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Job Description: DAGP-DAG (CA&E)

Job Title: Deputy Auditor General, Corporate Audit & Evaluation, Wing

Location: AGP Islamabad

Reporting Relationships:

Reports to: Additional Auditor General-I

Reported by: Director General, Director, Deputy Director

Purpose:

To improve the quality of audit reports initiated by DG CA&E (South), Karachi, DG CA&E (North), Lahore, DG Audit WAPDA, Lahore and DG Audit PT&T, Lahore and to bring transparency better coordination and rapid processing of PAC matters.

Job Summary:

The position holder oversee the working of four FAOs that include DG CA&E (South), Karachi, DG CA&E (North), Lahore, DG Audit WAPDA, Lahore and DG Audit PT&T, Lahore. He/she is responsible to oversee the matters pertaining to PAC, audit reports, examination of audit plan and coordination among the above mentioned four FAOs and timely disposal of PAC work. Moreover, supervision and monitoring of the consolidation and compilation of recovery data received from FAOs on monthly and annual basis and analysis will also be undertaken by him/her duly assisted by corporate audit Wing including one Director and supporting officers comprising Deputy Directors, Audit Officers and Assistant Audit Officers. To review the implementation status of annual audit plan.

Key Responsibilities:

Primary Duties

Corporate Audit & Evaluation (CA&E) Wing:

1. Supervision of the audit activities of following four FAOs:
 - v. Director General, Audit WAPDA, Lahore.
 - vi. Director General, Commercial Audit & Evaluation, Lahore.
 - vii. Director General, Commercial Audit & Evaluation, Karachi.
 - viii. Director General, Audit PT&T, Lahore.
2. Coordination/compliance of the directives of Auditor General of Pakistan.
3. Overall administration of the Wing.
4. Consolidation and compilation of recovery data received from above FAOs.
5. Review and approval of Audit Plans of above FAOs.
6. Review, improving and vetting of the audit reports of the Wing after internal QCC meetings.
7. Any other work assigned by Additional Auditor General-I and Auditor General of Pakistan.

Relationship with other Position Holders & Offices

Internal

- a. Auditor General of Pakistan
- b. Additional Audit General-I.
- c. DAGs
- d. Field Audit Offices

External

- a. Auditee Organizations under audit jurisdiction of CA&E Wing.
- b. PAOs of Auditee Organizations under audit jurisdiction of CA&E Wing.

Delegated Authority

Administrative: Grant of leave, approval of tour programs.

Job Specifications

Knowledge

- Public financial management and accounting systems.
- Constitutional provision related to the Auditor General's Department.
- Auditor General Ordinance 2001.
- CGA Ordinance.
- General Financial and Service Rules.
- New Accounting Model.
- Financial Audit Manual.
- Sectoral Audit Guidelines
- System of Financial Control and Budgeting 2006.
- PPRA Rules 2004.
- Companies Ordinance 1984.

Skills

- Communication & Reporting Skills
 - Office communication
 - Coordination skills
 - Negotiation skills
- Computer Skills: Particularly MS Office (Word, Excel and Power Point), Internet browsing and Email.
- Management Skills: Interpersonal Skills and supervision skills.

Abilities

- Time Management
 - Prioritize work to meet goals set by higher management.

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- 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 fifteen years of working experience in audit/accounts office 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 and telephone.