

Social Development Foundation (SDF)

Terms of Reference for Junior Officer, Internal Audit (IA) for component-3 (Community Empowerment and Livelihoods) of Sustainable Coastal and Marine Fisheries Project (SCMFP)

The Internal Auditor is a junior/entry level position for providing support to SDF management to ensure proper supervision of financial and audit aspect of component-3 under Sustainable Coastal and Marine Fisheries Project (SCMFP) of SDF. The position requires spending at least 40% of the time visiting the field level implementation of the finance related activities.

1. The main tasks and responsibilities of Junior Officer, Internal Audit are:

- Conduct audit related activities through field visit to Region, Cluster or Fishers' Community and submit report to the Managing Director through PC/Audit Committee;
- Assist the external auditors and Foreign Aided Project Audit Directorate (FAPAD) audit team during their visit;
- Assist to confirm compliance with laws, regulations and Government/World Bank Guidelines for SDF activities;
- Any other responsibilities assigned by the SDF Management.

2. The Key Responsibility Areas are:

- Liaise with both the external auditors and Foreign Aided Project Audit Directorate (FAPAD) audit team during their proceedings;
- In case of any discrepancy, initiate discussion on draft report with the senior officials for taking corrective measures;

3. The Key Deliverables in terms of expected outputs/outcomes are:

- Ensure that all the project villages preserve documents properly to comply with policies and procedures;
- Ensure that project offices maintain all the documents as per the project rules;
- Ensure recording of all the audit findings in time.

4. Minimum qualification, experience and competencies required:

- Masters degree in Accounting/ Management or any subject;
- Preference will be given to the candidates with working experience in assisting Audit management activities in the World Bank finance project/poverty alleviation projects in Government/ Autonomous bodies/Donor Financed projects etc.;
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently;

- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must not exceed the 40 years of age on the last date of submission of application for this position as advertised in the national dailies.