Republican state enterprise with the right of economic management "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan

announces calls for applications for a vacant position

**Clinical auditor of the Internal Audit Service.**

**Qualification requirements:**

The CBA clinical auditor must meet the following requirements:

1) higher medical education;

2) work experience in state health authorities (in state health authorities that exercise control in the provision of medical services) and/or a higher medical educational institution and/or clinical work experience in republican medical organizations - at least 5 years;

3) availability of a specialist certificate corresponding to his specific organization;

4) knowledge of regulatory legal acts of the Republic of Kazakhstan, including in the field of healthcare;

5) preferably an academic degree of candidate and/or doctor of medical sciences in a clinical specialty;

6) it is preferable to have a certificate of accreditation of an independent expert and/or qualifications in the field of quality control of medical services.

**The clinical auditor performs the following functions:**

1) participation in the work of the IAS, as well as in the performance of the tasks and functions assigned to the IAS in accordance with the Regulations on the IAS;

2) participation in the development of internal documents of the KNTsDIZ regulating internal audit issues, as well as their periodic updating;

3) application in the activities of the IAS of uniform basic principles and procedures of internal audit, approved (recommended) by the Supervisory Board of the KSCDIZ;

4) compliance with MOPP;

5) ensuring an appropriate level of secrecy and confidentiality in work;

6) identification, assessment and submission to the head of the IAS for consideration of proposals for managing risks inherent in the activities of the IAS;

7) participation in planning the activities of the IAS in accordance with the established procedure for conducting internal audits and participation in the implementation of the audit plan of the IAS;

8) participation in the development of audit assignments and programs;

9) participation in the implementation of scheduled and unscheduled internal audits of structural divisions and/or business processes of KNTsDIZ in accordance with the established procedure for conducting internal audits and the Regulations on the IAS on the subject of:

– assessing the effectiveness of corporate governance;

– inspection and assessment of risks, as well as the effectiveness of risk management in the Enterprise;

– checking and assessing the effectiveness of the internal control system;

– testing internal control procedures;

– checking the accuracy and reliability of accounting records and financial reports;

– checking the means of ensuring the safety of assets;

– assessing the effectiveness of operations and business processes;

– auditing systems established to ensure compliance with legal and regulatory requirements, codes of conduct and the implementation of policies and procedures;

– testing the reliability and timeliness of preparation of financial statements;

– verification of financial information, including the electronic information system and electronic banking services.

10) analysis of summary information for the preparation of a report (certificate) on the results of the internal audit;

11) analysis of incoming information about dubious transactions, as well as losses caused to the Company due to theft and abuse;

12) ensuring proper documentation of audit findings, drawing up conclusions based on the results of audits, reflecting all significant facts and deficiencies identified during the audit, developing reasonable recommendations;

13) assessing the effectiveness of internal control, risk management and corporate governance systems in all aspects of the activities of KSCDIZ;

14) participation in the consideration of draft reports of external auditors on the audit of financial statements of KNTsDIZ;

15) monitoring of activities planned and/or carried out by the Enterprise for the purpose of fulfillment by structural divisions and employees of the Enterprise of recommendations, requirements based on the results of internal and external audits;

16) preparation of information and reports for presentation to the Supervisory Board of the KSCDIZ;

17) increasing their professional level and qualifications for the effective performance of their official duties;

18) ensuring high-quality and timely preparation and submission of information to the head of the IAS for the formation of performance cards (performance indicators) of the employee;

19) consulting on issues of internal audit, as well as improving the processes of corporate governance, risk management and internal control, excluding the IAS from accepting responsibility for management decisions made on the basis of the consulting services provided;

20) participation in official investigations, conducting special inspections in the manner established by the Regulations on the IAS;

21) study of international experience on issues of internal audit and risk management;

22) studying legislative, regulatory, analytical documents, changes in international financial reporting standards and making appropriate proposals to amend the internal procedures and documents of the Enterprise;

23) development and participation in the coordination of internal documents of a methodological nature regarding the description of the activities of the IAS and their practical implementation in the activities of the IAS;

24) development of questionnaires, audit tests, other materials for conducting an audit, as well as internal regulatory documents describing the activities of the IAS during the implementation of functional responsibilities;

25) perform other duties on behalf of the head of the IAS in accordance with job responsibilities.

**Working conditions:**

- full time (schedule from 9.00 to 18.00 hours)

- wages are approved by the Supervisory Board of KNTsDIZ

- vacation 30 calendar days

- address: Raiymbek, 60 (work at the employer’s location)

**Questions by phone: +77772759718 Arailym**

**Link:**https://cvh ub.documentolog.com/job/3989