



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (INTERNAL AUDIT) (LUMP SUM RS. 120,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (82H2021).

MAIN RESPONSIBILITIES AND TASKS

1. Perform Pre-Audit function for all payment cases.
2. Developing annual internal plan.
3. Prepare complete risk assessment plans.
4. Conduct internal audit at PLRA HQTR and ARC levels.
5. Conduct follow-up of the audit reports implementation and maintain follow-up data base.
6. Prepare Semi-annual and annual reports on activities and results of the internal audit Wing.
7. Safeguard audit files and other documents, and assets available to the internal audit Wing.
8. Prepare replies of Audit Para issued by auditors of AG office and external auditors.
9. Coordinate with AG office for DAC & SDAC meetings.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leader Qualities.
2. Administrative Ability.
3. Communication Skill.
4. Financial Responsibility.
5. Writing Skills

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