

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

Terms of Reference

Post: Manager, Internal Audit

Department: Internal Audit

Post Type: Permanent

(Initial contract shall be for a period of one year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

Reporting Relationships

The Manager, Internal Audit will report directly to the Chief Internal Auditor.

Overall Responsibilities

The Manager, Internal Audit will be responsible to lead internal audits undertaken at the Pension Office under the direction of the Chief Internal Auditor.

Specific Duties

- Assist in development and implementation of internal audit policies and procedures and carry out periodic reviews to maintain them.
- Maintain a comprehensive audit universe and identify auditable areas in a risk based annual audit plan.
- Manage the planning, fieldwork, and reporting for operational audits in line with auditing standards and policies.
- Carry out audits of functions to ensure compliance with established policies and procedures.
- Administer information gathering and preparation of the periodic summary audit activity reports to audit management.



- Manage a comprehensive follow-up database for recommendations and action plans resulting from internal audit engagements.
- Acts as audit liaison with any engaged third-party internal audit services firm and assists to coordinate regulatory annual inspections.
- Designs and/or performs special reviews or investigations as appropriate.
- Assist to carry out training and development of audit staff and administer performance evaluation processes in internal audit.
- Perform other relevant responsibilities / tasks assigned by the CIA.

Qualifications and Work Experience

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of auditing, accounting or finance.
- A minimum of 4 years of professional work experience in the field auditing or accounting after attaining a Bachelor's degree or equivalent professional qualification; with at least 1 year of work experience at managerial level.

Desired Skills and Competencies

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


