



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (INTERNAL AUDIT) (LUMP SUM RS. 75,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (74H2021).

MAIN RESPONSIBILITIES AND TASKS

1. Perform Pre-Audit function for all payment cases.
2. Developing annual internal Audit 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 activities.
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.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Administrative Ability.
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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