


Job Description

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|  | <u>Chief Internal Audit Officer (CIA)</u> |
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Part-I Position Details

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| Level / Pay Scale | C-level / SEP-II | Department & Location | Internal Audit Division / HO Sukkur |
| Reports to | Board Audit Committee | Supervises | Manager (IA) |

Purpose

The Chief Internal Auditor is a senior executive responsible for leading the internal audit function within the organization. The CIA oversees the development and implementation of internal audit strategies, policies, and programs to assess and evaluate the effectiveness of internal controls, risk management practices, and governance processes. The CIA provides independent and objective assurance to senior management and the board of directors regarding the organization's operations, reporting, and compliance with regulatory requirements.

Responsibilities

- Develop and implement internal audit strategies, plans, and methodologies in alignment with the organization's goals and objectives.
- Identify key risks and areas of focus for internal audit activities based on an assessment of business processes, systems, and controls.
- Plan, execute, and oversee internal audit engagements, including risk assessments, audit planning, fieldwork, and reporting.
- Conduct audits of processes, operational activities, compliance programs, and information systems to evaluate controls and identify areas for improvement.
- Prepare audit reports detailing findings, recommendations, and action plans to address control deficiencies and mitigate risks.
- Assess the effectiveness of internal controls, risk management practices, and governance processes across the organization.
- Identify control weaknesses, deficiencies, or gaps that could expose the organization to operational, or compliance risks.
- Recommend enhancements to control frameworks, policies, and procedures to strengthen risk mitigation and control environment.
- Monitor compliance with laws, regulations, policies, and industry standards applicable to the organization's operations.

- Review and assess compliance programs, policies, and procedures to ensure adherence to regulatory requirements and best practices.
- Communicate audit findings, recommendations, and observations to senior management, the audit committee, and other stakeholders.
- Collaborate with business units, departments, and functional leaders to address audit findings and implement corrective actions.
- Build and maintain effective relationships with senior management, the audit committee, external auditors, and regulatory authorities.
- Establish and maintain quality assurance and improvement programs to ensure the effectiveness and integrity of the internal audit function.
- Conduct periodic assessments of internal audit processes, methodologies, and performance to identify areas for improvement and enhance audit quality.
- Develop, and mentor internal audit staff to build a high-performing team with the skills and capabilities needed to meet organizational objectives.
- Provide training, coaching, and feedback to internal audit team members to enhance their technical expertise, audit skills, and professional development.

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Develop and retain people.
- Report on compliance to legal and regulatory requirements applicable to SEPCO.
- Evolve the SEPCO compliances to meet business requirements.

Knowledge & Skills

- Leadership
- Planning and Organizing
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Relationship Management
- Broad knowledge of Business Processes
- Thorough knowledge of legal and regulatory compliances of the electricity distribution sector
- In-depth knowledge of relevant market / industry trends in legal and regulatory affairs of the electricity distribution sector