

## Recruitment requirements for the position of Head of the Internal Audit Service

### I. Information about the vacant position

1.	Title of the vacant position	Head of the Internal Audit Service
2.	Title of the structural division	Supervisory Board
3.	The employee's direct supervisor	Chairman of the Supervisory Board
4.	Availability of subordinates ( <i>number, position</i> )	-
5.	Tasks and functional responsibilities	<p>management of the company's internal audit service;</p> <p>providing the Supervisory Board of the Joint Stock Company (JSC) with reliable information and preparing proposals for improving the Company's activities based on the results of internal audit;</p> <p>prompt submission of recommendations to the Company's Management Board on the elimination of deficiencies identified in the internal audit process, control over their elimination;</p> <p>ensuring the protection of the rights and legitimate interests of all shareholders, including minority shareholders;</p> <p>assessment and assistance to the improvement of the internal control and corporate governance system of the JSC and the group of companies of the JSC;</p> <p>assessment of the reliability and effectiveness of the risk management system in the JSC and the group of companies of the JSC;</p> <p>internal control and corporate governance systems of the JSC and the group of companies of the JSC;</p> <p>assessment of the reliability and effectiveness of the risk management system in the JSC and the group of companies of the JSC;</p> <p>assessment of the reliability, completeness, objectivity of the accounting system and reliability of the financial statements of the JSC and the group of companies of the JSC.</p> <p>implementation of internal audit (quarterly and based on the results of the reporting year) by conducting appropriate inspections in accordance with the plan approved annually by the supervisory board of the JSC; by conducting inspections and monitoring:</p> <ul style="list-style-type: none"> <li>• the implementation of the approved business plan;</li> <li>• compliance with corporate governance principles;</li> <li>• the status of accounting and financial reporting;</li> </ul>

	<ul style="list-style-type: none"> <li>• correctness of calculation and payment of taxes and other mandatory payments;</li> <li>• compliance with legislation in the implementation of financial and economic activities;</li> <li>• asset status;</li> <li>• internal control status.</li> </ul> <p>examination of business contracts concluded by the Company for their compliance with the requirements of the law;</p> <p>providing methodological assistance to the JSC in accounting and financial reporting, advising them on financial, tax, banking and other legislation;</p> <p>assisting the Supervisory Board and the Management Board of the Company in developing technical specifications, evaluating proposals from external audit and appraisal organizations, as well as preparing recommendations when choosing an external audit organization to conduct an audit;</p> <p>monitoring the execution of decisions of the Supervisory Board of the Company;</p> <p>studying and issuing recommendations on a proposed major transaction, a transaction with an affiliate of the Company, or a major transaction with an affiliate of the Company;</p> <p>assessment of the adequacy and effectiveness of the internal control system of the JSC and the group of companies of the JSC;</p> <p>assessment of the effectiveness of the risk management system in the JSC and the group of companies of the JSC;</p> <p>assessment of the implementation and compliance with the accepted principles of corporate governance in the Company and the group of companies of the Company.</p>
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## II. Requirements for the candidate

1.	Age (from ... to...)	Aged from 30 to 60
2.	Gender	Any
3.	Place of residence	Any
4.	Education (degree)	Higher education, Having an MBA degree is desirable
5.	Academic specialization	Economics/Finance/Business
6.	Work experience	The head of the internal audit service must have experience in the field of internal audit, preferably in international companies and/or in the field of external audit and/or in the provision of consulting services on internal audit, risk management and corporate governance of the

		big Four international audit companies and/or in the internal audit service of oil and gas companies for at least 5 years, including experience in managing a team of at least 5 people, having the knowledge of international financial reporting standards and international professional standards of internal audit developed by the Institute of Internal Auditors, having the knowledge of regulatory legal acts of the Republic of Uzbekistan on auditing, accounting, taxation.
7.	Specialized skills	<ul style="list-style-type: none"> <li>- Knowledge of financial planning and analysis methods, fundamentals of financial and accounting reporting;</li> <li>- Knowledge of legislative and other regulatory legal acts regulating the financial, economic, production and economic activities of the organization;</li> <li>- Knowledge of regulatory and methodological documents on the organization of accounting, financial management and taxation;</li> <li>- Competence, responsibility, professionalism;</li> </ul>
8.	Language skills	- Russian and English;
9.	Computer skills	- A confident PC user (1C, SAP (Ariba, S/4 HANA), MS office, etc.);
10.	Driving license ( <i>availability, category</i> )	Not mandatory

### **III. Terms of cooperation**

1.	Employment form <i>(in the office/remotely, part-time/full-time, on staff/ under a civil contract, fixed-term contract/indefinite contract, part-time work, etc.)</i>	In the office/business trip, full employment, under a civil contract <i>(for 12 months with extension)</i>
2.	Work schedule <i>(starting time, ending time, working hours per week, off-days)</i>	In accordance with the working schedule of Administrative management of the personnel of "Uzbekneftegaz" JSC
3.	Overtime work	In accordance with the requirements of the project.
4.	Trial period	3 months
5.	Business trips <i>(often, rarely, sometimes, never)</i>	In accordance with the requirements of the project and by order of the Company's management.

### **IV. Additional requirements**

1.	Certificates	- Mandatory to have one of the international certificates:
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		<ul style="list-style-type: none"> <li>- CIA Certificate (Certified Internal Auditor);</li> <li>- ACCA Certificate (Association of Certified Chartered Accountants);</li> <li>- CIPA Certificate (Certified International Professional Accountant);</li> <li>- CPA Certificate (Certified Public Accountant);</li> <li>- DipIFR Diploma (Diploma in International Financial Reporting);</li> <li>- Diploma of DipCPIA (Certified Professional Internal Auditor);</li> <li>- CFA Certificate (Certified Anti-Fraud Expert);</li> <li>- CISA Certificate (Certified Information Systems Auditor);</li> <li>- CISSP Certificate (Certified Information Security Manager).</li> </ul>
2.	Having a foreign passport / sticker	Not mandatory
3.	Personal qualities	<ul style="list-style-type: none"> <li>- High level of analytical thinking;</li> <li>- Result orientation, innovativeness, enthusiasm;</li> <li>- High consistency and flexibility of thinking, consistency of work;</li> <li>- High efficiency and motivation for results;</li> <li>- Ability to work with a team;</li> <li>- Working in multitasking mode;</li> </ul> <i>*evaluated during the interview</i>
4.	Preferable industries	Oil and gas; Energy; Light/Heavy industry.
5.	Search restrictions ( <i>which candidates will not be considered</i> )	Not meeting the above requirements

**Deputy Head  
of Transformation Department**

**R. Mamayusupov**