

BHUTAN OLYMPIC COMMITTEE

Job Descriptions

2. Integrity, Compliance and Internal Audit Officer

Prepared under the BOC Conflict of Interest, Performance Accountability and Monitoring, Evaluation and Learning Framework

Position 2: Integrity, Compliance and Internal Audit Officer

Organization	Bhutan Olympic Committee (BOC)
Duty station	BOC Secretariat, Thimphu
Reports to	Secretary General, with a direct escalation route to the President and Executive Committee for serious or reserved matters
Works closely with	Performance Management and MEL Officer; SRDD; NSF boards and office-bearers; Bhutan Sports Ventures (BSV); procurement and finance functions
Contract type / duration	Three-year contract
Grade / remuneration	The position is at P3 level, with a gross monthly salary of Nu.54,165

1. Background

The Framework establishes binding rules to prevent, disclose, manage and sanction conflicts of interest (CoI) across BOC, Bhutan Sports Ventures (BSV), affiliated NSFs and all BOC/BSV-supported sports programmes, and requires BOC to maintain a consolidated Conflict of Interest Register and Gift and Hospitality Register, screen procurement and commercial activity for conflicts, and apply an exceptional-waiver procedure where open sourcing is genuinely impossible. This post operationalizes those requirements as a dedicated integrity, compliance and internal-audit function, working alongside and independently of the Performance Management and M&E Officer.

2. Position Purpose

To safeguard fair and independent decision-making across BOC, BSV and affiliated NSFs by administering the conflict-of-interest system, monitoring compliance with procurement, disclosure, safeguarding-related and governance conditions set out in the Framework, and providing independent, evidence-based assurance and investigation support to BOC leadership.

3. Key Duties and Responsibilities

A. *Conflict-of-Interest (COI) & Governance Administration:*

- Regularly review compliance procedures and continuously monitor implementation to strengthen the overall compliance framework.
- Regularly assess compliance with good governance principles and continuously monitor the implementation of governance standards and practices.
- Ensure transaction-specific COI declarations are obtained before meetings, procurement, selections, grants, event approvals, sponsorships, commercial partnerships, appointments, and performance reviews, ensuring Meeting Chairs actively call for declarations and collect signed COI forms.
- Maintain the consolidated BOC Conflict of Interest Register and Gift and Hospitality Register, consolidating the registers submitted by each NSF and entity at every half-year review.

B. *Procurement Integrity & Compliance Screening:*

- Conduct conflict screening before procurement, event outsourcing, and commercial-partnership processes begin.
- Verify that written scopes of work, evaluation criteria, minimum quotation requirements, contracts/purchase orders, and delivery verifications are in place before authorizing payment.
- Review proposed Federation Commercialization arrangements against the safeguards in the Framework to guard against private capture.
- Receive, check completeness of, assess risk on, and prepare a written recommendation for every exceptional-waiver request for decision by the appropriate authority.

C. *Audit Execution & Operational Control:*

- Under direction, plan, direct, and supervise internal audit activities; design adaptable audit techniques and methodologies, and identify significant potential audit issues (audit thrusts) to focus audit efforts effectively.
- Conduct periodic compliance checks and sample-based internal audits of COI registers, procurement files, beneficial-ownership declarations, and gift/hospitality declarations across BOC, BSV, and NSFs.

- Carry out audits in accordance with generally accepted internal auditing standards and Institute of Internal Auditors (IIA) standards and national audit guidelines, wherever applicable.
- Ascertain economy, efficiency, and effectiveness in organizational operations, ensuring resources and assets are adequately safeguarded, controlled, and used in a lawful manner.

D. *Case Management & Investigations:*

- Assess reported, observed, or self-declared conflicts/breaches and recommend an appropriate management response (e.g., noted participation, restricted document access, removal from influence, independent reviewer, cancellation of the transaction, or role suspension).
- Draft Corrective Action Notices and sanction recommendations for compliance, disclosure, or procurement-integrity breaches for executive approval.
- Manage anonymous disclosures and institute whistleblower protection mechanisms.
- Recommend commissioning ad hoc independent legal, audit, technical, or evaluation support for high-risk matters, and refer suspected fraud, corruption, or criminal conduct to relevant public authorities.

E. *Reporting, Quality Control & Follow-Up:*

- Edit draft audit reports, incorporating appropriate findings and actionable recommendations for official approval and issuance.
- Report material or repeated conflict-of-interest and compliance cases to the Secretary General, with escalation to the President and Executive Committee for reserved matters.
- Contribute the integrity, audit, compliance, and COI sections of the half-year leadership dashboard and the annual Sports Ecosystem Performance Report.
- Systematically follow up on audit reports and compliance notices to ensure that audit recommendations are complied with and implemented by auditees.
- Maintain complete audit working papers, integrity-related records, and evidence in line with BOC's financial and records-management retention rules.

F. *Inter-Divisional Coordination & Guidance:*

- Cross-refer to the Performance Management and M&E Officer any case where a compliance or COI finding affects an NSF's performance rating or Compact status, jointly briefing the Secretary General on overlapping cases.
- Support Meeting Chairs, NSF boards, and program owners with guidance and light-touch training on COI declaration, disclosure, and procurement-screening procedures.
- Carries out any other assignments given by the Secretary General, as long as they do not conflict with the post's independence safeguards.

4. AUTHORITY

- Direct access to the Secretary General, and authority to escalate serious integrity matters directly to the President and Executive Committee.
- Authority to request COI declarations, registers, beneficial-ownership declarations, procurement files, financial records, and related operational evidence from BOC, BSV, and NSFs.
- Authority to recommend recusal, restricted document access, transaction cancellations, or rejection/endorsement of an exceptional-waiver request, subject to final decision by the authority designated in Annex 1.

5. LIMITS OF AUTHORITY

The Officer assesses, verifies, audits, and recommends, but does not unilaterally approve exceptional COI waivers, impose major sanctions, suspend federation affiliation or recognition, or make final decisions on material funding restrictions. Those decisions follow the decision-rights table at Annex 1 of the Framework and rest with the Secretary General, President, or Executive Committee as applicable. Any departure from the Officer's evidence-based recommendation must be documented by the deciding authority.

6. INDEPENDENCE SAFEGUARDS

- The Officer may not hold responsibility for approving the same expenditure or supplier relationship that the Officer is required to review or audit, and must be functionally separate from budget and supplier management.
- The Officer must recuse from any audit, compliance review, or investigation in which the Officer has an actual, potential, or perceived conflict of interest, and declare this immediately to the Secretary General.

7. QUALIFICATIONS AND EXPERIENCE

- B.Com / B.A. (Economics) / Bachelor's degree in finance, audit, public administration, governance, or a related field; a relevant professional qualification or Master's degree is an advantage.
- Demonstrated experience in internal audit, compliance, integrity/ethics administration, investigations, or governance risk management.
- Minimum relevant experience of 10 years as Internal Auditor/Compliance Officer or equivalent experience.
- Working knowledge of procurement principles, conflict-of-interest frameworks, financial regulations, and anti-corruption practice is an advantage.

8. CORE COMPETENCIES

- Integrity, discretion and sound, defensible judgement.
- Investigative and analytical skills; ability to assess evidence objectively.
- Clear, precise written reporting for sensitive matters.
- Confidentiality and resilience in handling sensitive or contested cases.
- Constructive stakeholder engagement with federation leaders and BOC/BSV officials.
- Interacts constantly with various dealing officials of Departments and Divisions within the organization to check and evaluate their performances.
- Interacts with employees within the organization and occasionally with the general public for the purpose of obtaining, clarifying and receiving factual information.

9. INDICATIVE PERFORMANCE INDICATORS

- Conflict of Interest Register and Gift and Hospitality Register kept current and consolidated at every half-year review.
- Exceptional-waiver requests and COI cases assessed and recommended within agreed turnaround times.
- Beneficial Ownership and Related-Party Declarations verified before contract award, with no exceptions outside documented processes.
- Timeliness and quality of compliance, audit, and COI input to the half-year dashboard and annual Sports Ecosystem Performance Report.
- Execution of approved internal audit plans and timely follow-up on implementation of audit recommendations.