

# CAREER OPPORTUNITY

Sindh Rural Support Organization (SRSO) is a not-for-profit organization registered under Section 42 of the Companies Act 2017. SRSO invites applications from energetic, well-qualified, and experienced individuals for the below position:

## Senior Program Auditor:

### Criteria:

- **Qualification:** Required Master's/Bachelor's Degree in Social Sciences/Art/Commerce or in a relevant field from HEC-recognized University/ Institute.
- **Experience:** Required minimum of 05 years of experience for a Bachelor's and a minimum of 03 years of experience for a Master's in an Internal Audit with a focus on program or operational audits of any development sector organization (RSP & NGO)/financial institution/audit firm.
- **Duty Station:** Position based at SRSO, Region Office, Hyderabad.
- **Gender:** Both.
- **Knowledge & Skills Required:**

The suitable candidate is required to have expertise in the following:

- Advanced MS Office Skills.
- Excellent analytical and numerical skills.
- Time management skills.
- Strong Communication and report-writing skills.
- Strong ethics, skepticism, and managing confidential data.

### Core-Responsibilities:

- Formulate a Programmatic Audit program under the guidance of the Head of Internal Audit in order to that all aspects of activities are audited as per Standard Operating Procedures and agreements with donors.
- Physical Verification of activities under the project like Loans to Microfinance Clients, Any asset provided to Beneficiaries under any Core Project, any activity/training carried out under any Project, and Knowledge of Insurance Component under any project.
- Verification and Cross Verification of field record provided to each Beneficiary/ Client/ CO/ VO/ LSO by SRSO as per requirements of agreements with donors/ SRSO policies/ manuals/ with record available at Unit Offices/ Branches/ District Offices/ Head Office.
- Examine the authenticity of records available with Beneficiary/ Client/ CO/ VO/ LSO and verify the physical progress of various projects through field visits to various communities at district levels.
- Verification of Data of Clients/beneficiaries as reported/ entered in the Management Information System (MIS) with data being obtained at CO/ VO/ LSO level.
- Interviewing the beneficiaries to obtain evidence of the work performed by SRSO field staff, the Behavior of SRSO Staff, benefits from any loan/ asset/ training served by SRSO, and awareness of processing of any such activity.
- Examine and evaluate the Management Information System, thereby recommending controls to ensure system reliability and data integrity.
- To be responsible for supervising the Program Auditor in a professional manner that seeks to ensure that the work environment is effective and commands a high standard of respect both internally and externally.
- Undertake special investigations under the supervision of the Head of Internal Audit and under the directives of the Audit Committee.
- Examine and analyze the performance to determine whether a program or project is effectively accomplishing its goals.
- Evaluating the compliance with laws & regulations, management policies especially the provisions contained in agreements with various donors, and reporting of events of non-compliance.

- Prepare reports containing observations, comments, and recommendations based on carried out work on daily/ weekly/ monthly/ quarterly basis.
- Immediate Reporting of Any Fraud Occurrence, Chances of Fraud, Mismanagement, Malpractices, or Complaints regarding the Behavior of Staff at the CO/ VO/ LSO Level along with evidence acquired.
- Be conscious of his/ her obligations to contribute towards improved efficiency and cost-effectiveness in all activities under her/ his jurisdiction.

**Note:** The candidate shall perform extensive field visits in SRSO's Targeted Areas/Districts (70% Field Visits and 30% Desk Reporting).

SRSO provides equal opportunities to all including physically challenged candidates and marginalized community candidates. No TA/DA will be admissible and only shortlisted candidates will be contacted. The competent authority reserves the right to reject the position. Incorrect, false, or forged information and influence (Sifarish) may result in the cancellation of your candidature at any stage.

ATTENTION: Candidates shall declare while applying for the aforementioned positions that he/she was never involved in any Sexual Exploitation Abuse or any Criminal Activity in his/ her career.

**For applying online, please login to SRSO Job portal by following the mentioned below link latest by October 13, 2024.**

<https://jobs.srso.org.pk/>

**Manager – Human Resource Department**

**Address: SRSO Complex, Near Taj Petrol Pump, Shikarpur Road, Sukkur, Sindh.**