

Internal Audit and PETS Specialist, National (2 person-months, intermittent).

Scope of Work: The national internal audit and PETS specialist will support the international internal audit and PETS specialist to deliver the TOR.

Detailed Tasks and/or Expected Output: Major responsibilities include, although are not limited to the following activities:

- (i) Assist the international internal audit and PETS specialist to deliver the assignments as detailed in their TORs;
- (ii) Contribute to drafting of reports, where required;
- (iii) Organize stakeholder consultations/ workshops/ training in consultation with the international internal audit and PETS specialist and the concerned government officials;
- (iv) Collect background information and data required for preparation of reports and other outputs, and gather information on relevant government procedures;
- (v) Liaise and coordinate with the concerned government departments and officials;
- (vi) Prepare background notes and/or reports for the international internal audit and PETS specialist;
- (vii) Translate key documents to Russian, and ensure quality and integrity of translated documents to be shared with the government;
- (viii) Ensure effective and timely completion of TOR and provide support to other relevant activities as requested by the project team and implementing agencies.

Deliverables: Regular status updates on completion of TOR, and inputs provided for reports and activities of the international internal audit and PETS specialist.

Minimum Qualification Requirements: National internal audit and PETS specialist will have the relevant educational background (degrees in economics, finance, business administration, law, public administration, accounting etc.) and support the international internal audit and PETS specialist in the area of expertise. The national specialist should have at least 5 years of experience in the area of expertise. The specialist should have good writing skills in English and Russian (knowledge of Uzbek language is an advantage), and strong speaking and applied training skills.