

POSITION VACANT

The Department of Auditor General of Pakistan intends to hire the services of a Project Director in Project Pay Scale-11 for the project titled "Implementation and Mainstreaming of Audit Management Information System", having requisite qualification and experience on contract basis initially for a period of two years.

| S.No | Job Title | Pay Scale | No. of Posts | Age Limit | Qualification and experience. |
|------|------------------|-----------|--------------|-----------|---|
| 1 | Project Director | PPS-11 | 01 | 62 Years | TORs detailing qualification, experience and job description for the position can be downloaded from the Auditor General of Pakistan website www.agp.gov.pk . |

Interested candidates should apply with their complete CV (Curriculum Vitae) showing qualification, experience in the relevant field, date of birth, and copy of CNIC along with 04 recent photographs within 15 days of publication of advertisement. Applicants can also apply through National Job Portal. Civil servants should apply through proper channel. Only short listed candidates will be interviewed by Selection Committee. No TADA will be admissible.

(Munawar Hussain)
Director General (IT)
Special Sector Audit Wing
Office of the Auditor General of Pakistan
Islamabad.

| | |
|--|--|
| 1. Position Title | Project Director |
| Qualification and Experience Requirements | The Project Director shall be B-21 Officer of the Federal Government with demonstrable credentials in budgeting, accounting, auditing, and financial reporting. |
| Job Detail | <p>In order to exercise strong check on time and cost over runs, he/she would carry out monitoring of the inputs, process and outputs of the Project.</p> <p>Ensure that proper procedure for reviewing and responding to progress reports are established and followed. Plan from the outset how, what and when to monitor and evaluate.</p> <p>Responsible to submit periodic review/progress and other reports in the manner and format as prescribed. In reports, suggest actions for decision making.</p> <p>Work more closely with external partners/stakeholders as well as with project staff.</p> <p>Develop and use indicators to focus on results as well as implementation.</p> <p>Custodian of all project documents. Responsible to prepare and submit project Completion Report (PC - IV).</p> <p>The Project Director would be made accountable for any lapses under the jurisdiction of his administrative, functional and financial powers.</p> <p>As a team leader, he/she is under obligation to account for all actions, steps and decisions taken during project execution.</p> <p>Responsible to supervise project activities and try his/her best to resolve day to-day problems faced in implementation independently within the administrative and financial powers delegated to him. If necessary, he/she may seek help from concerned Federal Ministry/Division or Provincial Government for resolving the issue/problem.</p> <p>It is advisable to setup headquarter of the Project Director as close to the site of work as possible, preferably at site, to ensure his availability for spot decision on unforeseen issues and other ancillary matters.</p> <p>Raise and discuss relevant issues in the project meetings, Prepare and issue minutes of all meetings.</p> <p>Ensure Completion of and track all independent testing and inspections.</p> <p>Issue Monthly progress.</p> <p>Maintain and enforce good standards and quality control.</p> <p>Prepare monthly cost forecasting summaries.</p> |