Manager - Technical Department

JOB DESCRIPTION

Role in Technical and Advisory:

- To supervise and monitor EDP Sales and Processing
- To coordinate researches/survey
- To provide technical services to members
- To liaison with other professional bodies on technical matters
- To write articles on a fortnightly basis on topics related to governance, risk and control and in line with IIA Global's directions.
- Development of knowledge content for Professional Development Department.
- To write IIAM formal response on received consultation paper from regulatory and/or professional bodies.
- To write updates or changes made to Statements e.g. Statement of Risk Management and Internal Control Statement, and relevant Act relating to internal auditing profession.

Role in SRO:

- To conduct research, plan, develop, implement and monitor Self-Regulatory Organisation (SRO) initiatives for IIA Malaysia.

Responsibilities in Technical & Advisory:

1. To research and source for material information and submits the technical article topics to Head, Technical & Quality Assurance for approval before proceeding in writing and submission on a fortnightly basis.
2. To write technical article that consists between 1,000 to 3,000 words.
3. To write and submit the IIAM formal response on received consultation paper from regulatory and/or professional body to Head, Technical & Quality Assurance within 5 working days. To liaison with other professional/regulatory bodies on technical matters relating the two items above.
4. To write updates or changes made to Statements e.g. Statement of Risk Management and Internal Control Statement, and relevant Act relating to internal auditing profession as assigned.

5. EDP SALES AND PROCESSING

- Checking and overseeing the EDP sales processing on a monthly basis prior to reporting to Head of Technical by 5th of the following month.
- To oversee the management of stocks.
- To review EDP related reports.
- To assist in promotional activities – conference/training/Book of the month and other events.

6. RESEARCH/TECHNICAL PROJECTS

- Assist in the implementation of research/survey projects:
- Identify topical issues and objectives of the projects.
- Coordinate survey mechanism.
- Compilation of results.
- Organize the announcement of the results.

7. PROVISION OF TECHNICAL AND ADVISORY SERVICES

- Keep abreast on the development of the profession and disseminate key information to the members through proper channels.
- Attend to technical queries from members.
- Assist the Publication Committee in reviewing the technical contents of articles to be published in the quarterly newsletter, Keep in Touch.
- To look out for updates and assist in preparation of e-techline.

8. Responsibilities in SRO:

- Research, compile and prepare reports for IIA Malaysia to obtain SRO status
- Identify other countries working on SRO for internal auditors, and their process and models together with the challenges faced.
- Obtain existing SRO models in Malaysia by different organisations and the advantages and disadvantages.
- Obtain information from different sources which supports IIA Malaysia to be an SRO
- Identify the potential challenges faced in application for SRO status and how to resolve them.
- Review information from different sources relating to regulation, governance and other related matters of concern e.g. yearly Corporate Governance Monitor issued by SC, Bursa or other relevant reports.
- Compile all relevant information and provide report to Board of Governors for information and decision making.
- Identify requirements and process for getting SRO status from Securities Commission or other relevant regulatory body.
- Carry out activities to develop SRO Model suitable for IIAM and prepare SRO proposal to Board for approval to regulators.
- Arrange for meetings and communication with stakeholders relating to SRO.

- Prepare reports and papers to Board on SRO progress and to obtain Board approval for SRO activities.
- Prepare documents for submission to regulator.
- Prepare documents for submission to regulator for approval.
- Propose structure to obtain approval for SRO.
- Assist in the implementation and monitoring of SRO activities.

9. AD HOC PROJECTS

- To be part of the Secretariat team to work on all ad-hoc projects organised by the Institute such as AGM, National Conference, Joint Conferences with other professional bodies, Annual Dinner, Award Presentations, Launches, etc.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS

1. A recognised degree and possess a Certified Internal Auditor certification.
2. Proficient in English (both written and verbal)
3. Able to conduct research and prepare reports.
4. IT skills.
5. Strong analytical skills
6. Problem-solving skills.
7. Negotiation skills.
8. Time management skills.
9. Project management skills.
10. Presentation skills.
11. Interpersonal and communication skills.