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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan



"Inspiring the growth of livestock entrepreneurs"

Terms of Reference for the Sr. Internal Auditor

Bhutan Livestock Development Corporation Limited-(BLDCL)

Overview

Employer:	Bhutan Livestock Development Corporation Limited.
Location:	HQ, Thimphu.
Position title:	Sr. Internal Auditor
Grade:	M3(6)
Employment Type:	Regular

Roles and Responsibilities

Function: The Sr. Internal Auditor will be responsible for the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management process, system of internal control structure, and the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives.

Accountabilities/Responsibilities

The responsibilities are given below:

- 1) Developing and implementing the annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submitting that plan to the Audit Committee for review and for approval by the board;
- 2) Undertaking any special tasks or projects directed by the Audit Committee, which may include special reviews requested by management;
- 3) Regularly communicating to the Audit Committee and to the CEO on the progress and results of the annual audit plan, on the adequacy of internal audit resources and on emerging trends and practices in internal auditing;
- 4) Performing consulting services to assist management in meeting its objectives;
- 5) Reporting on the internal audit function directly to the audit committee and the Sr. Internal Auditor shall also have direct access to the chairman of the audit committee on matters considered of significant importance to the functioning of the company;
- 6) The issuance of periodic reports to the audit committee on their activities, including a

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- summary report on each audit for the audit committee review and approval.
- 7) Coordinate with and provide oversight of other controls and monitoring functions related to risk management, compliance, security, ethics and environmental issues.
 - 8) Assist in the investigation of suspected fraudulent activities within the organization upon request made from Management.
 - 9) Any additional task assigned by the Management and Board.

Salary and Other benefits

Pay Scale:	Nu. 26,850.00 - 670.00 - 40,250.00
HR Allowance:	20% of the Basic Pay
Production Endurance Allowance	20% of the Basic Pay
PBVI:	A minimum of 15% of the annual basic pay is subject to fulfilment of the Performance Annual Compact signed between MoF and BLDCL.
Other Entitlements:	Eligible as per the BLDCL Internal Service Rule & Regulations 2018

Mandatory documents (required to submit along with application)

- i. BLDCL Employment Application form.
- ii. Curriculum Vitae (CV)
- iii. Copy of academic transcripts (Class X, XII and degree)
- iv. Security Clearance Certificate (online)
- v. Copy Medical Fitness Certificate (Not older than 6 months)
- vi. Copy of Citizenship Identity Card (CID), and
- vii. A valid document proof/evidence to show 7 years of work experience
- viii. No Objection Certificate from the current employer, if employed. This can be submitted if selected only
- ix. An applicant can apply for only one position.

Non-submission of any of the above documents or incomplete submission shall lead to rejection of application.