

## **JOB DESCRIPTION: DAG (Defence)**

Job Title

Location: AGP Islamabad

Deputy Auditor General

Reporting Relationships

Reports to: Additional AGP-I

Reported By: Directors General

### **Purpose**

The Deputy Auditor General (Defence) supervises all matters pertaining to Audit Plans, improvement in quality of Audit Reports of FAOs and sub-offices of Punjab, KP, Sindh and Balochistan and timely arrangement of QCC meetings on Audit Reports.

### **Job Summary**

DAG (Defence) will oversee the working of Field Audit Offices (FAO) of Punjab and Sindh relating to Audit Plans, Audit Reports and related matters. He/She shall give directions to overall supervision and management of a Field Audit Office to ensure that his office achieves its strategic objectives & annual targets in an efficient and effective manner. He/she shall issue advice to the FAOs in the matters relating to quality of Audit Reports

### **Key Responsibilities**

#### Primary Responsibilities

1. Scrutiny and Finalization of Audit Plans and Certification Plans of all FAOs.
2. Monitoring & Evaluation of monthly, quarterly and half yearly Audit activities and Audit Plans.
3. Review and finalization of Audit Reports of all AOs.
4. QCC of all Audit Reports and Certification Accounts.
5. Monitor to ensure the requirements of the Audit Quality Assurance adopted by Field Audit Offices.
6. Overall supervision of all FAOs.

#### Secondary Duties

1. To assess the Performance Evaluation of Directors and Head of FAOs.
2. To maintain the secrecy of confidential information.
3. Any other task assigned by higher authorities.

### **Relationship with other Position-holders and others**

1. Internal
  - a. Field Audit Offices of Provincial Audit Wing
  - b. DAGs conducting external QCC.
2. External

a. Military Accountant General office

Delegated Authority

- Administrative: Grant casual leave to Directors and Deputy Directors.

**Job Specifications**

**KNOWLEDGE**

- Public Financial Management and Accounting Systems.
- Constitutional Provision related to the Auditor General's Department.
- Auditor General Ordinance 2001
- Financial Audit Manual
- Audit Working Paper
- Guidelines of Defence Audit
- PPRA Rules

**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 accounting systems 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 communication who can get work done by the sectional team with timelines.
- Able to work extended hours when necessary.