

Terms of Reference

Position	Deputy Director (01 Position)
Nature of Employment	Regular
Location	Islamabad
Duties and Responsibilities	- Assists HOD (IACD) in identifying risks within the organization and based on that, assists in developing Annual Audit Plan - Prepare audit programs and draft scope and objective of each audit assignment - Conduct financial, operational and compliance audits as per Annual Audit plan and perform special assignments as and when given by the Commission - Gathers evidences, identifies issues emanating from the assignment and documents audit field work which supports the final opinion on the issue - Prepare internal audit reports and submit to HOD (IACD) - Prepare working paper file before its submission to HOD (IACD) to determine that work is appropriately performed and documented according to the assignment plan - Check the status of assignment execution plans on continuous bases and provides feedback to HOD (IACD) regarding the assignment completion stages - Liaison within the internal departments of SECP about ongoing issues and their resolution - Carry out pre-audit activity of final settlement cases - Carry out Compliance and follow-up activity of past audit observations - Prepare working papers for the Commission as directed by HOD (IACD) - Prepare presentations on various audit assignments - Perform any other related responsibility as and when assigned by HOD (IACD)
Qualification	Professional Qualification (CA, ACCA, ACMA)
Post Qualification Experience	Minimum Six (06) years of post-qualification experience. Note: In case of qualified chartered accountant, Articleship will be considered as part of requisite experience.
Age	Maximum age should not exceed 40 years on the last date of submission of application. (Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).
Functional/Technical Skills	- Good inter-personal & communication skills and ability to work under tight schedules and meeting deadlines on given assignments - Extensive knowledge and skills in applying internal auditing techniques and standards - Considerable knowledge of IAS/IFRS - Familiarity with the common indicators of fraud
Soft Skills	- Strong communication skills and interpersonal skills - Decision-making and Analytical problem solving - Adaptability and planning