

Job Description: DAGP-DAG (IRV)

Job Title: Deputy Auditor General (Inspection, Regulation, Vigilance)

Location: AGP office, Islamabad

Reporting Relationships:

Reports to: Auditor General of Pakistan

Reported by: Director, Deputy Director, Audit Officer

Purpose:

The DAG monitors asset management, timely reporting and managerial operations of the FAOs. He/She also ensures the public accountability of Government funds and compliance of rules/regulations through inspection, regulation and vigilance of the FAOs.

Job Summary:

The DAG endeavors to monitor/inspect the performance of FAOs including main office from the perspective of service/financial rules implementation, issue advices in the face of any controversy regarding interpretations of rules between the audit and auditee organizations and conducting inquiries of fraud and embezzlement.

Key Responsibilities:

Supervising and monitoring the following activities pertaining to the Inspection, Regulation and Vigilance sections as under:

Inspection:

- Preparation of plan for administrative inspection of the FAOs.
- Conducting administrative inspections of the FAOs under the jurisdiction of the AGP and office of the Auditor General of Pakistan.
- Processing/follow-up of administrative Inspection Reports.
- Discussion of administrative Inspection Reports with the respective head of offices.
- Supervision of Inspection teams.

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Regulation:

- Render professional opinion, comments and advice keeping in view laws, rules, regulations and laid down instructions.
- Giving Department's view on matters referred to by the Government Ministries, Divisions and Departments including Finance Division and Controller General of Accounts.
- Rendering advice in matters referred to by any wing/section of office of the Auditor General of Pakistan.
- Rendering advice in matters referred to by the Field Audit Offices of the PAD regarding rules position/interpretations or any disputes between the Audit and the Auditee Organizations.
- Scrutiny of draft rules and amendments when required by the Finance Division.

Vigilance:

- Process complaints of frauds, embezzlements and losses received from Field Audit Offices and auditee organizations.
- Conduct inquiries on complaints if information given is of value after approval by the AGP and pursued inquiries till their finalization.
- Conduct fact finding inquiries, where necessary, before formal inquiries.

Relationship with other Position Holders & Offices**Internal**

- a. Auditor General of Pakistan
- b. Field Audit Offices

External

- a. Finance Division, Controller General of Accounts and AG offices.
- b. Ministries, Divisions, Departments and Autonomous bodies of Federal and Provincial Governments.

Delegated Authority

- Approval of plan/tour programs.
- Grant of casual leave to Director and Deputy Director.
- Recommendation of any other leave.

Job Specifications**Knowledge**

- Auditor General Ordinance 2001
- CGA Ordinance 2001
- General Financial and Service Rules
- New Accounting Model

- Financial Audit Manual
- PPRA Rules 2004
- System of Financial Control and Budgeting
- Public financial management and accounting systems
- Constitutional provision related to the Auditor General's Department
- Well conversant with office procedures and secretariat instructions

Skills

- Communication & Reporting Skills
 - Office communication
 - Coordination skills
 - Negotiation skills
- Computer Skills: Particularly MS Office, Internet and Email.
- Management Skills: Interpersonal Skills and supervision 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 implantation of its outcomes.
- Organize office records for efficient working.

Experience

- At least twenty years of working experience in audit and accounts 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 communicator who can get work done by the sectional teams within time lines.
- Able to work extended hours when necessary.