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**Bhutan Livestock Development Corporation Limited**  
**Corporate Head Office**  
**Thimphu: Bhutan**  
*"Inspiring the growth of livestock entrepreneurs"*



**TERMS OF REFERENCE (TOR) FOR INTERNAL AUDITOR OF BLDCL**

<b>Position Title</b>	Internal Auditor
<b>Grade</b>	M4
<b>Pay &amp; Allowance</b>	<ul style="list-style-type: none"> <li>• Basic pay Nu.21,990+ 20% House Rent Allowance (HRA) on basic pay</li> <li>• Fixed Allowance. Nu. 12,300</li> <li>• Monthly LTC. Nu.1,250</li> <li>• Other benefits: PBVA &amp; other entitlements as per BLDCL service rule</li> </ul>
<b>Type of employment</b>	Regular after a six-month probation period
<b>Qualification &amp; Experience</b>	Bachelor of Business Administration (BBA)/Bachelor of Commerce (B.Com) with a minimum of 3 years of working experience.
<b>Background</b>	The main responsibility is to guarantee transparency and disclosure within the company. S/he will organize checks and balances to ensure that staff members are performing their duties with reasonable diligence and that resources are not being wasted. S/he will work under the direction of the Board Audit Committee (BAC). However, for administrative matters and resources required to execute the work plan approved by the BAC, the Internal Audit Unit (IAU) is guided by the Chief Executive Officer.
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>■ Audit planning and execution</li> <li>■ Open-mindedness</li> <li>■ Internal control</li> <li>■ Integrity</li> <li>■ Confidentiality</li> <li>■ Observant</li> <li>■ Detailed oriented</li> <li>■ Decisiveness</li> <li>■ Good communication skills</li> <li>■ Leadership and interpersonal qualities</li> </ul>



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<p><b>Duties, Responsibilities &amp; Accountabilities</b></p>	<ul style="list-style-type: none"> <li>a) Formulate an annual audit plan in consultation with the Board Audit Committee and ensure its execution.</li> <li>b) Identify, collect, and analyze information needed to prepare risk-based internal audit plans.</li> <li>c) Conduct auditing including surprise field visits.</li> <li>d) Ensure that the organization is complying with the relevant or existing Acts, Policies, Regulations, etc.</li> <li>e) Provide Audit opinion (qualified/unqualified).</li> <li>f) Implement the follow-up report and maintain sequential audit reports.</li> <li>g) Ensure audit processes developed are followed while performing audit works.</li> <li>h) Safeguard audit files other documents, and assets available to the internal audit unit.</li> <li>i) Submit quarterly reports of auditing findings to the BAC.</li> <li>j) Coordinate and perform annual physical verification and auditing of Regions, Divisions, and Units.</li> <li>k) Prepare and present the audit findings/recommendations to the Management.</li> <li>l) Attend complaints and grievances of employees and seek necessary clarification/ justification.</li> <li>m) Formulate controls to mitigate fraud and embezzlement of resources.</li> <li>n) Coordinate risk management framework with the members &amp; ensure that mitigation plans for identified risks are implemented.</li> <li>o) Formulate APC and prepare an annual budget for IAU.</li> <li>p) Attend meetings and request integrity vetting reports from the ACC for promotion, recruitment, increments, etc.</li> <li>q) Conduct verification as per the approved annual audit plan in line with the policies, manual, and guidelines.</li> <li>r) Review the compliance of audit reports of RAA/Statutory Audit/Internal Audit and remind the Division/Region/Unit(s) for timely follow-ups.</li> <li>s) Assist with quarterly reporting for auditing findings to the BAC.</li> <li>t) Carry out any tasks assigned by the BAC/CEO.</li> </ul>
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