effectiveness of governance, internal controls, and risk management processes.
  - Strong analytical and problem-solving skills.
  - Excellent communication, interpersonal and conflict resolution skills.
  - Excellent organizational skills and attention to detail.
  - Skill in fostering collaboration among diverse teams.
  - Proficient with Microsoft Office Suite.
  - Fluency in written and spoken Dhivehi and English language is essential.
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