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

**Head of the Internal Audit Service.**

**Qualification requirements:**

- higher professional education in the fields of accounting and auditing, and/or finance, and/or economics, and/or jurisprudence and additional special training;

* experience in the field of auditing, and/or accounting, and/or finance - at least five years;
* experience in a managerial position and/or work experience in the internal audit service - at least three years;
* knowledge of international financial reporting standards and international financial professional standards for internal auditing developed by the Institute of Internal Auditors ( The Institute of Internal Auditors Inc );
* knowledge of regulatory legal acts of the Republic of Kazakhstan, including on issues of auditing, accounting, taxation;
* presence of one of the following certificates or certificates: certificate in the field of internal audit CIA ( CertifiedInternalAuditor ); a qualification certificate of an auditor or a certificate of a chartered accountant ACCA ( Association of Certified Chartered Accountants ), or a certificate of a professional accountant in accordance with the legislation of the Republic of Kazakhstan, or a DipIFR diploma ( Diplomain International Financial Reporting ), or a certificate of an international professional accountant CIPA ( Certified International Professional Accountant ); CISA ( Certifiedinformationsystemsauditor ) or CISM ( Certifiedinformationsecuritymanager ) or ITIL ( Informationtechnologyinfrastructurelibrary ) certificate;
* other similar internationally recognized certificate or license;
* Knowledge of the state and foreign languages is desirable.

**The head of the IAS performs the following functions:**

1) management of the activities of the IAS;

2) ensuring the organization of the work of the IAS, as well as the implementation of the tasks and functions assigned to the IAS in accordance with the Regulations on the IAS;

3) ensuring the development of internal documents on issues of internal audit and/or activities of the IAS, as well as their periodic analysis and updating;

4) carrying out periodic assessments of the relevance of the tasks and functions of the IAS for achieving its goals;

5) assessment of risks inherent in the activities of IAS and their management;

6) ensuring the application of uniform basic principles and procedures of internal audit, approved by the Supervisory Board of the Enterprise, in the activities of the IAS;

7) ensuring compliance with MOPP;

8) ensuring an appropriate level of confidentiality in the work of the IAS;

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

10) organization, participation and control of scheduled and unscheduled internal audits of structural divisions and/or business processes of the Enterprise in accordance with the established procedure for conducting internal audits and the Regulations on the IAS;

11) determination of the scope of work and internal audit employees participating and responsible for the execution of audit assignments;

12) ensuring the development and approval of audit assignments;

13) control over 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, and developing reasonable recommendations;

14) assessing the effectiveness of internal control, risk management and corporate governance systems in all aspects of the Enterprise’s activities;

15) interaction with the management of structural divisions and the management of KNTsDIZ on issues related to the organization, conduct and results of audit assignments;

16) participation in the consideration of draft reports of external auditors on the audit of the financial statements of the Enterprise;

17) 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;

18) ensuring the submission to the Supervisory Board of KSCDIZ of reports containing information:

– on the results of IAS audits, with the presentation of an objective assessment of the state of the internal control system of KSCDIZ, and recommendations for their improvement;

– on management’s coordination and supervision of other control and management functions (including risk management, internal control, security, business continuity, external audit);

– on the measures taken by the heads of the audit participants and the management of KNTsDIZ to eliminate violations and their results, or on the failure to take such measures;

19) carrying out, as appropriate, rotation of duties of IAS employees in order to prevent the emergence of conflicts of interest, as well as to ensure advanced training of employees;

20) taking measures to improve the professional qualifications of IAS employees;

21) ensuring internal and external assessment of the effectiveness of IAS activities;

22) initiation of consultations, discussions with members of the Supervisory Board, with external auditors, as well as convening a meeting of the Supervisory Board on issues within the competence of the IAS;

23) making proposals to the Supervisory Board on determining the quantitative composition of the IAS, the term of office and appointments of the IAS employees, as well as on the early termination of their powers, the conditions and procedure for the work of the IAS, the amount and conditions of remuneration and bonuses for the IAS employees, the organizational and technical support of the IAS;

24) 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;

25) ensuring the consideration of letters and other requests from legal entities and individuals, government bodies with the preparation of appropriate explanations on them, within the competence of the IAS;

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

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

28) 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;

29) making decisions on all issues within the competence of the IAS, and performing other duties assigned to the IAS and/or the Supervisory Board of the Enterprise.

**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**