

JOB DESCRIPTION

Assistant Director (Audit)

- i. Assist the directorate with a variety of compliance-related activities including developing organizational policies and procedures that support the mission of the directorate.
- ii. Conduct periodic internal audit inspections to manage the funds utilization and identify important matters for the proper research after permission from other higher officers.
- iii. Inspect and to supervise the government's expenses and also to keep a check on the money spent and produces audit reports to ensure judicious utilization of public money by the directorate.
- iv. Assist in specific process materials, training, technical assistance and guidelines to M&E staff in understanding and conforming to all required standards and best practices of Audit
- v. Monitor internal procedures necessary for adherence to provincial regulations.
- vi. Assist in ongoing review and implementation strategies to ensure daily operations in compliance with all policies, rules and regulations including asset management, security, human resource management.
- vii. Collaborate with Financial Management Specialist to develop necessary process documents and procedures.
- viii. Assist in development met and implementation of an annual work plan to ensure all adequate resources and identify departmental compliance standards.
- ix. Assess and determine risks related to administration, finance, and operational risks; draft communication plans to address all risks identified during assessments and audits.
- x. Assist in building relationships with the accounts, purchase of services, and finance department to align all processes and policies vertically across the Directorate.
- xi. Any other duty assigned by the Directorate.