

# OIL AND GAS DEVELOPMENT COMPANY LIMITED

## Career Opportunities

Oil & Gas Development Company Limited (OGDCL) invites applications against the following vacant posts in its Internal Audit Department (Islamabad).

Post	Eligibility Criteria	Age Limit
Senior Internal Auditors	<ul style="list-style-type: none"><li>■ CA-Inter (Module D) / ACCA</li><li>■ Completed articles with the audit department of a reputed CA firm.</li><li>■ Minimum 08 years of post articles experience in audits, accounting and financial management.</li></ul>	40 years
Internal Auditors	<ul style="list-style-type: none"><li>■ CA-Inter (Module D) / ACCA / MBA (Finance)</li><li>■ Completed articles with the audit department of a reputed CA firm.</li><li>■ Minimum 03 years of post articles experience in audits, accounting and financial management.</li></ul>	35 years

The responsibilities for the above posts shall also involve traveling within the country. Computer literacy on MS Office is mandatory for both the posts. Prior working experience in Internal Audit Department and certification like CIA, CISA would be a plus. The appointment shall be on a two years contract with possible extension. The Company is an equal opportunity employer.

### Note:

1. Candidates working in Government / Semi Government and Autonomous bodies should apply through proper channel.
2. Relaxation in upper age limit shall be given as per Government rules.
3. Applications will be processed in confidence. Only short listed candidates will be contacted.
4. Candidates are encouraged to apply through e-mail on: [recruitment@ogdcl.com](mailto:recruitment@ogdcl.com), referring the post in the "Subject" column.
5. The TORs for the posts could be viewed on OGDCL official website.
6. Resume with Name, Father Name, Domicile, Date of birth, detail of qualifications and experience (period with dates, designation and name of organization where worked) supported by relevant documents along with a copy of CNIC and recent photograph be sent by **16th August, 2010**.



Chief (Recruitment)

**OIL AND GAS DEVELOPMENT COMPANY LIMITED**  
OGDCL HOUSE, JINNAH AVENUE, BLUE AREA, ISLAMABAD - PAKISTAN

**Terms of Reference  
'Senior Internal Auditor'**

<b>Department</b>	Internal Audit Department
<b>Post Title</b>	Senior Internal Auditor
<b>Career Level</b>	EG IV
<b>Job Type</b>	Contractual (2 years-renewable)
<b>Age limit</b>	40 years (till the closing date)
<b>Posted on</b>	1 <sup>st</sup> August 2010
<b>Closing Date</b>	16 <sup>th</sup> August 2010
<b>Qualification</b>	CA-Inter (Module D)/ACCA Certifications like CIA, CISA will be plus
<b>Experience</b>	<p>Suitable candidate should be a Pakistani National and possess following experience:</p> <ul style="list-style-type: none"> <li>▪ Completed articles with the audit department of a reputed CA Firm;</li> <li>▪ Minimum 08 years of post articles experience in audits, accounting and financial management;</li> <li>▪ Demonstrated experience in reviewing, compiling and analyzing financial and non-financial information;</li> <li>▪ Working experience in an ERP based environment would be advantageous;</li> <li>▪ Comprehensive understanding of IAS, IFRS &amp; ISAs</li> <li>▪ Reasonable understanding of latest Corporate &amp; Taxation issues in Pakistan;</li> <li>▪ Demonstrated ability to work effectively and harmoniously with people from different cultures/backgrounds and have understanding of gender sensitivity;</li> </ul>
<b>Responsibilities</b>	<p>The Senior Internal Auditor (SIA) shall work under the supervision of Chief/Manager (Internal Audit). He /She will work closely on internal audit assignments on various operations in Head Office, Regional Offices, Field Offices, Engineering Field Parties and Seismic Parties etc.</p> <p>The SIA should focus on core professional values and demonstrates integrity, fairness and show a strong corporate commitment. In this regards he/she shall perform followings tasks:</p> <ol style="list-style-type: none"> <li>1. Prepare &amp; update risk based internal audit programs, checklists etc. Review of accounting and internal systems.</li> <li>2. Conduct independent and objective appraisals and audits of financial, accounting, administrative, project-related, computer-based, and other business processes in OGDCL,</li> <li>3. Identify opportunities towards improving the efficiency, effectiveness and reliability of processes and ensure appropriate use of resources</li> <li>4. Review compliances to various laws &amp; policies as applicable.</li> <li>5. Conduct compliance test to ensure presence, effectiveness and continuation of the Internal Control Systems.</li> <li>6. Carry out substantive and analytical audit procedures.</li> <li>7. Conduct full scope audit of the field operations in order to verify expenses, procurement etc made in field operations.</li> <li>8. Conduct Information System Audit.</li> <li>9. Conduct performance audit &amp; profitability analysis of fields.</li> <li>10. Ensure that accepted accounting and audit principles and policies are followed, and evaluate the adequacy and effectiveness of accounting procedures and policies applied.</li> <li>11. Coordinate with concerned department/field/Office to discuss audit plans, audit</li> </ol>

	<p>results and recommendations to resolve audit findings requiring corrective action.</p> <p>12. Produces timely, quality outputs, exercises sound judgment/analysis, develops creative solutions and make recommendation where considered appropriate.</p> <p>13. Monitor and report on the status of implementation of recommendations resulting from audits conducted and appraise the adequacy of follow up action taken</p> <p>14. Under the supervision, undertake investigations as required</p> <p>15. Undertake any work assigned/approved by General Manager (Internal Audit).</p>
<b>Computer Skills</b>	Must be computer literate and well versed on MS Office
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>▪ Able to work in a team &amp; embraces extra responsibility when ever required.</li> <li>▪ Excellent oral and written communication skills with ability to defend and explain difficult issues.</li> <li>▪ Possess problem-solving and sharp analytical skills</li> </ul>
<b>Application Submission</b>	<p>Application with cover letter, ensuring compliance to the eligibility criteria, should be submitted within referred timeframe either through email at: <a href="mailto:recruitment@ogdcl.com">recruitment@ogdcl.com</a> specifying the post applied in subject column, OR</p> <p>Sent through postal/courier to: Chief (Recruitment) OGDCL House, Jinnah Avenue, Islamabad identifying the post on the envelope.</p>

## Terms of Reference 'Internal Auditor'

<b>Department</b>	Internal Audit Department
<b>Post Title</b>	Internal Auditor
<b>Career Level</b>	EG II
<b>Job Type</b>	Contractual (2 years-renewable)
<b>Age limit</b>	35 year (till the closing date)
<b>Posted on</b>	1 <sup>st</sup> August 2010
<b>Closing Date</b>	16 <sup>th</sup> August 2010
<b>Qualification</b>	CA-Inter (Module D)/ACCA, MBA (Finance) Certifications like CIA, CISA will be plus
<b>Experience</b>	<p>Suitable candidate should be a Pakistani National and possess following experience:</p> <ul style="list-style-type: none"> <li>▪ Completed articles with the audit department of a reputed CA Firm;</li> <li>▪ Minimum 3 years of post articles experience in audits, accounting and financial management;</li> <li>▪ Demonstrated experience in reviewing, compiling and analyzing financial and non-financial information;</li> <li>▪ Working experience in an ERP based environment would be advantageous;</li> <li>▪ Comprehensive understanding of IAS, IFRS &amp; ISAs</li> <li>▪ Reasonable understanding of latest Corporate &amp; Taxation issues in Pakistan;</li> <li>▪ Demonstrated ability to work effectively and harmoniously with people from different cultures/backgrounds and have understanding of gender sensitivity;</li> </ul>
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	<p>audit results and recommendations to resolve audit findings requiring corrective action.</p> <p>12. Produces timely, quality outputs, exercises sound judgment/analysis, develops creative solutions and make recommendation where considered appropriate.</p> <p>13. Monitor and report on the status of implementation of recommendations resulting from audits conducted and appraise the adequacy of follow up action taken</p> <p>14. Under the supervision, undertake investigations as required</p> <p>15. Undertake any work assigned/approved by General Manager (Internal Audit).</p>
<b>Computer Skills</b>	Must be computer literate and well versed on MS Office
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>▪ Able to work in a team &amp; embraces extra responsibility when ever required.</li> <li>▪ Excellent oral and written communication skills with ability to defend and explain difficult issues.</li> <li>▪ Possess problem-solving and sharp analytical skills</li> </ul>
<b>Application Submission</b>	<p>Application with cover letter, ensuring compliance to the eligibility criteria, should be submitted within referred timeframe either through email at: <a href="mailto:recruitment@ogdcl.com">recruitment@ogdcl.com</a> specifying the post applied in subject column, OR</p> <p>Sent through postal/courier to:  Chief (Recruitment)  OGDCL House, Jinnah Avenue, Islamabad identifying the post on the envelope.</p>