

## JOB OPPORTUNITY

We are currently looking for an experienced and professional to fill the following post.

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| <b>Post</b>                      | Assistant Internal Auditor (1)  |
| <b>Department</b>                | Internal Audit Department   |
| <b>Remuneration Package</b>      | Between MVR 15,000.00 to MVR 17,000.00<br><br>Retirement pension scheme – 7% of the basic salary will be contributed monthly on behalf of employee to the Retirement pension fund of the Maldives.  |
| <b>Main Responsibilities</b>     | <p>Carry out routine and specific audits relating to finance, internal processes, performance controls, governance compliance and advice Chief Internal Auditor on business specific risks.</p> <p>Prepare and present reports that reflect audit's results and document process.</p> <p>Follow up on the implementation of corrective actions.</p> <p>Prepare annual audit plan.</p> <p>Conduct investigations of suspected internal fraud and any special assignment as may be assigned by the Chief Internal Auditor.</p> <p>Collaborate with other risk management functions within the organization such as Risk Management and IT security to evaluate their effectiveness, reliability and security.</p> <p>Propose practical and value added recommendations to address control weaknesses and or process inefficiencies.</p> |
| <b>Educational Qualification</b> | (Bachelor's Degree/MNQF level 7) in Accounting and finance field with 1 year's minimum work experience in Audit field<br><br><b>OR</b><br><br>CIMA advanced diploma in management accounting /ACCA Level 2 qualified with 1 year's minimum work experience in Audit field   |
| <b>Skills</b>                    | <p>Capable of working independently and with minimum supervision.</p> <p>Well-developed organizational skills with the ability to prioritize multiple assignments.</p> <p>Good interpersonal skills with a proven ability to communicate effectively (both written and verbal) with all levels within the organization.</p> <p>Sound judgment and strong analytical skills in order to effectively resolve problems and flexibility to cope with rapidly changing environments.</p>   |

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|                                  | Logical approach to identifying and evaluating issues and problem solving.   |
| <b>Documents to be submitted</b> | <ul style="list-style-type: none"> <li>• Job Application Form (available from website &amp; Head Office counter) <a href="http://www.maldivegas.com">www. maldivegas.com</a></li> <li>• Copy of National ID card</li> <li>• Copies of relevant educational certificates</li> <li>• Reference letters</li> <li>• Police Report (only for shortlisted applicants)</li> </ul>   |
| <b>Deadline</b>                  | <b>On or Before 1200hrs of 24<sup>th</sup> May 2022</b>  |
|                                  | <p>Interested candidates are requested to send in their application with above mentioned documents to:</p> <p style="text-align: center;"><b>Human Resources Department</b></p> <p style="text-align: center;"><b>Maldiv Gas Pvt. Ltd</b></p> <p style="text-align: center;"><b>#2-21 S.T.O Trade Center, Orchid Magu, Male</b></p> <p style="text-align: center;"><b>Tel: 3335614, Fax: 3335615</b></p> <p style="text-align: center;"><b>E-mail: <a href="mailto:career@maldivegas.com">career@maldivegas.com</a></b></p> <p>Please note only shortlisted candidates will be contacted. Incomplete applications received without above- stated documents will not be contacted</p> |