

CENTRAL ELECTRICITY BOARD

Post : Senior Audit Executive (Non-Technical)

Duties and Responsibilities

1. To assist the Chief Internal Auditor in the execution of the Internal Audit Plan and Programme in line with risk analysis.
2. To design and develop the internal audit plan and methodology for the CEB.
3. To assure management that the organisation's operations do not have unacceptable levels of risk and to report thereon.
4. To coordinate internal audit activities with colleagues to best achieve objectives set.
5. To review:
 - (i) the reliability and integrity of financial and operating information and the means to identify, measure, classify and report of such information;
 - (ii) established systems to ensure compliance with policies, plans, procedures, laws and regulations which could have an impact on operations and determine whether the organization is in compliance with same and to make appropriate reports.
6. To report on the means of safeguarding assets, as appropriate, and to verify the existence of such assets.
7. To audit the procurement and distribution of electricity.
8. To perform such other related duties appropriate to the post as may be assigned by the Chief Internal Auditor.