

## **JOB DESCRIPTION: DAG (A&C)**

Job Title

Location: AGP Islamabad

Deputy Auditor General

Reporting Relationships

Reports to: Auditor General of Pakistan

Reported By: Directors General

### **Purpose**

The Deputy Auditor General (A&C) oversee career planning and administration of the PA & AS officer, overall administration and coordination of departmental cadre officers serving in OAGP, OCGA, FAOs and other departments. Scrutinize and supervise court cases and provide legal advice to the AGP Department.

### **Job Summary**

Deputy Auditor General (A&C) is oversee career planning and capacity building of human resource, cases for creation, up-gradation, promotion cases of PA&AS officers and scrutiny of posting, transfer, pension, leave and NOC matters of PA&AS officers. He/ She shall scrutinize the disciplinary cases of department cadre, finalize the induction cases of Departmental Cadre in IDC and monitoring the legal court cases of DAGP.

### **Key Responsibilities**

1. Oversee career planning and capacity building of human resources of Pakistan Audit Department according to the vision of the Auditor General of Pakistan and to assist the honorable Auditor General of Pakistan as per direction.
2. Scrutiny and approval of personal matters posting, transfer, pension, leave, advance, and NOC matters of the PA & AS officers serving in OAGP, OCGA, FAOs and other departments.
3. Oversee the propose cases for creation, up-gradation, and conversion of posts in the department.
4. Approval and Finalizing of seniority list of PA&AS officers.

5. Supervise to coordinate with Central Selection Board, Departmental Selection Board, and Departmental Promotion Committee during preparing promotion cases of the PA & AS officers.
6. Overseeing seniority lists, promotion and deputation cases of the officers/officials of Departmental Cadre ((BS-1-18) and also finalize the induction cases of the Departmental Cadre in IDC after the approval of Competent Authority.
7. Scrutiny and oversee disciplinary cases of department cadre (BS 1-18).
8. Monitor and assign concerned officers to deal with Court cases and provide legal advice to the AGP Department.

## Relationship with other Position-holders & Offices

### 1. Internal

- a. Auditor General of Pakistan.
- b. DG (HRM).
- c. Director (Administration)
- d. Director (Establishment)
- e. Director (Legal)

### 2. External

- a. MAG office, CGA Office & AG Offices.
- b. Ministries/Divisions/Departments/Attached Departments/Autonomous Bodies of Federal and Provincial Governments.

## Delegated Authority

Administrative: Grant leave, NOC, Permission to study to PAAS officers.

## Knowledge

- Public Financial Management and Accounting Systems
- Constitutional provision related to the Auditor General's Department
- Auditor General Ordinance 2001
- CGA Ordinance 2001
- Esta code, PER rules, Civil Servant Act

### **Skills**

- Computer Skills: Particularly Ms-Office, Internet and Email.
- Management Skills: Interpersonal skills, experience and natural ability to get work done efficiently and effectively by subordinates.
- Communication and Reporting skills.

### **Abilities**

- Time Management
  - Prioritize work to meet goals set by higher management.
  - Ability to meet deadlines and manage multiple priorities.
- Ability to carry out independent R&D activity and approval and implementation of its outcome.
- Organize office record for efficient working

### **EXPERIENCE**

- At least 15 years of working experience in accounts and audit offices at various positions or training in the field of Administration and policy formulation.

### **WORKING CONDITIONS**

- Availability of necessary equipment/logistics including computer, scanner, printer, telephone and fax.
- Adequate number of staff members to undertake the overall job assignments.

### **Personal Qualities**

- Leadership qualities focused on managing high quality work.
- Efficient planner and effective communicator who can get work done by the sectional teams within timelines.
- Able to work extended hours when necessary.