

JOB DESCRIPTION: (South)

Job Title

Deputy Auditor General/ DAG

Location: Karachi

Reporting Relationships

Reports to: Additional AGP-II

Reported By: Directors General/ Directors

Purpose

A wing of office of the Auditor General of Pakistan, based in Karachi, headed by a BPS-21 officer of Pakistan Audit & Accounts Service, who draws his pay and allowances from budget of AGP office under a separate ID through DG Audit (Sindh) office. The Deputy Auditor General (South) supervises all matters pertaining to Monitoring of approved Audit Plans, improvement in quality of Audit Reports of Departments/Organizations of Governments of Sindh and Baluchistan being audited by DG Audit (Sindh), DG Audit Local Councils (Sindh), DG Audit (Baluchistan) and DG Audit Local Councils (Baluchistan), and timely arrangement of QCC meetings on Audit Reports.

Key Responsibilities

Primary Responsibilities

1. Scrutiny of Audit Plans before finalization by DAGP of all FAOs under supervision.
2. Monitoring & Evaluation of monthly, quarterly and half yearly Audit activities and Audit Plans.
3. Review of Audit reports of FAOs under supervision before finalization by DAGP.
4. QCC of all Audit Reports and Certification Accounts.
5. Technical supervision of designated 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 DG Audit (Sindh), DG Audit Local Councils (Sindh), DG Audit (Baluchistan) and DG Audit Local Councils (Baluchistan)
 - b. DAGs conducting external QCC.

2. External
 - a. CGA office and AG offices
 - b. Provincial and District Governments

Delegated Authority

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