

3- DEPUTY MANAGER - INTERNAL AUDIT:

The incumbent is responsible to improve the overall processes and operations of PSPC by highlighting risks, internal controls and compliance deficiencies as well as carry out pre and post audit assignments. Also, the incumbent is responsible to ensure that PSPC is in compliance with the observations raised by the Board Audit Committee.

Key Responsibilities of the incumbent will include, but not limited to, the following:

- i). Conduct risk based assessment and assist Manager in preparation of Risk based Internal Audit Plan.
- ii). Review the Compliance of Standard Operating Procedures (SOP) or ISO guidelines in an effective manner.
- iii). Follow guidelines based on IPPF (International Professional Practices Framework) and Internal Audit charter.
- iv). Review and evaluate internal procedures and supporting documentation to ensure that they provide an effective control system and to identify any weaknesses.
- v). Identify shortcomings and provide recommendations to improve the internal controls, risk management and governance practices.
- vi). Ensure that PSPC is complying with the relevant laws, policies and procedures.
- vii). Prepare summary sheets of audit reports.
- viii). Perform and control the audit cycle in line with the objectives of Internal Audit.
- ix). Determine internal audit scope and develop annual plans.
- x). Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- xi). Prepare and present reports that reflect audit's results and document process.
- xii). Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- xiii). Identify ambiguities, recommend risk aversion measures, and cost savings.
- xiv). Document process and prepare audit findings memorandum.
- xv). Conduct follow up audits to monitor management's interventions.

Eligibility Criteria:

Education:

ACCA/MBA Finance or any other equivalent qualification. Certification related to Audit will be an added advantage.

Age:

Maximum 35 years as on the last date of submission of application.

Experience:

At least **4-years** in relevant field.

General Terms & Conditions:

- a) The Corporation is an equal opportunity employer.
- b) Misinformation, using influence or forwarding recommendation will render applicant disqualified.
- c) Only shortlisted candidates will be called for further process.
- d) Appointments at all levels shall be made in accordance with the Merit and Regional/Provincial quota as prescribed

by the Federal Government.

- e) No TA/DA will be admissible.
- f) Age limit may be relaxed by three years for the candidates from FATA, Gilgit Baltistan, Baluchistan and Azad Jammu and Kashmir.
- g) All appointments will be made subject to Security Clearance of successful candidate as per the policy.
- h) Competitive Compensation package will be offered as per Corporation's policy.
- i) "Application form" along with detailed CV, copies of all educational credentials, experience certificates, domicile, CNIC, and recent passport size photographs should be posted to "**Director Human Resources, Pakistan Security Printing Corporation, Jinnah Avenue, Malir Halt, Karachi**" **within 15 days** from the date of publication of this advertisement (*i.e. before September 06, 2021*).