

<b>1. JOB DETAILS:</b>	
<b>Position Title:</b>	<b>Deputy Manager Internal Audit</b>
<b>Department:</b>	<b>Internal Audit</b>

**2. JOB OBJECTIVE:**

The incumbent holding this office acts as the mid-tier resource and is responsible for planning, execution and reporting of technical, operational, financial, and regulatory audits to ensure compliance with selected policies, procedures, applicable laws / standards / regulations; to evaluate and increase efficiency and/or effectiveness of the internal audit control systems, to promote good corporate governance towards achieving Company's mission and vision.

- 3. KEY ACCOUNTABILITIES:**
- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
  - Coordinate with CIA to determine internal audit scope and develop annual plans
  - Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
  - Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards
  - Execution of audit plan and report findings of the audit to Audit Committee.
  - Assist the Company function and formulate the best approach/ policy for performing audit in consultation with Chief Internal Auditor and Audit Committee of the Board.
  - Set the materiality level for the conduct of audit/ reviews.
  - Verify audit evidence and record audit observations, make audit recommendations that are feasible, practical and cost efficient for approval.
  - Assist CIA to prepare documents for Audit Committee.
  - Arrange and monitor non-operated audits of JV companies as per provision of the PCAs, JOAs, and PSAs.
  - Stamp and verify any document required to be verified by Internal Audit.
  - Assist in special audit/ investigation exercise if so required by the Audit Committee.
  - Any other job assigned by CIA.

#### **4. QUALIFICATION & EXPERIENCE:**

##### **Minimum Qualifications:**

- 16 years of Education with Bachelors or Master's degree in accounting / finance or relevant field and CA Finalist or member of professional accounting body

##### **Minimum Experience:**

- 06 years of relevant post qualification experience in Audit (including Governance) domain in multinational, public sector or large commercial organizations of repute.
- Experience in non-operator audit in Oil & Gas company shall be preferred.

#### **5. COMPETENCIES:**

##### **Behavioral Competencies**

- Organizational Skills
- Multi-tasking skills
- Ability to be self-motivated
- Ability to work under pressure
- Exceptional communication and interpersonal skills.
- Ability to identify and assess the associated risk.
- Proficient analytical skills.

##### **Technical Competencies:**

- Knowledge of Local laws and best practices related to public sector.
- Auditing Skills
- Business Acumen
- Command in COSCO Framework
- Risk management
- Relationship Management

#### **6. AGE LIMIT:**

- 40 Years

#### **7. GENERAL INFORMATION**

- The position is based in Islamabad.
- We are an Equal Opportunity Employer. Women, Transgender persons and candidates belonging to minorities are encouraged to apply.