



<b>Job Title</b>	Manager, Internal Audit	<b>Job Grade:</b>	4
<b>Reports to</b>	Director General	<b>Section:</b>	N/A
<b>Division</b>	Internal Audit	<b>Location:</b>	Abu Dhabi

<b>PRIMARY PURPOSE:</b>	
Manages the Internal Audit function and sets standards for all financial, operational and information system activities. Evaluates activity against standard and devises corrective measures where appropriate.	
<b>KEY ACCOUNTABILITIES:</b>	<b>KEY PERFORMANCE INDICATORS:</b>
<p>Manages the transition of the Internal Audit strategic objectives and key performance indicators (as defined by the Strategy and Finance Division) into operational plans and monitors their implementation.</p> <p>Manages the full range of internal audit activities including:</p> <ul style="list-style-type: none"> <li>• The audit process and its implementation within WRDC. Delivering a comprehensive, ongoing risk-assessment process for WRDC to assess the effectiveness of legal, financial and operational control mechanisms.</li> <li>• Assessing WRDC policies and procedures to Ensure legal and regulatory compliance/Submitting recommendations for change as appropriate.</li> <li>• Managing the communication of conclusions and recommendations for change to the Director General and the Audit Committee of the Council. Highlights areas of legal, financial and operational risk.</li> <li>• Co-ordinating with external auditors and other governmental reviewers as required. Monitoring progress of corrective action plans as determined by external reviewers.</li> <li>• Performing special investigations and reviews at the request of the Director General and the Audit Committee of the Council</li> </ul>	<p>Ensures the delivery of high quality internal audit service to WRDC in accordance with strategic objectives, including:</p> <p>Achieving agreed level of service:</p> <ul style="list-style-type: none"> <li>▪ Number/type of audits</li> <li>▪ Timeliness and quality of audit</li> <li>▪ Number / type of non-compliance incidents</li> <li>▪ Communication of results</li> <li>▪ Monitoring of corrective action</li> <li>▪ Suggesting measures to improve the systems</li> </ul>

<b>KEY COMPETENCIES:</b>
<p><b>Business Knowledge</b></p> <p>The job-holder should have:</p> <ul style="list-style-type: none"> <li>- Comprehensive understanding of how it contributes to achieving the commercial objectives of the business.</li> <li>- Excellent working knowledge of how internal audit interacts with other divisions within WRDC.</li> </ul> <p><b>People Management</b></p> <p>The job-holder will have highly developed leadership and management skills, will require:</p> <ul style="list-style-type: none"> <li>- Management responsibility for the Internal Audit function including defining process and procedures, managing activity to budget, tracking achievement against KPI's and planning for the areas future needs.</li> <li>- Full management responsibility for the direction and management of the Internal Auditor, including the delegation of objectives and performance management activities as appropriate.</li> </ul>



### **Problem Solving**

The job-holder will be expected to:

- Demonstrate good analytical skills and is able to make complex judgements based on the analysis of multiple sources of information.
- Filter, prioritise and validate potentially complex and dynamic material.

### **Communication**

The job-holder must possess:

- Good communication skills and the ability to negotiate effectively both internally and externally with others, and often at a senior level.
- Effectively communicate areas of potential risk within WRDC, recommend solutions to mitigate the risks, and persuade others to adopt the necessary corrective action.

### **MINIMUM KNOWLEDGE AND EXPERIENCE**

- Member of a professional accounting body (CA, CPA etc.)
- 12 years experience in Internal Audit.
- Up to date with the “Best Practices” in Internal Audit
- Good command of English and Arabic (spoken & written).
- PC Proficiency and sound working knowledge of all Microsoft applications.
- Good analytical and inter personal skills

### **OTHER DETAILS**

- Remuneration will be commensurate with experience & knowledge and among the best in the region.
- Interested candidates may send their CV to:  
[careers@wrdc.ae](mailto:careers@wrdc.ae)