

## Job Description

Post Code	Title of the post	Number of Post
HM11-D11	Director (Quality and Internal Audit)	1

### Job Description

<b>Title of Post</b>	:	Director (Quality and Internal Audit)
<b>Code</b>	:	HM11-D11
<b>Category</b>	:	Senior Manager
<b>Level</b>	:	OS-3
<b>Salary Scale</b>	:	HM 1-1
<b>Reporting to</b>	:	Director General of Civil Aviation and Chief Executive Officer
<b>Status of the Post</b>	:	Permanent
<b>Exercise of powers</b>	:	As specified in the Delegation of Authority issued by the DGCA

#### **Main Job Purpose:**

To assist the Director-General of Civil Aviation and Chief Executive Officer, to ensure that the Civil Aviation Authority performs its duties and functions effectively strictly accordance with the established rules and regulations, and the policies, procedures and practices approved by the Authority. Internal Audit is an independent appraisal function within the Authority for the review of activities as a service to all levels of management. It is a control which measures, evaluates and reports on the effectiveness of internal controls, financial and other, as a contribution to the efficient use of resources within the Authority.

#### **General Information:**

In the performance of his/her duties the Internal Auditor, shall participate in the system of internal control and carry out continuous survey and an independent appraisal of controls in order to ascertain the soundness and adequacy of internal checks adopted by the Authority in the prevention or detection of errors or frauds in relation to financial operations. The incumbent shall examine the work and functions of the Authority involving Delegation of Financial Authorities and Segregation of duties, Receipt and Disposal of Cheques and Money Orders by post, Budgetary Control, Cadre Control, Loans and Advances, Deposit Account, Cash Management, Supplies Management, Capital Maintenance, Capital Work, Published Procedures. The incumbent is also required to assist the Director-General and Chief Executive Officer in ascertaining the progress made in relation to the development work.

#### **Nature and Scope of Duties**

1. The Auditing is concerned with determining the reliability of the accounting records and accounting systems and reviewing the adequacy of management control data and financial systems produced there from. In this context, the incumbent's duties and functions include but not limited to the following;
2. Ascertain whether the system of internal checks and control is effective in design as well as in actual operation for the prevention of errors and frauds.
3. Ascertain the reliability of accounting and other records for the preparation of correct financial statement.

4. Appraising the quality of performance of staff in carrying out the responsibilities assigned to them
5. Ascertaining the extent to which the Authority's assets and resources are safeguarded from losses of all kinds.
6. Ascertain whether the Authority's Rules, Regulations, Policies, Procedures and approved practices are being complied with by the respective staff in the performance of their duties and functions.
7. Ascertain whether effectiveness of the system of internal control adopted in preventing as well as detecting waste, idle capacity and extravagance.
8. Examining the accounting procedures of the Authority and its operations, which have any financial implications and verifying the safety, economical and proper use of property and assets of the Authority.
9. Inspecting and reporting on operational functions of the Authority, from managerial as opposed to a technical or accounting point of view.
10. Appraisal of the progress of works, schemes and projects and the extent to which programmes and schedules are on target.
11. On-the-spot investigation into problems areas which delay execution
12. Appraisal and review of the controls adopted in the supervision of such operations
13. Development of a proper and systematic Audit Procedures for the CAA.
14. Any other duty that the DGCA/CEO may assign the incumbent to perform.

Director-General of Civil Aviation and Chief Executive Officer.