



- c) Review of draft audit reports in connection with work papers to assure full and complete reporting in a professional manner prior to approval by the Chief of Internal Audit.
- 5. Maintain appropriate working relationships with auditee.
- 6. Provide regular MIS and other information to the Chief, Internal Audit Division.
- 7. Identifies and analyses ways to improve the conduct of audits, performance of work, administration of audits and assess alternatives which might yield desired results.
- 8. Assures follow up of audit findings to ensure adequacy and timeliness of correction.
- 9. Edits audit reports to facilitate recommendations and corrective actions. Presents findings and recommendations concerning activities audited to the Chief, Internal Audit Division.
- 10. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701.
- 11. Any other task assigned by the supervisor/ Management

Qualification, Key Skills and Competencies

<p>Qualification: BBA/B.COM from a Recognized University</p>	<p>Key Skills and Competencies:</p> <ol style="list-style-type: none"> 1. Techniques, tests, and sampling methods involved in conducting audits and of the requirements set out in the Standards for the Professional Practice of Internal Auditing. 2. Knowledge of computerized accounting and auditing record-keeping systems. 3. Skill in the use of computers in conducting audit activities. 4. Ability to gather, analyze, and evaluate facts and to prepare and present concise oral and written reports. 5. Ability to maintain current knowledge of: 6. Developments related to business matters of interest to the Internal Audit Function and 7. New auditing techniques and practices. 8. Ability to establish effective working relationships with audit staff and other Company personnel. 9. Ability to communicate clearly and effectively, both orally and in writing, including the ability to interview persons to extract information of a sensitive nature
<p>Experience:</p> <p>Overall, 8 years of work experience with 4 years of minimum experience in internal auditing</p>	