



KHYBER PAKHTUNKHWA OIL & GAS COMPANY LIMITED
VACANCY ANNOUNCEMENT FOR CHIEF INTERNAL AUDITOR
(CIA)



Chief Internal Auditor (CIA)

Job Role

Chief Internal Auditor provides independent oversight, advisory and assurance services for the Board of Directors through concurrent and periodical reporting on the Company's risk management and governance processes.

Reports to: Audit Committee (Functionally) & Chief Executive Officer (Administratively).

Job Specification

The chief internal auditor must possess at least five (5) years of relevant audit experience and is a:

- (i) Member of a recognized body of professional accountants; or
- (ii) Certified Internal Auditor (CIA); or
- (iii) Certified Fraud Examiner (CFE); or
- (iv) Certified Internal Control Auditor (CICA); or
- (v) Person holding a Master degree in Finance from a University recognized by Higher Education Commission (HEC).

Competencies

- Communications, problem identification and solutions skills.
- Keeping up to date with industry and regulatory changes and professional standards.
- Skills related to accounting frameworks and change management.
- Understanding business and conduct risk analysis.
- Governance, risk and control assessment and techniques.
- Business process and data analysis techniques.
- Statistical sampling and forecasting.

Key Responsibilities

1. Provide independent assurance, advisory and analytical services to the Audit Committee, about the Company's key operations.
2. Express audit opinion on key risk areas in financial, operational and management operations and advise the management to establish internal controls, in case an adequate risk management system does not exist.
3. Conduct special analysis of critical operations and to recommend proactive solutions for reforming key operations. Prepare and implement a risk-based internal audit plan in terms of post-audit and concurrent audit of critical operations, using compliance audit, financial audit and performance audit techniques.
4. Manage all affairs of the Audit Committee including, planning and coordination for meetings, preparation of agenda, working papers and minutes of the meeting, and reporting follow-up actions on decisions of the Committee. Review and report on follow-up actions by the management on implementation of the Audit Committee's decisions and to prepare and update internal audit reference manuals, on a regular basis.
5. Ensure confidentiality of the official data/information and ensure this down the line.
6. Any other assignment given by the Audit Committee BOD.



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- Maximum Age Limit: (55 Years)