



WE ARE **HIRING**

SAJIDA Foundation is a value-driven, non-government organisation. It embodies the principle of corporate philanthropy, with 51% shareholding of Renata Ltd, one of the fastest growing pharmaceutical and animal health product companies in Bangladesh. The organisation founded by Mr. Syed Humayun Kabir in 1993 aims to empower communities, catalyze entrepreneurship, build equity, and establish enterprises for good with an overarching vision of ensuring Health, Happiness, and Dignity for All. SAJIDA's portfolio comprises of community centric development programmes on women's livelihood and health, climate change and urban poverty, a premier microfinance operation which serves more than 780K+ members through 400 offices, and six specialised healthcare enterprises.

Head of Internal Audit

The Head of Internal Audit is a senior leadership position that anchors SAJIDA Foundation's accountability and governance framework. The incumbent will lead an independent, risk-based audit function spanning 400+ branches, SAJIDA Hospital, and Social Enterprises — managing a nationwide team of 40+ professionals to deliver objective assurance to the Board Audit Committee and Executive Management on governance, risk, and control effectiveness.

Job Location: **Dhaka, Bangladesh**

Department: **Risk Management**

Employment Type: **Full-time**

Reports to: **Head of Risk Management**

Key Responsibilities

- Lead, manage, and develop a nationwide team of 40+ professionals — deployed across Dhaka HQ and field locations.
- Leading the full internal audit cycle using a risk-based approach, covering operational effectiveness, financial reliability, and compliance with applicable laws, regulations, and internal policies.
- Developing and executing the annual risk-based internal audit plan, aligned with organisational strategy and emerging risk areas.
- Reviewing and evaluating business processes, internal controls, and risk management practices to identify gaps, inefficiencies, and improvement opportunities.
- Obtaining, analysing, and evaluating accounting records, operational data, reports, flowcharts, and systems.
- Preparing clear, insightful audit reports that present findings, root causes, and practical recommendations.
- Acting as an independent and objective advisor to management, the Board Audit Committee, and the Board on governance, risk, and control matters.
- Maintaining open and effective communication with senior management and the Board Audit Committee / Board, including regular reporting on audit outcomes, key risks, and action status.
- Overseeing or providing assurance on whistleblowing mechanisms, fraud risk management, and investigation follow-up, as applicable.
- Ensuring ownership, tracking, and timely closure of audit findings and management action plans, including conducting follow-up audits.
- Identifying opportunities for risk mitigation, process improvement, and cost optimisation.
- Documenting audit processes and maintaining robust audit working papers and memorandum.

Qualifications & Experience

- Business graduate in Accounting & Information System, Accounting, Finance. MBA preferred.
- Professional qualification i.e. FCA/ACA (ICAB)/FCMA (ICMAB) or CIA — mandatory.
- Minimum 5 years of experience in leading a large team, preferably in a Microfinance organisation.
- Proven experience managing geographically dispersed teams across multiple field locations or branches.
- Substantial hands-on experience auditing Microfinance operations — credit risk, PAR monitoring, MRA compliance, and branch-level financial controls.
- Proven experience of leading large internal or external audit with knowledge of ISAs, IASs, IFRSs, GIAs and other relevant international and local accounting, reporting and auditing standards and regulatory compliance.
- Strong knowledge of microfinance operations, development sectors context.

Benefits and Compensation

Salary with Mobile & Internet allowance, Life & Medical insurance, Festival Bonus and Performance Bonus.

For Organisation details, please visit: www.sajida.org

Application Process

Interested candidates should submit online application through below link by 18 June 2026.

Application link: <https://career.sajida.org>

SAJIDA Foundation is an Equal Opportunity Employer.

Women and persons with special needs are encouraged to apply.

Sajida Foundation believes that everyone we work with including our staff, programme participants, children, Volunteers, partners, and the communities have the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation including sexual exploitation and abuse (SEA). We uphold human dignity and inclusion for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. We are an equal opportunity employer. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.