

HONG KONG INTERNET REGISTRATION CORPORATION LIMITED

Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit and non-statutory corporation responsible for the overall administration of “.hk” domain name system, a critical internet infrastructure in Hong Kong. HKIRC is also responsible for the cooperation with local and international bodies on issues relating to the development and administration of internet domain name systems. We are looking for highly motivated, responsible, independent and proactive candidates for the post of:

Title : Internal Auditor (Report to the Board of Directors)

JOB DESCRIPTION

Responsibilities

- Develop and oversee control systems to prevent or deal with violations of legal guidelines and internal policies
- Evaluate the efficiency of controls and improve them continuously
- Revise procedures, reports etc. periodically to mitigate new risks or non-conformity issues
- Draft, modify and implement company policies as required
- Collaborate with different departments to monitor enforcement of standards and provide advice or training if necessary
- Assess the business's future ventures to identify possible compliance risks
- Keep abreast of regulatory developments within or outside of the company as well as evolving best practices in compliance control
- Prepare reports for the Board, senior management and external regulatory bodies as appropriate

Requirements

- 8 years or above proven experience as internal auditor, compliance manager or similar
- University degree in law, finance, business administration or related discipline
- In-depth knowledge of the industry's standards and regulations
- An analytical mind able to “see” the complexities of procedures and regulations
- Self-directed and goal oriented
- Effective interpersonal and presentation skills
- Excellent command of written and spoken English and Chinese
- Well organized and team player
- Able to work independently and effectively under pressure

Attractive remuneration and fringe benefits will be offered to the right candidates. Interested parties please send Resume with Expected Salary (a must) to the Executive Officer at Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong or email to: recruit@hkirc.hk.

The employment agreement will be made with Hong Kong Domain Name registration Company Limited which is a wholly owned subsidiary of HKIRC. Welcome to visit our company web-site www.hkirc.hk for more information.

We are an equal opportunity employer. Personal data provided by job applicants will be used strictly in accordance with the company's notice to employees and prospective employees relating to the Personal Data (Privacy) Ordinance.