



བགྲིས་བཅད་དོན་བརྒྱད་འབྲེལ་ཚད་འཛིན།

## Tashi InfoComm Limited

### Job Description

<b>Job Title</b>	Audit Officer	<b>Report to</b>	Head, Internal Audit Unit
<b>Department/ Unit</b>	Internal Audit Unit	<b>Supervises</b>	None
<b>Purpose of the Department/ unit:</b> The Internal Audit Unit (IAU) under Tashi InfoComm Limited is responsible for promoting good governance based on the foundations of accountability, efficiency, and transparency. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and company processes.			
<b>Duties and responsibilities:</b> As per section 1.5 Authority and Responsibility of Internal Audit Manual 2022			
<b>Working conditions:</b>			
<b>Essential Qualification/ Education</b> <b>Bachelors Degree in Commerce/ Bachelors Degree in Business Administration</b> <b>(3 Years Course)</b>			
<b>Essential Experience</b> N/A			
<b>Essential Training</b> N/A			
<b>Job related skills and abilities:</b> <ul style="list-style-type: none"><li>• Good at writing reports</li><li>• Good at research</li><li>• Good communication skills</li><li>• Good knowledge on Accounting and Finance</li></ul>			
<b>Personal attributes:</b> <ul style="list-style-type: none"><li>• Integrity</li><li>• Objectivity</li><li>• Confidentiality</li><li>• Competency</li></ul>			
<b>To be filled by the Human Resource and Administration Department</b>			
<b>Job Location</b>	Thimphu	<b>Employment nature</b>	Regular
<b>Pay scale</b>	28, 190 – 35, 238	<b>Allowances</b>	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
<b>Reporting date</b>	Will be informed via call	<b>Reporting time</b>	Will be informed via call