



Assistant Manager- Internal Audit

Last Date to Apply:	15- February - 2021
No of Vacancies	01
Salary Range	50k – 80k
Direct Reporting to	Head of Internal Audit
Education:	CISA Qualified or Bachelors/Masters in Computer Science, CA finalist, ACCA qualified/affiliated.
Job Description:	<ul style="list-style-type: none"> • Plan, assess and test the controls built-in the information systems in use on quarterly basis. • Yearly perform fixed asset count. • Bi-annually assist with stock count. • Quarterly observe and prepare a report on disaster recovery drills. • Planning and execution of internal audit plan relating to IT based controls • Review, assess and recommend changes in IT based systems and controls. • Review the SOPs of the auditee and recommend necessary changes • Preparation of internal audit reports and audit committee files • Any other job commensurate with qualification and experience.
Years of Previous Experience	At least 3, preferably Information Security Audit related in an audit firm or IT audit- based experience in an IT enabled organization
City	Karachi
Skills Set Required:	Good communication skills, with emphasis on report writing. Interpersonal skills especially related to handling audit clients i.e. other departments. A strong knowledge of information system audit and security is required for quarterly reporting to Chief Internal Auditor and to investigate incidents related to IT infrastructure.
Email:	Candidates Shall forward their Profiles at careers@pmex.com.pk