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MOHANOKOR Microfinance Institution Plc

Job Announcement

MOHANOKOR Microfinance Institution Plc is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Senior IT Audit Officer - 01 Post** based in **Head Office**.

❖ Job Responsibilities:

- Assistant to develop IT work program and workpapers to address new risk, products, processes, regulations or systems.
- Assistant to review MOHANOKOR's IT governance, policy, system and process and identify the institution's risk areas and advice on control gaps and opportunities for improvement.
- Ensure pre-audit procedure and documents are timely performed, completed with quality.
- Assistant to execute and monitor risk-based IT audit engagements for MOHANOKOR's branches and head offices according MOHANOKOR's audit frequency policy and general accepted internal audit standard.
- Ensure all workpapers are completed and in order – initials, cross-references, date, work descriptions, clearance, etc.
- Timely bring to the manager of IT internal audit unit's attention any suspected areas and/or serious misconduct and conflict of interest issue of all level of staff within MOHANOKOR and any misuse of MOHANOKOR's assets.
- Initial draft discussion log and audit workpaper sent to management one day before the discussion with the auditee.
- Draft audit/investigation report are timely submitted to management with quality and update audit plan within 2 and a half days.
- Ensure that all issues are agreed prior to submitting report to unit manager & HIAD.
- Ensures the quality, adequacy and completeness of the audit samples, completeness of work papers, validity of audit findings and recommendations.
- Positive feedback received from audit team and Management.
- Continuously build self and staff's capacity building.
- Strengthen the capacity of staff through continuous on-the-job training and other methods.
- Sharing knowledge and experience with other co-workers to help them improving their work process.
- Build and maintain critical relationships with staff, managers, stakeholders and MOHANOKOR.
- Ensure Auditee Feedback Form is completed and received after completion of audit fieldwork.
- Positive feedback received from auditee.
- Open and consider other co-worker's feedbacks/ideas to improve owns work process and performance.
- Collaborative and assist co-workers when needed.
- Conduct one's self in a manner that reflects honesty and integrity, and maintains the effectiveness, values and mission of the organization.
- Perform other tasks as assigned by supervisor. Other tasks required by the Line Manager and Top Management.

❖ Job Requirement

1. Bachelor's degree in Technical, Information Technology or other related skills.
2. At least 1 year experience related to Helpdesk or IT Infrastructure.
3. Highly creative and innovative.

4. Technical knowledge such as Microsoft Office, Email, Windows Repairing and Installation.
5. Have good communication with all relevant circles and increase trust.
6. Honest, healthy, willing to work, patient.
7. Knowledge of English can use both writing, reading and listening

➤ **How to apply**

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: recruitment@mohanokor.com or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221.**

Thank You!