Trading Corporation of Pakistan (Pvt) Limited

File No. TCP(HR)/1-81/2021

JOB OPPORTUNITY

Trading Corporation of Pakistan (Pvt.) Limited (TCP), is a state-owned Corporation incorporated under the Companies Ordinance, 1984 (now Companies Act, 2017) and working under the administrative control of Ministry of Commerce, Government of Pakistan.
TCP intends to hire the services of a suitable qualified individual for the post of Chief Internal Auditor (merit) on contract basis. The requirements of the post have been laid down as follows:

S. No.	Name of Post	No. of Post	Age Limit	Minimum Qualification and Experience	Contract Period/ Tenure
1.	Chief Internal Auditor Station: Karachi	01	Up to 55 years	Must possess five years of relevant audit experience and is a,: a) Member of a recognized body of professional accountants; or b) Certified internal auditor; or c) Certified fraud examiner; or d) Certified internal control auditor; or e) Person holding a master degree in finance from a university recognized by the Higher Education Commission.	Contract of five (05) years.

a) Applications on prescribed Application Form addressed to General Manager (HR), TCP Karachi in a sealed envelop clearly marked as "Application for Chief Internal Auditor" should reach on or before closing date i.e. Friday, 8th April, 2022 at the below given address. Incomplete applications, without required documents and those received after closing date shall not be entertained. Only short listed candidates will be called for interview. No. TA/DA will be admissible for interview. TCP reserves the right to shortlist, and/or reject any or all applications without assigning any reason.
b) Application Form and detail job description, core skills and responsibilities may be downloaded / viewed from TCP's web site www.tcp.gov.pk.

General Manager (HR)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi
4th & 5th Floor, Block-B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
Phone # (021) 992029947-49,
Fax # (021) 99202722, 99202731

Trading Corporation of Pakistan (Pvt.) Limited
Karachi.

4th & 5th Floor, Block-B, Finance & Trade Center, Shahrea Faisal, Karachi. 75530

Picture
Please paste your recent passport size color photograph with gum

APPLICATION FORM

POST APPLIED FOR :

Personal Information: Use CAPITAL letters only (Mandatory).

Name in Full:

Father's Name:

Applicant CNIC #: - -

Gender : Male: Female: Date of Birth: D D - M M - Y Y

Religion: Muslim Non Muslim: In case of Non Muslim specify your Religion:

Marital Status: Nationality: Domicile :

Postal Address: _____

_____ City: _____ District _____

Phone (Res.) _____ (Office) _____ (Mobile) _____

Email address: _____

Academic Information: (Attach attested copies of your academic and other certificates/documents).

Certificate Degree Level	Degree Title	Specialization/Major Subject	Passing Year	Board/University/Institute
Matric/ (10 Years)				
Intermediate/ (12/13 years)				
Bachelor/ (14 years)				
Master Degree (16 years) or equivalent as per minimum qualification of the post				
Higher (if any)				

Professional Qualification: (Attach attested copies).

Certificate/Degree	Marks Obtained	Total Marks	Grade/Division	Board/University/Institute

Employment Record: (Attach attested copies):

Sr:#	Organization/Employer Name	Job Title	Job Duration		Specified in year(s)
			From	To	
1.					
2.					
3.					
4.					
5.					

Total Job relevant Post Qualification Experience as on closing date of application: Days [ ] - Months [ ] - Years [ ]

Undertaking By the Applicant:

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appearing in the Test, and I have filled-up the application form as per instructions given below. In case of any information contained herein is found at any stage be missing, untrue, false, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action.

Date : _____ Applicant's Signature _____

GENERAL INSTRUCTION/INFORMATION:

- ✓ Please fill the Application Form properly with complete and correct information/answers.
- ✓ Please do not leave any relevant field blank, otherwise your application may not be considered.
- ✓ Incorrect or false information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
- ✓ Attach your recent Passport Size Photograph.

Candidate's Signature: _____

JOB DESCRIPTION FOR THE POST OF CHIEF INTERNAL AUDITOR

(1) Overseeing and managing compliance within the organization, ensuring that the corporation and its employees are complying:-

(i) With regulatory requirements; and

(ii) With internal policies and procedures.

(2) Assisting the management in developing of policies and programs that may result in detection/reporting of suspected fraud and other acts in disregard of propriety including acts of non-compliance.

(3) Ascertaining that the internal control systems including financial and operational controls, accounting systems for timely and appropriate recording of purchases and sales, receipts and payments, assets and liabilities and the reporting structure are adequate and effective.

(4) Periodical inspection of record pertaining to expenditure & receipts, assets (moveable and immovable) and liabilities.

(5) Performing the assignment of Secretary to the Board Audit & Risk Management Committee (BA&RMC).

(6) Supervising the internal audit team of the corporation in carrying out following functions:

(i) Pre-audit/post audit of receipts and expenditure (operational, administrative and capital) of the corporation.

(ii) Pre-audit/post audit of transactions pertaining to gratuity and provident fund of the employees of the corporation.

(iii) Co-ordination with the Government auditors and statutory auditors.

(iv) Liaison with the audit team as and when may be deputed by respective field audit office of the Auditor General of Pakistan (AGP) for annual/special audit of accounts of the corporation including:

(a) Arranging supply of auditable record from the concerned executive divisions;

(b) Arranging reply of Observation Memos (OMs) from concerned executive divisions with providing expert advice to the executive divisions over suitability of the proposed reply, wherever found necessary; and

(c) Compilation and issuance of Para-wise reply of the Audit Inspection Report/Special Audit Report as and when received from respective field audit office of the AGP by obtaining response from the concerned executive divisions with necessary vetting in internal audit.

(v) Compilation and issuance of replies (as obtained from concerned executive divisions with necessary vetting in internal audit) of Draft Paras (DPs) proposed for incorporation in the annual Audit Report of the AGP for Public Accounts Committee (PAC) as and when received from the administrative ministry of the corporation/respective field audit office of the AGP based on the result of audit of accounts of the corporation.

(vi) Co-ordination for meetings of Departmental Accounts Committee (DAC) and Public Accounts Committee (PAC) by:

(a) Compilation and issuance of working paper containing replies (as obtained from concerned executive divisions with necessary vetting in internal audit) of DPs/Audit Paras for discussion by the DAC or PAC, as the case may be. Such working paper preferably shall be finalized after due appraisal in the in-house meeting(s) as may be chaired by head of the corporation;

(b) Participation in the meetings of the DAC and PAC to assist the head of the corporation in the discussion over the audit observations in respective forum; and

(c) Follow up with concerned executive divisions for compliance with the directives of the DAC and PAC as well as relevant correspondence with respective field audit office of the AGP for resolving the audit observations.