

**Leveraging ICT for Growth, Employment and Governance Project  
Bangladesh Computer Council (BCC)  
Information and Communication Technology Division  
Ministry of Posts, Telecommunications and Information Technology  
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207,  
Bangladesh**

**Terms of Reference  
For  
IT Auditor  
(Contract Package # AF-S34)  
(Credit #5911-BD)**

**July 2018**

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**1. Back Ground**

Bangladesh Computer Council (BCC), an organization of Information & Communication Technology Division, Ministry of Posts, Telecommunications and Information Technology has received financing from the World Bank toward the cost of the Leveraging ICT for Growth, Employment and Governance (LICT) Project (IDA credit no.: 5911-BD) and intends to apply part of the proceeds for payment of services related to Consultancy for IT Auditor.

The project consists of three components: (i) IT/ITES Industry Development, (ii) E-Government and (iii) Project Management Support.

The project development objectives are to: (i) Catalyze the growth of Bangladesh's IT/ITES industry for employment creation and export diversification; and (ii) Strengthen IT/ITES facilities, policies, standard and guidelines for public sector modernization.

**2. Objective of the Assignment**

The objective is to recruit a person for the position of IT Auditor in order to achieve organization goals by defining, integrating, and upgrading comprehensive information system architecture; managing projects and computer security.

**3. Scope of Work**

**3.1 Description**

The IT Auditor acts in a lead role for internal and external IT audits. Designs and develops audit procedures, and reviews and evaluates work of associates within and outside of the Audit Department. Recommends and submits reports on identified corrections and controls in need of improvement.

**3.2 Responsibilities**

IT Auditor would be responsible for the following:

- Reviews IT, operational and business risks, functions and activities, and evaluates client relations in order to determine and recommend nature, scope, direction and thrust of proposed audits. Designs audit procedures to execute the annual audit plan, assess controls and to meet audit objectives.
- Assumes responsibility as project leader for special audit projects and provides advisory and consulting services to management. Recommends appropriate staffing requirements to complete the audit. Coordinates and directs activities of assigned auditors: Trains and provides guidance of auditing tasks and procedures; reviews work for completeness; and submits evaluations on assigned auditors.
- Acts as liaison for internal management, external auditors, external audit clients and business associates.
- Prepares reports for internal and external company executives. Summarizes audit objectives, scope, findings, conclusions and management response. Conducts oral and written presentations to all levels of management, as appropriate, during and upon the completion of audits. Ensures audit summary is prepared within established deadline.
- Performs statistical sampling to accomplish audit procedures. Obtains, analyzes and appraises supporting data utilizing various software applications.

- Recommends revisions to audit procedures to enhance efficiencies. Reviews internal controls throughout the company by evaluating the adequacy of system controls and recommends improvements.
- Performs testing and walkthrough procedures to determine company compliance on ISO 27001:20013 and ISO 2000. Reviews and analyzes the control structure, performs walkthrough and testing procedures, documents testing results that are reviewed by external auditors, and communicates results to the process owners.
- Evaluates the adequacy and timeliness of management's response and the corrective action taken on significant audit recommendations.
- Maintains continued education requirements and regular and predictable attendance.
- Performs other duties as assigned, for example taking trainings, conducting seminars, assist in planning.

### 3.3 Competencies

- **Analysis:** Identify and understand issues, problems and opportunities; compare data from different sources to draw conclusions.
- **Communication:** Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Exercising Judgment and Decision Making:** Use effective approaches for choosing a course of action or developing appropriate solutions; recommend or take action that is consistent with available facts, constraints and probable consequences.
- **Technical and Professional Knowledge:** Demonstrate a satisfactory level of technical and professional skill or knowledge in position-related areas; remains current with developments and trends in areas of expertise.
- **Building Effective Relationships:** Develop and use collaborative relationships to facilitate the accomplishment of work goals.
- **Client Focus:** Make internal and external clients and their needs a primary focus of actions; develop and sustain productive client relationships
- Experience with information systems and business processes in public sector.

## 4. Qualifications & Experience

### 4.1. Educational Qualification:

- Bachelor's Degree in Computer Science/Management Information Systems, Accounting, Business or equivalent combination of related work experience and education
- Minimum seven (7) years of internal and external IT auditing experience.

#### **Preferred:**

- Advanced degree in Computer Science/Management Information Systems or equivalent education.
- Completion of CISA (Certified Information Systems Auditor)
- Reinsurance or insurance audit experience
- Masters degree
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### 4.2. Work Experience:

- Relevant work experience with an IT background
- Prior position in IT Governance / IT Audit — internal audit or external auditing firm

- Progressive achievement in one or more of the traditional IT disciplines (applications, operations, infrastructure, and management)
- Experience with IT Operations desirable

#### **4.3. Certification:**

CISA, ISO 27001 Lead Auditor

#### **5. Reporting Arrangements**

The IT Auditor will assist and report to the Project Director, under the general supervision and guidance of the e-Government Team Leader and CIRT Team Leader.

#### **6. Duration of the Assignment:**

The duration of the assignment will be about 10 (ten) months and may extend subject to satisfactory performance of the Consultants & Project Extension.

#### **7. Facilities to be provided by the Client:**

Project will provide appropriate office space and other associated (data, information, furniture, stationeries, etc.) necessary to carry out the assignment.

#### **8. Reporting requirements/deliverable:**

The IT Auditor will need the following reporting requirements/deliverables, but not limited to:

- Monthly work plan and progress report;
- Yearly Report
- Any other Report, as required.