



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR INTERNAL AUDIT
(CASE NO. 33H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Supervise Pre-Audit function for all payment cases.
2. Supervise and review annual internal audit plan for PLRA HQTR & ARCs.
3. Identify, collect and analyze information needed to prepare risk based internal audit plans.
4. Supervise internal audit at PLRA HQTR and ARC levels.
5. Evidence based balanced audit reports.
6. Supervise follow-up of the audit reports implementation and maintain follow-up data base.
7. Review Semi- annual and annual reports on activities and results of the internal audit activities.
8. Recommendation on analysis of budget vis-à-vis actual variations on periodical basis.
9. Review replies of Audit Para issued by auditors of AG office and external auditors.
10. Present in DAC, SDAC & PAC on behalf of PLRA.

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