



Adventist Development and Relief Agency/Myanmar

Vacancy Announcement

The Adventist Development and Relief Agency (ADRA) was established in November 1956 by the Seventh-day Adventist Church with the purpose of community development and disaster response at grass-root level. As new challenges and needs arise, ADRA continues to strive to realize its mission of reflecting God's love through compassionate acts of humanitarian service. It has assisted about 24 million people around the world. Currently more than 4,000 ADRA staff members work in 125 countries.

ADRA started working in Myanmar early 1982 and currently projects on Water & Sanitation, Micro-Finance, Food Security & Livelihoods, Primary Health, Education, Disaster Rehabilitation, and Infrastructure are being actively under implementation in areas such as Dry Zone, Karen, Kachin and Chin State.

We encourage motivated and resourceful persons to apply regardless of race, ethnic, religion and gender.

Position : **Project Internal Auditor/Controller**
No. of Post : **1**
Report to : **Finance and Administration Director**
Location : **Lashio sub-office**
Project Period : **41 months**

Summary of the Project

The Adventist Development and Relief Agency (ADRA) Myanmar is seeking applications for the position of Internal Auditor funded by the Global Affairs Canada (GAC) with the objective to dismantle barriers and improving the quality of education for women and girls in fragile, conflict and crisis situations. ADRA Myanmar is partnering with education and gender stakeholders that have presence in conflict affected areas of Shan & Kayah State, capitalizing on existing relationships with key local authorities, communities and local actors to expand education services to communities where there are currently little or no education services. ADRA through its partnership with local education actors will strengthen and expand education services and develop non-formal education pathways for children and youth who have not had access or have dropped out of school. Also , ADRA is collaborating with two women's organizations that have representative cover across the

geographical area of the project to respond to SRHR needs, and case management to address key barriers to education for women and girls which includes GBV/ SGBV, early marriage, trafficking, safety and protection and associated drug abuse issues that affect families and exacerbate conditions for children and youth. The project will also tackle barriers associated with poverty, limited child protection, early marriage and teen pregnancy, drug related social issues. The purpose of the role is to evaluate the adequacy of the project and partners' process design and the effectiveness of controls in meeting business and control objectives and identify and document control and process weaknesses and provide evidential support for findings. This position also needs to prepare reports and preserve documentation pertaining to audits for ADRA Myanmar internal record and participate in budget and PIP preparation, partner budget amendment with the close coordination with Country Office Accountant and Project Manager.

Behavioral Competencies

1.1 Deciding and Initiating Action

Takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.

2.1 Working with People

Shows respect for the views and contributions of other team members; consults others and shares information and expertise with them; adapts to the team and fits in well.

2.2 Adhering to Principles and Values

Believes in strong principles; upholds ADRA's values; encourages organizational and individual responsibility towards the community and the environment.

4.1 Writing and Reporting

Writes convincingly; writes clearly, succinctly and correctly; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

4.3 Analyzing

Analyzes numerical data and all other sources of information; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system

Main Responsibilities

1. Ensures that Local Partner comply with the project sub agreements and requirements, ADRA Policies and procedures, Donor (GCA) regulations and agreed established control protocol.
2. Evaluates the adequacy of the project and partners' process design and the effectiveness of controls in meeting business and control objectives. Identify

and document control and process weaknesses and provide evidential support for findings.

3. Examines documentation, including reports, statements, records, and memos to gather information before submitting to the Accounting department for report preparation.
4. Reconciles documentation with actual inventory or assets to ascertain accuracy. In this case, conduct field and on-site spot check to attest the accuracy of the reports and accounting documents.
5. Completes standard paperwork and questionnaires to confirm internal controls.
6. Participates in meetings with individuals and departments in partners offices to update auditees on findings and the audit process.
7. Prepares reports and preserves documentation pertaining to audits for ADRA Myanmar internal record.
8. Presents summarized findings concerning audit results and trends for ADRA and the project Internal use.
9. Analyses audit results to determine methods for increasing project effectiveness and decreasing unnecessary costs
10. Makes recommendations for the best ways for ADRA Myanmar and its partners to avoid fraud and reduce waste
11. Assesses best financial practices for ADRA Myanmar and its partners and makes relevant, informed suggestions
12. Participate in budget and PIP preparation, partner budget amendment with the close coordination with Country Office Accountant and Project Manager.
13. Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies.
14. Prepare a concise and informative audit report to effectively communicate the findings and recommendations to the partners leaders and Finance team and ADRA Myanmar senior management
15. Contributes to the safeguarding of corporate assets and the interests of the project by ensuring that appropriate internal controls are in place and operating effectively.
16. Develops and maintains effective and professional working relationships with all levels of staff within the partners organization and ADRA Myanmar
17. Conducts investigations of suspected internal fraud
18. Able to travel in the fields with a very difficult road conditions and minimum means of transportations.
19. Any other duties as assigned by the supervisor.

Job Requirements

1. Bachelor's Degree in accounting or Finance or Auditing, CPA or ACCA will be added advantage.

2. Proven working experience as Internal Auditor for at least 3 years
3. Advanced computer skills on MS Office, accounting software and databases
4. Ability to manipulate large amounts of data and to compile detailed reports
5. Proven knowledge of auditing standards and procedures, laws, EU rules and regulations
6. High attention to detail and excellent analytical skills
7. Sound independent judgement
8. Problem Solving, Critical Thinking, Teamwork, Written and Verbal Communication,
9. Able to work independently with little or no supervision.
10. Excellent interpersonal skills, organizational skills, communication skills, and leadership skills.
11. Flexible and enjoy the administrative challenges of supporting an office of diverse people.
12. Competency in both oral and written of Burmese and English languages.
13. Unquestioned personal integrity with strong ethics and values consistent with ADRA's culture and values
14. Ability to stand firm on difficult issues when required
15. Demonstrated job commitment and personal flexibility to meet changing expectations

Application Procedure:

All interested candidates should send their application letter and their CV with at least two referees along with one passport size picture to the following address or email not later than **October 15, 2020**. Please ensure sufficient information is provided on how to contact you and the referees. Due to the volume of applicants, only short-listed candidates will be contacted by ADRA Myanmar for an interview. Application should be addressed to:

Human Resources Coordinator
ADRA Myanmar, Room (A.3-2) E Condo,
North Zay Road, Dagon Township. Yangon.
Tel No. 01-240900, 380419
Email: hr.adra.myanmar@gmail.com