

CENTRAL ELECTRICITY BOARD

Post

: Chief Internal Auditor

Duties and Responsibilities

1. To be responsible for:
 - a) The internal administration and efficient running of the department encompassing:
 - (i) General Audit
 - (ii) Investigation
 - b) The formulation of audit programmes and procedural tests
 - c) The preparation of the annual audit plan for approval by the Audit Committee
2. To exercise a close follow-up of Revenue and Expenditure with a view to ensuring that the targets set in the Capital and Revenue budgets are achieved, both from the financial and execution standpoints, and report periodically on any digression in relation thereto, with recommendations for corrective measures where appropriate.
3. To appraise methods of manpower administration with a view to ensuring that the human resources are utilized in the best economic way
4. To maintain close liaison with external auditors for proper co-ordination of work performed
5. To submit reports and recommendations to Management for the improvement of internal control
6. To participate in the selection process of personnel and assessment of training needs
7. To submit estimates for the elaboration of the Board's Capital and Revenue Budgets
8. To appraise policies, procedures, use of authority and effectiveness of methods
9. To participate in joint consultation with Trade Unions
10. To deal with anonymous information (internal or external) or whistle blowers or special requests from GM/Audit Committee
11. To delegate to Senior Audit Executive or Senior Auditor or Auditor depending on the complexity of the investigation.
12. To assist the function heads with the analysis of risk and control mechanism before launch of new process or strategy
13. To perform such other related duties appropriate to the post as may be assigned by the General Manager.