



The Institute of Internal Auditors Malaysia

We are a non-profit professional organisation dedicated to the advancement and development of the internal audit profession in Malaysia. Established in 1977 as a Chapter of Global Institute of Internal Auditors, USA, we are recognised for championing and advocating governance, risk management and controls. To support the growing business and membership, we invite results-driven individuals to join us as:

SENIOR EXECUTIVE, TECHNICAL

(Based in Menara Bangkok Bank @ Berjaya Central Park, Jalan Ampang, Kuala Lumpur)

JOB DESCRIPTIONS

- To perform quality assessment reviews (QAR) of IIAM's clients based on prescribed tools.
- To support the Technical Department of IIAM by providing technical internal auditing services to members and communicating on technical updates in internal auditing.
- To assist with meetings and engagements with clients on QAR services.
- To liaise with other professional bodies on technical matters.
- To perform support and administration function with regard to QAR services.

JOB RESPONSIBILITIES

- Perform Quality Assessment Review (QAR) Planning, Marketing and Customer Relations.
 - i. Assist in the marketing of QAR services.
 - ii. Engage with clients of IIAM interested in conducting QAR.
 - iii. Prepare proposals for potential QAR clients.
- Perform QAR Engagements.
 - i. Perform preliminary preparation such as preliminary meetings, coordinate with clients on survey and interview sessions, and prepare engagement letters etc prior embarking on QAR field work.
 - ii. Perform QAR at client's organisation.
 - iii. Compile QAR Survey Form on client feedback.
 - iv. Assist in drafting and finalising QAR reports.
 - v. Maintain QAR final reports and files.
 - vi. Follow-up on outstanding payments.
- Assist to coordinate QAR Training Workshops.
- Prepare monthly reports on QAR performance.
- Provide Technical Services to Members of IIAM with regard to Internal Auditing.
- Liaison with Professional Bodies on Technical Matters.
 - i. Keep abreast on the development of the profession and disseminate key information to members through appropriate channels.
 - ii. Attend to technical enquiries from members.



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- Ad-Hoc Projects
 - i. Assist the Secretariat team to promote internal auditing to stakeholders and members.
 - ii. Coordinate publications on internal auditing.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS:

- Should possess tertiary qualification such as Bachelor's degree and professional qualification such as CIA, CRMA.
- Should have a minimum of three (3) years of hands-on experience in internal auditing for the senior technical executive role.
- Understand the requirements of International Professional Practice Framework (IPPF) issued by IIA Global. Self-motivated and able to work independently
- Have a good command of English and sound written and verbal communication skills.
- Passionate about governance, risk management and control.
- Possess strong interpersonal skills.

**Interested candidates are invited to submit resume to the following address before
13 March 2019 or email to recruitment@iiam.com.my:**

**Human Resources Department
The Institute of Internal Auditors Malaysia
1-17-07, Menara Bangkok Bank, Berjaya Central Park
105 Jalan Ampang, 50450, Kuala Lumpur**