

**AUDIT OFFICE
SENIOR MANAGEMENT POSITION DESCRIPTION**

POSITION TITLE:	DIRECTOR, WORKS AND STRUCTURES	POSITION CODE:	
REPORTS TO:	AUDITOR GENERAL	DEPARTMENT:	AUDIT OPERATIONS

I. ACCOUNTABILITY OBJECTIVE:

Responsible for the planning and for the proper management of the Works and Structures Division; ensuring that the plans are effectively implemented; and for coordinating the implementation of all aspects of the operations, and for verifying that results achieved are consistent with the Laws of Guyana, the Audit Act, and other relevant Regulations.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Director, Works and Structures** has overall responsibility for specific assignments of **Audit Operations**, in accordance with the Office's policies, procedures, the relevant legislation and general audit approach consisting of approved auditing standards, actions and objectives.

The Incumbent is responsible for advising and co-ordinating the activities of Senior staff in implementing policies, practices and standards, and the planning for auditing and assessing Works and Structures.

The Incumbent plans the content and processes of these activities and liaises directly with the other Directors and Managers of **Audit Operations**.

The **Director, Works and Structures** also has overall responsibility for –

- Development and implementation of Strategic and Annual Work Plans
- Coordinating the allocation of Staff to Divisions and Sections
- Scrutinizing Contracts awarded by Central, Regional, Ministerial and other Governmental Tender Boards to ensure transparency and specifically to determine and evaluate:
 - Project justification
 - Engineers' estimates
 - Bidding documents and public advertisements
 - Tender evaluations
 - Mobilisation advances and security bonds
 - Valuation and completion Certificates

The **Director** must periodically determine the 'Major Job Objectives' for **Manager** and **Engineer** and identify and discuss the "**Key Results Areas**" to be used as determinants of performance results.

**B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:
(The incumbent relates to the following areas/titles internally and externally within the
Nature and Scope of the Job)**

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Auditor General/ Audit Directors/Audit Manager	To review audit assignments; to discuss the findings of special investigations and investigations into suspected frauds and irregularities; to report on activities carried out and the findings resulting from such investigations.
Audit Manager, Works and Structures Division/ Engineer	To be advised on costs and/or values of construction projects and to verify bills of quantities; to obtain building costs/appraisals for use in assessing work carried out; to plan the conduct of physical verifications and inspections.
Human Resources Division	To participate periodically in the approval of recruitment and promotion proposals and allocation of resources for same; to resolve grievances; to discuss conditions of employment and Occupational Health and Safety Issues.
Finance and Accounts Division	To discuss/review financial and accounting reports for the Audit Office; to be advised with respect to financial policies; to confirm compliance with applicable laws and regulations.
Information Technology Division	To collaborate in the transference and installation of Audit information to computerised media; to monitor and review such processes.
Senior Management Committee	To assist in the definition of contributions to the development of systems and procedures within the context of the Audit Office's requirements; to discuss/decide on matters relating to Work Plans and Programmes and operational issues.
Human Resource Management Committee	To monitor procedures related to hiring, determination of appropriate compensation and evaluating performance of Staff; to participate in the identification of Staff development programmes.
Financial Management Committee	To discuss/review the implementation of programmes and projects and approve operational plans and budgets.
Audit Office Staff	To provide on-the-job training; to lecture on training programmes; to discuss matters relating to Work Programmes and operational matters.

EXTERNAL:

Public Accounts Committees	To present and participate in the review of Annual Draft Plan and Budget, Quarterly Progress Reports, Annual Performance and Financial Audit Reports.
Departments	To agree timing phases of assignments; to obtain agreement with respect to completion dates, implementation of Work Plans and audit programmes.
Professional Bodies	To discuss the resolution of technical and accounting problems; to consult on matters requiring guidance.
Tender Board	To undertake independent assessment of the basis of the award of contracts, as well as the justification for any variation orders issued.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Audit Manager
Engineer

INDIRECTLY

Audit Supervisor
Auditor
Assistant Auditor
Senior Audit clerk
Audit clerk

D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>
Computer Printer Fax Photocopier	Pens Pencils Stapler	Constitution of Guyana Laws of Guyana Strategic Plan Fiscal Management and Accountability Act 2003 Audit Procedures Procurement Act The Audit Act Financial Regulations Manual of Government Accounting Procedures Auditing Standards and Code of Ethics (INTOSAI) Auditing Standards and Code of Ethics (IFAC) Accounting Standards now adopted in Guyana Audit Office of Guyana Statements of Auditing Standards Forms Labels Charts Reports Schedules Records Canisters Ledgers Audit Manuals Specification Documents Vouchers, Statements, Laws Regulations Articles of Association Working Papers Management Letters Diary	Desk Files Audit Guides Check-Off Lists Audit Fees Register Rules, Policies and Procedures Manual - Vol. 1: Regulatory Structure, Systems and Operations - Vol. 2: Manual Describing Job Evaluation Procedures - Vol. 3: Job and Position Descriptions for the Audit Office - Vol. 4: Performance Appraisal Manual Financial Statements Work Plans Programmes Job Authorisation Cost Statements Cost Schedules Checklists Survey Forms Questionnaires Flowcharts Memoranda of Enquiry Draft Final Management Letters Guidelines of Good Conduct	Telephone Calculator Global Positioning System Digital Camera Life Jacket Helmets

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain the Audit Office's overall objectives while not precluding the incumbent from carrying out other related activities that may be inherent in the position.)

EVALUATES the rationale for undertaking infrastructure development works.

EXAMINES tender documents and Engineers' Estimates to ensure that they have been properly prepared.

PROVIDES independent assessments of the basis of the award of Contracts as well as the justification for any variation orders issued.

MONITORS the progress of infrastructure development works as they are executed, including the payment of mobilisation advances, progress payments made and retention sums.

UNDERTAKES physical verification of the works after they have been completed.

KEEPS abreast with the policies, plans, activities of the Government, Local Democratic Organs and other organisations; new laws and regulations; changes in systems and procedures; new techniques in management and computer applications; and with current trends in accounting and auditing theory and practices.

MAINTAINS contact with senior officials of central Ministries, Regional Administrations and related Agencies throughout the year and comments on technical accounting matters, and on the implementation of policies, plans, procedures and operating matters after discussion, as necessary, with the Auditor General.

PARTICIPATES whenever required, in discussions relating to the review, amendment and introduction of records, systems and procedures, as well as the organisation structures of accounting and financial units of audit entities.

MAINTAINS discipline and settles grievances.

SCRUTINISES available correspondence relating to the audit entities and takes action when necessary; all out-going correspondence to keep abreast of the status of operations in the Divisions and Sections of the Audit Office.

PARTICIPATES as a member of the Executive Management Committee responsible for the direction, planning and administration of the Office.

PARTICIPATES as a member of the Senior Management Committee responsible for discussing and deciding on important issues concerning work programmes and operational matters.

PERFORMS other miscellaneous duties such as signing and counter-signing specified documentation, and cheques; assessing and reviewing officers' performances in annual and other staff reports and signing and countersigning such reports.

IV. Senior Management Position Description Evaluation:

JOB TITLE: DIRECTOR, WORKS AND STRUCTURES			JOB CODE NUMBER:		
		FACTORS	SUBSTANTIATING DATA	DEGREES	POINTS
Q U A L I F I C A T I O N P R O F E S S I O N A L	1	EDUCATION	Incorporate or Licentiate member of a Quantity or Building/Construction/ Civil Engineering international Professional Body. B.Sc in Quantity Surveying or B.Sc in Urban and Regional Planning or B.Sc in Building and Civil Construction/Engineering.	2	93
	2	EXPERIENCE	Senior Professional employee requiring over nine years experience acquired through a combination of on-the-job training and planned courses of development and instruction. Three (3) to five (5) years post qualification experience in a Engineering environment.	1	98
	3	EFFICIENCY	The work includes varied duties and activities requiring intensity of effort involving several phases which must be pursued concurrently with the support of others within and outside of the Audit Office . The work requires continuing efforts to establish concepts, effect programs and resolve problems within specified timeframes. Leadership is required in meetings, hearings or presentations involving problems or issues of considerable consequence or importance.	1	69
	4	TECHNICAL/ PROFESSIONAL	High-level coordinating ability to oversee implementation of performance audit activities within the office and among external Ministries/Agencies. Required to apply complex engineering techniques and practices to ensure efficient, effective and cordial workflow.	1	52
	5	DECISION- MAKING	The incumbent's decisions are based on the Mission, Strategic Plan and overall goals of the Audit Office and subject to the principal rules, regulations, precedents and those constraints imposed by audit best practices. Quality and high performance standards are most important. Guidance and detailed instructions are provided and the availability standard procedures, manuals and clearly defined precedents.	1	48
	6	ANALYTICAL	Constantly analysing complex, multifaceted, high impact data. Analyses problems to complete own tasks and direct staff activity. Requires close visual attention for sustained periods. The work consists of broad functions and processes of a technical and managerial nature where assignments are characterised by breadth and intensity of effort with several phases being pursued concurrently or sequentially.	1	45
	7	QUALITY OF WORK/ PRODUCTIVITY	The Manager has responsibility for planning, designing and carrying out work programmes independently. The quality of the work impacts on all aspects of the Audit Office's objectives. The incumbent bears ultimate responsibility for the degree of success of the operations and ensures that quality of work meets or surpasses performance standards and targets. The ability to organise, direct assignments in terms of broadly defined functions and objectives is required at this level. Procedures and methods of work are available, as well as financial, human and material resources.	1	71
	8	TEAMWORK	The Team plans, designs, and carries out programmes, projects and other activities as a group. Individual employees inform on progress, potentially controversial matters and far-reaching implications. Results of the work are considered as technically authoritative. Work requires verification to procedures and is reviewed in terms of fulfilment of programme objectives and quality plans. Recommendations for alteration of objectives are evaluated against availability of funds and other resources, broad programme goals and the Audit Office's priorities.	1	57
	9	SUPERVISION	Gives specific directions to Works and Structures Teams and monitors closely the process of examination.	1	50
	10	WORKING ENVIRONMENT	Generally works indoors and in congenial environment. May be required to work under pressure to meet deadlines in special cases.	2	47
LICENCES:				TOTAL	630
DATE PREPARED:		PREPARED BY:		REVIEWED AND APPROVED BY:	