



IUT

ISLAMIC UNIVERSITY OF TECHNOLOGY



VACANCY ANNOUNCEMENT

ORGANISATION OF ISLAMIC COOPERATION (OIC)

BOARD BAZAR, GAZIPUR-1704

TEL: 9291250, 9291252; FAX: 9291260; WEBSITE: www.iutoic-dhaka.edu

DEADLINE FOR APPLICATIONS : 24 APRIL 2020

Islamic University of Technology (IUT), a subsidiary organ of Organisation of Islamic Cooperation (OIC), welcomes applications from qualified candidates for the following position:

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| JOB TITLE | : | Internal Auditor |
| AREA OF ACTIVITY | : | Islamic University of Technology (IUT) |
| DUTY STATION | : | Dhaka – People’s Republic of Bangladesh |
| SALARY CATEGORY / GRADE | : | IUT Pay Scale P-1: US\$ 960-48x16-1728 (Higher scale may be offered to really deserving candidate) |
| ALLOWANCES AND BENEFITS | : | Allowances and benefits as per IUT rules |

JOBS DESCRIPTION

- * Perform and maintain control of the full audit cycle, which includes financial reliability, compliance with applicable regulations and directives;
- * Determine internal audit scope and develop annual plans;
- * Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.;
- * Study the existing systems and detect the loopholes of financial management and to formulate proposals with a view to addressing those in the future;
- * Scrutinize programs, function, operations, and managerial systems and procedures with a view to achieving economy, efficiency and effectiveness of financial and human resources;
- * Review accounting activities on fund to ensure accuracy and conformity with applicable controls and regulations;
- * Respond to concerns and inquiries on accounting matters from, among others, the Board, Vice-Chancellor, Pro-Vice-Chancellor;
- * Implement the Ministerial and Board resolutions and instructions of the Vice-Chancellor;
- * Collaborate effectively with various stakeholders of the university;
- * Ensure the implementation of the OIC and IUT regulations and statute.

- * Perform other tasks and duties as assigned by the Vice-Chancellor.

COMPETENCIES AND SKILLS

- ✓ High degree of aptitude regarding attention to details and excellent analytical skills;
- ✓ Leadership skills to direct and inspire the staff and students of the IUT towards the accomplishment of its objectives and sound independent judgment;
- ✓ Advanced computer skills including MS Office, accounting software, and database;
- ✓ Compilation of detailed and large amount of data and preparation of clear reports to facilitate higher management taking decision;
- ✓ Proven working knowledge of all applicable auditing standards and procedures and rules;
- ✓ Planning and organizing skills in order to systematically plan a course of action for himself and others for himself and others to ensure the accomplishment of specific objectives;
- ✓ Patience to listen, to consult and to share information and ideas; and to have excellent communication and negotiation skills;
- ✓ Working under pressure;
- ✓ Timely accomplishment of assignments and punctuality as a role model.
- ✓ Understanding of technology applications and techniques related to this position.
- ✓ A minimum of 08 years of experience in a similar occupation is a requirement;
- ✓ Candidates should have a firm understanding of changing technology.

EDUCATION

- At least Master's Degree from a recognized university with a focus in the area of Accounting and Internal Auditing, the degree options could be in Business Administration with specialization in Internal Auditing, Economics, or related fields. Ph.D. degree will be an added advantage;
- Internal Auditor certification is preferred.

LANGUAGES

Sound knowledge in writing and speaking English language. Preference would be given to the candidates having knowledge in other OIC official languages i.e. French and Arabic.

GENERAL REQUIREMENTS

- To be a Muslim national of one of the OIC Member States;
- To be below fifty-six years of age;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties;
- To be either nominated by his/her State or the State should have no objection to his/her appointment;
- The date of birth and contact numbers are essential requirements to be available in the C.V.

HOW TO APPLY

Applicants from the host country, Bangladesh, should apply in hard copy, while those from other member-states of OIC may apply through e-mail (establish@iut-dhaka.edu), which should reach the office of the Chief of Establishment, IUT, Board Bazar, Gazipur along with C.V., a passport size photograph and copies of all documents on or before 24 April 2020.

Only short-listed candidates will be contacted