



Job Vacancy

Head of Internal Audit

Bishkek, Kyrgyz Republic

Reporting Relationship: Joint reporting to the Director General and the Chairman of the Audit Committee

The University of Central Asia is seeking an Internal Auditor who will be responsible for setting up an integrated audit function to provide optimal risk coverage by undertaking a University-wide Risk Assessment and utilizing a risk-based audit approach.

Description

- Key functions will include planning and undertaking audits in all areas/functions of UCA including construction and project management. Deliverables include timely Audit Reports incorporating findings that identify potential risks and opportunities for improvement and make recommendations to ensure appropriate and adequate operation of the organizational processes, controls, governance and compliance with all relevant internal policies/procedures as well as external statutory and international requirements.
- Taking into account the Internal Auditor's responsibilities and UCA's scope of operation and geographic spread, the following factors are also imperative:
 - Understanding and appreciating the sensitivity and confidentiality of information pertaining to UCA and individuals and exercise the utmost integrity, caution and sense of responsibility with respect to handling the information during the course of audit and otherwise.
 - Demonstrate the highest level of professionalism, observe the professional code of ethics of the Institute of Internal Auditors (IIA) and follow the established standards of audit in the performance of duties.
 - The position will be based in Bishkek, Kyrgyz Republic. The Internal Auditor must be willing to travel or stay in any part of the UCA's operating jurisdiction as may be required.

Key Responsibilities

- Develop an Internal Audit Charter (for approval by the Audit Committee) to establish the responsibility and authority of the Internal Audit function at UCA.

Central Administration Office

138 Toktogul Street, Bishkek, 720001, Kyrgyz Republic

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- Develop a comprehensive Internal Audit Manual (for approval by the Audit Committee). This may be adapted from other manuals currently in existence within the AKDN.
- Prepare a comprehensive risk map of UCA (Construction, Research Institutes, Existing Academic Programmes, such as SPCE, TVET and AKHP, and Central Administration) and formulate a risk based, multi-year audit plan, in consultation with the Audit Committee and Senior Management, which shall be reviewed and updated on an annual basis.
- Undertake an independent assessment of UCA's functions and programmes, including analysis of Risk Management, Governance, Compliance (internal/external), adequacy of internal controls, and appropriateness of UCA's Policies and Procedures, with a view to minimizing the exposure and risks.
- Follow-up on implementation of agreed upon audit recommendations and corrective actions.
- Identify opportunities and make recommendations to assist Senior Management in the accomplishment of their objectives including, but not limited to, increasing efficiencies, cost rationalization and improving overall effectiveness of business functions/programmes.
- Conduct special studies/investigations as requested by the Audit Committee or the Director General.
- Disseminate knowledge/provide training to UCA staff at Head Office and campuses on self-assessment techniques, and the importance and relevance of maintaining adequate operational processes and controls.
- Prepare a quarterly report on all audit activities with key highlights divided into high, medium and low risk findings for discussion with the Audit Committee. The report shall include the actions agreed upon by/comments received from UCA Management, on all audits (internal and external), as well as the status of corrective action.
- Keep technical knowledge up-to-date and ensure adherence to the standards of best professional practice issued by the Institute of Internal Auditors and other such professional bodies.
- Any other assignment or task assigned by the Audit Committee or the Director General.

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Academic and Professional Qualification

- Recognized professional accounting designation such as Chartered Accountant (CA), Certified Public Accountant (CPA), Certified General Accountant (CGA), or Certified Management Accountant (CMA) with 10 to 15 years post-qualification experience.
- Minimum of 8 to 10 years of experience in Internal Audit at senior level.
- Additional professional certification such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) will be an added advantage.

Knowledge and Competencies

- Outstanding English language communication skills and interpersonal skills.
- Excellent computing skills and familiarity with the computer based audit techniques.
- Ability to work independently and as a team member.
- Effective management and leadership skills. Ability to work under pressure, multi-task and adhere to timelines.
- Ability to work in a variety of different cultural settings with culturally diverse groups. Up to date with the latest development in the field of Internal Audit.
- Understanding of a University's functioning, construction processes and project management.
- Proficiency in Central Asian languages, particularly Russian, will be an added advantage.

Please send a cover letter, CV, and contact information for three references (including their complete contact details) to hr.recruitment@ucentralasia.org or apply through AKDN Career Centre by **20 June 2014**. Please use: Internal Auditor as the subject header.

Only shortlisted candidates will be contacted.

Review other job vacancies at: http://www.ucentralasia.org/current_vacancies.asp

The University of Central Asia (UCA) was founded in 2000. The Presidents of Tajikistan, the Kyrgyz Republic and Kazakhstan and His Highness the Aga Khan signed the International Treaty and Charter establishing this secular and private University; ratified by the respective parliaments, and registered with the United Nations. UCA brings with it the commitment and partnership of the broader Aga Khan Development Network. For more information on UCA, please visit www.ucentralasia.org.