

JOB OPPORTUNITY

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

Post	Assistant Internal Auditor (1)
Department	Internal Audit Department
Remuneration Package	Between MVR 13,000.00 to MVR 15,000.00 Retirement pension scheme – 7% of the basic salary will be contributed monthly on behalf of employee to the Retirement pension fund of the Maldives.
Main Responsibilities	<p>Carry out routine and specific audits relating to finance, internal processes, performance controls,</p> <p>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 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</p> <p>Chief Internal Auditor.</p> <p>Collaborate with other risk management functions within the organization such as Risk Management and IT</p> <p>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>
Educational Qualification	<p>(Bachelor's Degree/MNQF level 7) in Accounting and finance field with 1 year's minimum work experience in Audit field</p> <p>OR</p> <p>CIMA advanced diploma in management accounting /ACCA Level 2 qualified with 1 year's minimum work experience in Audit field</p>
Skills	<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> <p>Logical approach to identifying and evaluating issues and problem solving.</p>
Documents to be submitted	<ul style="list-style-type: none"> • Job Application Form (available from website & Head Office counter) www. maldivegas.com • Copy of National ID card • Copies of relevant educational certificates • Reference letters • Police Report (only for shortlisted applicants)
Deadline	On or Before 1200hrs of 29th November 2020
	<p>Interested candidates are requested to send in their application with above mentioned documents to:</p> <p style="text-align: center;">Human Resources Department</p> <p style="text-align: center;">Maldiv Gas Pvt. Ltd</p> <p style="text-align: center;">#2-21 S.T.O Trade Center, Orchid Magu, Male</p> <p style="text-align: center;">Tel: 3335614, Fax: 3335615</p> <p style="text-align: center;">E-mail: career@maldivegas.com</p> <p>Please note only shortlisted candidates will be contacted. Incomplete applications received without above- stated documents will not be contacted</p>