

EMPLOYMENT OPPORTUNITY:

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position:

INTERNAL AUDITOR

JOB SUMMARY

This position is responsible for performing internal audits, special investigations and business process reviews to evaluate risk exposures relating to the Organization's governance, internal controls, operations, and information systems. Activities would be conducted under the supervision of the Internal Audit Manager and the incumbent would be required to adhere to the company's Internal Audit Policies and Procedures as well as internationally accepted auditing standards.

DUTIES AND RESPONSIBILITIES

- Contributes to the annual risk assessment of the company's processes and activities and the annual audit plan.
- Execution of internal audits in accordance with the annual audit plan.
- Executes unplanned special investigations and business process reviews as required.
- Assist in planning an assignment by developing an audit work programme to include elements such as audit objectives, scope, risks, criteria, resources and audit tests for completion.
- Assists in the completion of internal audit reports by documenting key aspects of the audit process, findings and the associated value adding recommendations.
- Communicates with the auditee, stakeholders and management during and after the audit exercise, obtains feedback, and reports on the audit results.
- Ensures that all working papers are appropriately completed.
- Assists in the follow-up and reports on the status of audit recommendations and corrective actions.
- Contributes to the internal audit efforts with external auditors.
- Assists the Internal Audit Manager with periodic reporting to the Audit Committee.
- Makes recommendations for the improvement of the internal audit processes and participates in knowledge-sharing activities, internally and with the wider Organization.
- Performs special assignments and other related duties as required

WORKING RELATIONSHIPS

- Reports to the Internal Audit Manager.
- Works closely with internal stakeholders.

KEY COMPETENCIES

- Skilled at risk analytical techniques, assessing internal controls and investigating irregularities and fraud.
- Excellent communication skills (verbal and written).
- Ability to think analytically, analyze data and possess problem solving skills.
- Ability to manage time and self, open to positive changes and versatile enough to achieve desired objectives.
- Strong understanding of code of ethics and conduct, fraud and conflict of interest.

SKILLS AND ABILITIES

- Knowledge of Internal Auditing Standards.
- Knowledge of developing Audit Plans, Work Programs, Audit Reports and tracking of audit recommendations.
- Knowledge of key risks in various aspects of business frameworks inclusive of information technology, human resources, finance, procurement, and projects.
- Knowledge of technology based audit techniques to perform assignments effectively and efficiently.

QUALIFICATIONS, EXPERIENCE AND TRAINING

- Pursuing Professional Certification issued by international auditing bodies such as Institute of Internal Auditors (IIA).
- Pursuing Professional Accounting qualification recognized by the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) such as ACCA or Bachelor's degree in Accounting, Management or Business.
- Minimum of 3-5 years internal auditing experience.
- A suitable combination of qualifications and experience shall be considered.

THE HUMAN RESOURCE DEPARTMENT

National Infrastructure Development Co. Ltd (NIDCO)

The Atrium – Don Miguel Road Extension, San Juan

Trinidad, W.I.

E-mail: hr@nidco.co.tt

**CLOSING DATE FOR RECEIPT
OF APPLICATIONS IS**

Monday 6th May 2019.

Unsuitable applications will not be acknowledged.