



## Direction towards Ethical Development

...business ethics and consultancy services

<b>Job Title:</b>	Social Consultancy	<b>Designation</b>	Social Compliance Auditor
<b>Department/Group:</b>	Social Responsibility	<b>Job Location:</b>	Vietnam (Preferably in and around HCM city)
<b>Contract Period:</b>	1 year	<b>Position Type:</b>	Freelancing basis
<b>Number of Vacancies:</b>	2	<b>Date posted:</b>	August 3, 2012

### Direction towards Responsible Development

DIRECTION TOWARDS RESPONSIBLE DEVELOPMENT (DRD) IS A CONSULTANCY FIRM WORKING IN THE FIELD OF SUSTAINABILITY AND SOCIAL JUSTICE. WE ARE AN INDEPENDENT THINK TANK AND SOCIAL ENTERPRISE THAT INSPIRES AND ILLUSTRATES SUSTAINABLE CSR PRACTICES. WE HAVE BEEN CATERING TO THE CLIENTS IN U.S., EUROPE, CHINA AND INDIA. **WE ARE CURRENTLY LOOKING FOR A SUITABLE CANDIDATE BASED IN VIETNAM ONLY.**

DRD IS AN EQUAL OPPORTUNITY ORGANISATION AND IS FULLY COMMITTED TO TREATING ALL ITS EMPLOYEES EQUALLY AND WE WILL TAKE ALL REASONABLE STEPS TO EMPLOY AND PROMOTE OR TRAIN INDIVIDUALS ONLY ON THE BASIS OF THEIR EXPERIENCE, ABILITIES AND QUALIFICATIONS. WE BELIEVE THAT EVERYONE HAS THE RIGHT TO APPLY AND TO BE CONSIDERED FOR A JOB WITHOUT ANY FORM OF DISCRIMINATION.

### Job Description

#### ROLE AND RESPONSIBILITIES

1. Plan, develop, organize and direct a coordinated internal audit programme covering all activities.
2. Develop a risk-based biennial audit plan to undertake compliance, management, and performance audits.
3. Develop the audit approach and methodology in conformity with generally accepted standards. Review and appraise the soundness, adequacy, availability and application of appropriate guidelines, standards, and methodologies for audit, inspection and investigation work to promote effective and efficient internal control at a reasonable cost.
4. Ensure that the reporting of internal audits, investigations and inspections is complete, clear, concise, constructive, objective, accurate and timely. Ensure systems are in place to follow up the implementation of recommendations in line with best practices. Monitor and review the adequacy and effectiveness of actions taken as a result of the audit recommendations.
5. Undertake inspections to identify risks within the Organization, which could enable fraud or hinder implementation of the work program. Propose corrective action.
6. Ensure that all cases of reported or suspected misconduct, fraud, malfeasance, mismanagement, waste of resources, abuses, or violations of rules, regulations and administrative instructions are promptly and fully investigated.
7. Ready to take travel within Vietnam.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. A graduation or post graduation degree/diploma in Social work/ Human Rights/ law/social Sciences/Labour laws or similar field.
2. Must be well versed in Local language and English language.
3. Minimum 1-2 years of experience in Social compliance audits / Evaluations in garments export houses and manufacturing industry.

**ADDITIONAL ABILITY:** CERTIFICATION IN ANY OF THE WRAP/ISO/OSHA/FLA

**Submit your CVs/Resume by filling up Job Application Form. To download form [click here.](#)**

**Attention:** Only selected candidates will be contacted.

**Please submit Application Form on Email: [contact@drdconsultants.com](mailto:contact@drdconsultants.com)**