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**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

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### Job Description of Internal Auditor

<b>Job Title</b>	Internal Auditor	<b>Department / Division</b>	Audit & Finance
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 17
<b>Reporting to</b>	PSC/ Program Director	<b>Reporting Positions</b>	Audit Team
<b>Terms of Service</b>	Deputation/ Contract		

### 1.0. Statement of Position

The Internal Auditor will assist the PSC/ Program Director in examining financial records, internal controls and information. It also includes liaison with the external auditors in order to prevent duplication of effort and to keep them to briefed on areas on concern. In addition the post holder will prepare audit plans based on risk analysis and operational priorities.

### 2.0. Duties and Responsibilities

He will carry-out the following tasks effectively:

- 2.1. Assist PSC/ Program Director in the development of detailed audit plans and programs.
- 2.2. Preparation of comprehensive written reports related to audit cycles.
- 2.3. Recommends changes in policies or procedures to increase efficiency of internal audit operations.
- 2.4. Determines departments or operations to be audited and the timing and frequency of audits with the prior approval of PSC/Program Director.
- 2.5. Managing a sound Internal Control System within the PMU and planning, supervising and reporting the results of all internal audits and related assignments with recommendations wherever applicable
- 2.6. Plan and conduct special audits as directed by the PSC including asset management and security, financial reporting, decision support systems, management Information systems.
- 2.7. Conducting Internal Control evaluation and risk assessment to identify loopholes and areas requiring management intervention to prevent frauds, embezzlements, misappropriations, misuse and wastage and ensuring that objectives of the organization are achieved economically, efficiently and effectively;

- 2.8. Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- 2.9. Review operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- 2.10. Preparing an Annual Internal Audit Plan based on risk assessment including tasks, assignments and timelines for completion for each task and main activities, personnel to be employed, and reporting results of audit;
- 2.11. Ensure that the agreements executed with donor agencies are strictly implemented.
- 2.12. Ensure the confidentiality of financial and technical information including audit findings and observations from the irrelevant entities.
- 2.13. Facilitates external auditors and discusses with external auditors major observations arising from interim and final audits and any matter that the auditors may wish to highlight.
- 2.14. Ensure that funds allocations for each project are appropriately utilized and any budget variations are communicated to the relevant authorities.
- 2.15. Oversee audit findings and make appropriate recommendations.
- 2.16. Ensuring that systems exist for generation of accurate and reliable financial and other information.

### **3.0. Additional Job Functions**

The Internal Auditor exercises such other powers and performs such other duties as may be assigned to him, from time to time, by PSC/ Program Director and shall be responsible for prompt and proper implementation of his instructions.

### **4.0. Preferred Qualification and Experience**

- The candidate can be from government services (retired/serving) working in Internal Audit Department, he should be neutral and be in a position to see thing independently and objectively.
- Should be well aware of the delegation of financial powers and other accounting and audit rules.
- Minimum of 5 years experience in auditing and a thorough understanding of organizational and auditing practices.
- Experience of working with donor funded programs is preferable.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

## 5.0. Knowledge and Skills

- Ability to analyze and solve problems in effective manners.
- Ability to convey complex concepts through simplified approaches, tools and transfer knowledge to management.
- Excellent report writing skills: oral and written fluency in English essential.
- Working knowledge of software's would be an asset.

## 6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	Name	Designation	Signature with date
Issued By			
Reviewed by			
Approved By			