

Số: 02/CV-ACE

Điện Biên, ngày 05 tháng 04 năm 2021

V/v kết nối tin tuyển dụng của Chương trình Anh Chị Em với các sinh viên đã hoặc sắp tốt nghiệp khoa Kế hoạch - Phát triển, trường Đại học Kinh tế Quốc dân.

Kính gửi: Khoa Kế hoạch - Phát triển, trường Đại học Kinh tế Quốc dân

Tổ chức Doanh nhân Thế giới (EdM) - Chương trình Anh Chị Em (ACE) xin được gửi lời chúc sức khỏe và lời chào trân trọng tới Quý khoa.

EdM là một tổ chức phi chính phủ có trụ sở ở Pháp, mục đích của EdM là hỗ trợ phát triển tài chính vi mô xã hội, doanh nghiệp vi mô, tiếp cận năng lượng và phát triển nông nghiệp tại các nước đang phát triển. Năm 2019, EdM hỗ trợ gần 160.000 người tại 12 quốc gia trên thế giới với 22 chương trình/dự án địa phương.

Tại Việt Nam, EdM triển khai chương trình ACE vào năm 2007 tại tỉnh Điện Biên. Sứ mệnh của ACE là nâng cao vị thế kinh tế xã hội của người nghèo và những người dễ bị tổn thương thông qua cung cấp các dịch vụ tài chính và dịch vụ xây dựng năng lực có trách nhiệm một cách bền vững. Cụ thể, ACE cung cấp các dịch vụ tài chính vi mô xã hội như sau:

- Các khoản vay nhỏ giúp các hộ nông dân nghèo ở vùng sâu vùng xa có nguồn vốn để phát triển hoạt động sản xuất kinh doanh;
- Dịch vụ tiết kiệm giúp các thành viên nhóm gửi tiết kiệm thường xuyên nhằm xây dựng thói quen tiết kiệm
- Dịch vụ phi tài chính với tập huấn, tư vấn tại hộ và kết nối chuỗi giá trị nhằm xây dựng năng lực một cách bền vững cho người hưởng lợi.

Hiện nay, ACE đang hỗ trợ gần 5.000 người dân trên địa bàn 19 xã của thành phố Điện Biên Phủ, huyện Điện Biên và Mường Ảng của tỉnh Điện Biên.

ACE được phép hoạt động theo các văn bản pháp lý sau:

- Giấy Đăng ký hoạt động tại Việt Nam số 194/CNV-HĐ cấp ngày 27/11/2014 có giá trị đến ngày 18/10/2022 được cấp và gia hạn lần thứ 2 bởi Cục Ngoại Vụ - Bộ Ngoại giao;

- Giấy chứng nhận Chương trình, Dự án Tài chính vi mô số 01/CNĐK-NHNN ngày 11/3/2020 của Ngân hàng Nhà nước Việt Nam;

- Văn bản Thỏa thuận giữa Ủy ban Nhân dân tỉnh Điện Biên và Tổ chức Doanh nhân Thế giới ký ngày 08/02/2021 về việc thực hiện Chương trình Anh Chị Em tại tỉnh Điện Biên giai đoạn 2021-2025.

Hiện nay, ACE đang có nhu cầu tuyển dụng nhân sự cho vị trí Trưởng Kiểm toán nội bộ và kính mong Quý khoa tạo điều kiện kết nối tin tuyển dụng của ACE



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Job Offer: INTERNAL AUDIT MANAGER

Organisation: Entrepreneurs du Monde

Project: Anh Chi Em program

Location: Dien Bien province

Entrepreneurs du Monde (EdM) is a French international non-governmental organisation (INGO) established in 1998. It is a non-profit organization, with no political or religious affiliations. EdM has social microfinance programs in 12 developing countries in south East Asia and Africa which enable the poorest families to develop small economic activities by giving them access to financial services, training and energy. For further information please visit our website: www.entrepreneursdumonde.org

Anh Chi Em (ACE) is a social microfinance program set up and supported by a French NGO, Entrepreneurs du Monde (EdM), since 2007. ACE operates in poor and remote/disadvantage locations of Dien Bien Province and provides financial and non-financial services aiming to improve the living conditions of vulnerable people from ethnic minorities. In 2019, ACE has operated in 19 communes with almost 5,000 beneficiaries in Dien Bien and Muong Ang districts, Dien Bien province.

ACE vision: "The leading social microfinance organization and the reliable partner for the poor and vulnerable people in the Northern mountainous area in providing comprehensive and responsible services "

ACE mission: "To empower the poor and vulnerable people in remote areas through the provision of responsible financial and capacity building services in a sustainable way".

Our Organizational Core Values:

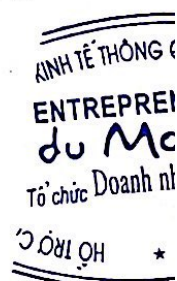
1. We are dedicated and responsive people
2. We respect diversity and value people
3. We commit to comprehensively develop immanent capacity for the partners (target clients)
4. We are transparent, integrity and professional
5. We inspire staff and stakeholders for creative improvement and innovation to serve the poor better

EdM is looking for candidates for the positions of **Internal Audit Manager** to work in Dien Bien province:

Job Description and Requirements: Please kindly find the attached files for detail.

Benefits:

- Basic salary: 7,8-14 million VND/month + 13th salary;
- Phone and travelling allowances, travel costs;



- Health, social and unemployment insurance is paid by Anh Chi Em program (both employee's and employer's contribution)

- Saturday, Sunday off and holidays according to the Government regulation;

- Rental allowance may be applied based on case-by-case situation

- Other benefits according to the Labor Code of Vietnam

Deadline: If interested, please send a cover letter with your CV and degree/certificate (if any) no later than **19**

April 2021 to email ace@anhchiem.org or send by post address: Anh Chi Em program, No 56, Hoang Van Thai Street, Group 2, Nam Thanh ward, Dien Bien Phu city, Dien Bien province

Tel: 0215.3826.828

JOB DESCRIPTION

Position: Internal Audit Manager

ANH CHI EM (ACE) MISSION STATEMENT:

To empower the poor and vulnerable people in remote areas through the provision of responsible financial and capacity building services in a sustainable way.

ACE OVERVIEW:

ACE is a microfinance program from a French non-governmental organization - Entrepreneurs du Monde (EdM) - in partnership with the People's Committee of Dien Bien Province since 2007. Socio-economic services and pro-poor financial services have been designed and intrinsically combined to promote a social and sustainable approach of microfinance adapted to the needs of the most vulnerable, mainly Black Thai women living of farming activities.

MAIN ACE ACTIVITIES:

- Microcredits and microsavings services
- Basic trainings on agriculture, financial literacy and social topics
- Individualized counseling and connection of beneficiaries with specialized social organizations, employers and any other identified economic opportunities.

ROLE OF THE POSITION TO THE PROGRAM:

- Supervise the ACE activities, operations and financial statement
- Develop, implement and improve ACE internal control
- Be in charge of complaint mechanism
- Be in charge of anti money laundering
- Be a member of Management Committee of ACE program
- Manage, lead and coach the team of internal auditors

AUTHORITY AND ETHICS

The Internal Audit Manager (IAM) will:

- Have free and unrestricted access to all ACE operations, head office and all ACE branches, activities, information, properties, personnel, records, books, accounts and files relevant to the performance of audit function at any given time
- Have authority to obtain necessary assistance of personnel at head office and all ACE branches where considered necessary in order to perform audits as required
- Be bound by confidentiality and to use the collected information and documents strictly to serve the purpose of the audit purpose
- Remain independent and impartial at all times, and in all circumstances
- In no way should they be influenced by personal circumstances, or by prejudice that may influence the quality of the reports

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LINE MANAGER: Supervisory Committee

FUNCTIONAL AND TECHNICAL MANAGER: EdM Risk Technical Adviser

REPORTING TO: Supervisory Committee

SUPERVISING: Internal Auditors

LOCATION: Dien Bien province with frequent travel on the field

1. Supervise the ACE activities, operations and financial statement

- a. Define the annual internal audit plan and submitted it to the Supervisory Committee for approval
- b. Leading the internal audits at ACE (systematic ex post evaluation of operations and financial statements) in accordance with annual audit plan
- c. Leading specific evaluations and investigations into possible cases of fraud and discrepancies
- d. Ensure the reliability, fairness and completeness of financial data and management information
- e. Responding to requests from the Management Committee and Supervisory Committee
- f. Preparing and coordinating external audits (external audit, control of regulatory authorities, etc. Liaise with the external auditors to ensure that there is no duplication of audit efforts
- g. Follow up on audit recommendations (internal and external)
- h. Produce monthly audit reports to the Supervisory Committee and the Management Committee
- i. Participate in Supervisory Committee meetings when requested to do so
- j. Under Risk Committee's guidance, raise awareness of risk management among ACE staff

2. Develop, implement and improve ACE internal control

Is responsible for the assessment of ACE's policies, manuals, procedures and ensure proper and effective internal control practices are in place with reasonable cost. To this end, she/he shall:

- a. Compile risk information collected through internal audit and submits it to the Risk Committee
- b. Develop internal control procedures, review and implement them to respond to the organizational changes of ACE while complying with the regulations in force
- c. Reviewing systems and operations to assess the achievement of social mission and the adequacy of controls exercised
- d. Verify the efficiency and effectiveness of operations, regularly assess the internal control system in place and suggest improvement
- e. Drawing attention to any shortcomings and proposing corrective measures
- f. Assess the use of resources with due regard to economy, efficiency and effectiveness and recommend improvements to procedures and a system to prevent waste and the risk of fraud
- g. Ensure compliance with applicable laws and regulations

- h. Produce quarterly reports to the Management Committee and the Supervisory Committee on the adequacy of the internal control system;
- 3. Be in charge of complaint mechanism**
- Ensure the availability and update of complaint procedure and tools
 - Promote and steer the implementation of complaint mechanism throughout ACE
 - Receive and consolidate all complaints about ACE, handle and/or transmit to relevant staff/department
 - Ensure the compliance in receiving and handling complaint with procedure
 - Reporting complaint monitoring to Management Committee and Supervisory Committee
- 4. Be in charge of anti money laundering (AML)**
- Maintain awareness of any updates in International regulations as regards AML procedures
 - Ensure completeness and regular updating of all policies and procedures as regards AML.
 - Train all staff on AML policies and procedures at ACE, including short session with new staff and refresher courses as required to current staff.
 - Ensure compliance and implementation of all AML procedures through appropriate internal control
 - First point of reference for all staff to declare any activities that may be considered as potential money laundering operations
 - Declaration of such case, if relevant, to Management Committee, Supervisory Committee and the appropriate local authority
- 5. Be a member of Management Committee of ACE program**
- Contribute to ACE strategy definition and operational planning
 - Ensure operations development in line with ACE social performance strategy
 - Be involved in decision making at the level of Management Committee
- 6. Manage, lead and coach the team of internal auditors**
- Conduct recruitment, training, coaching, evaluation, appraisals of audit staff under direct management
 - Conduct regular meetings with the whole Audit team to ensure close follow-up of the activities and to offer them the required support when needed
 - Report on performance of individual Audit staff if required and recommend promotion and/or sanctions of staff under direct management
 - Ensure compliance of audit staff to ACE's code of ethics and conduct, and respect of the ethos of social microfinance as promoted by EdM

SKILLS/QUALIFICATIONS:

- University graduated in audit/economic/finance/banking/project management or other relevant degree
- Experience at managerial positions is an advantage;
- Prior experience in microfinance in rural areas or in INGO is an advantage;
- Demonstrate high level of trustworthiness, independence and commitment for social missions;
- Audit/financial/accounting skills, analyzing Information, performance management; leadership and ability to motivate staff
- Good computer skills: MS office, computerized MIS;



- Effective team work interpersonal skills;
 - Proficiency in Vietnamese and English;
 - Can speak Thai language is an advantage;
 - Willing to conduct regular field visits by motorbike in remote areas;
 - Result oriented and ability to work under high pressure.
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