



# Myanmar Red Cross Society

HR-HQ VA No. 122 – Senior Audit Officer



**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Senior Audit Officer

No. of Post	: 1 Post
Report to	: Director
Department	: Internal Audit Department
Duty Station	: NayPyiTaw/Yangon
Grade	: E-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline** : 5-December-2023, 16:30

### Background of the Department

Since 2012, National Society was aware that **Internal Audit** for various department and various services of the MRCS is important to show the Society's accountability and transparency to partners and stakeholders. In 2017, the Executive Committee members' green light to recruit an **Internal Audit** team. This audit team will responsible to check for all transactions and compliance of MRCS activities under the direct supervision of the Executive Committee.

### Purpose of the Position

The **Senior Audit Officer** of Internal Audit has the responsibility to lead the audit team of MRCS programmes and services, including fundraising and income generation activities. He/She will lead the audit team or work independently under the supervision of the Director of Internal Audit. The **Senior Audit Officer** will assist the Director of Internal Audit Department in providing independent and objective assurance and advisory services that assess and analyse the effectiveness and adequacy of MRCS's internal controls, in accordance with the institute of Internal Audit (IIA) standard.

### Duties and Responsibilities

#### Planning

1. Assist in developing and reviewing the organizational structure of the Internal Audit.
2. Assist in developing the internal audit function and Job Description of Internal Audit staff.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS/Senior Audit Officer for NayPyiTaw/Yangon/Internal Audit Department (21/11/2023)*



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3. Participate in developing a manual or guideline for internal audit.
4. Prepare annual audit plan and individual audit plans.
5. Review and revise the Audit Plan at the end of each quarter.

## Execution

6. Manage the implementation of the Audit Plan under the direction of the Director of Internal Audit.
7. Prepare a risk-based audit program for the audit.
8. Perform the audit work independently or with the audit team.
9. Ensure that implementation of the program/project plan of action is properly checked.
10. Open and review audit working paper and analysis and summarize audit observations.
11. Fact check the draft report with the auditee before submission of the finalized report.

## Reporting and Monitoring

12. Submit the audit report to the Director of Internal Audit.
13. Monitor management's response and implementation of audit recommendations and submit to Director of Internal Audit.

## General

14. Ensure Internal Audit remains effective, credible, and focused on areas of most significance.
15. Good professional relationship with the staff of audited program/project.
16. Coordinate coverage with the external auditors, and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
17. Perform other related duties assigned by the Director of Internal Audit.

## Skills, Competencies and Requirements

- **Must be University graduated**
- Advanced/Post-graduate Degree in accounting and/or auditing is an asset
- Minimum 5 years audit experience at management level
- Minimum 2 years of experience in related field and community base is preferable
- Significant knowledge and experience of audit procedures, including planning, techniques, tests and sampling methods
- Knowledge of computerized accounting and auditing record keeping systems is an asset.
- Competency in MS Office applications
- Build excellent working relationship with internal and external partners

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- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- **Red Cross Volunteers and females are encouraged to apply**

**\*\*Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society  
No. 42, Red Cross Buildings, Strand Road,  
Botahtaung Township, Yangon. (or)

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short-listed candidates will be contacted for a personal interview.**

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