



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO: DFIAEX.030	
DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY – INTERNAL AFFAIRS	GRADE: 17	
OFFICE/AGENCY: LEVEL 9, TWIN TOWER 1	LOCAL DESIGNATION: ASSISTANT SECRETARY – INTERNAL AFFAIRS		
DIVISION: INTERNAL AUDIT AND COMPLIANCE	HIGHEST SUBORDINATE: PRINCIPAL AUDITOR – COMPLAINTS PRINCIPAL AUDITOR – SPECIAL REQUEST PRINCIPAL AUDITOR – PERFORMANCE REVIEW	POS. NO. FFIAEX.031 POS. NO. FFIAEX.035 POS. NO. FFIAEX.038	
BRANCH: INTERNAL AFFAIRS	IMMEDIATE SUPERVISOR: First Assistant Secretary – Internal Audit & Compliance Division	POS. NO. DFIAEX.001	
SECTION:	LOCATION DOF Headquarters, Waigani, NCD		
HISTORY OF POSITION			
<i>EDANIA</i>	File no.	Date of variation	Details
		July 2011	Upgraded
		March 2025	Reclassified

1. PURPOSE:

Provide support to First Assistant Secretary to lead, manage and monitor the Internal Affairs Branch effectively and efficiently, overseeing the entire audit/investigation process within Internal Affairs Branch and IACD, including planning, executing and reporting on investigations of Financial Abuse, government property mismanagement, abuse of office administrative powers and internal issues of officers in the department.

To supervise and coordinate the investigation activities of auditors in response to complaints from the department and those that are raised against officers' misconduct.

To provide oversight and administer investigation assignments are produced and completed within specified reporting time period so as to make the report effective and efficient as per complaint.

2. DIMENSIONS:

- To maintain the quality of compliance to Ethical behaviour and conventional business process of PNG General Orders, the standards of an investigations and the data quality of an audit.
- Assistant Secretary – Internal Affairs reports to the First Assistant Secretary – IACD, and has ten (10) subordinates, of which the three highest subordinates are:
 - Principal Auditor - Complaints
 - Principal Auditor - Special Request
 - Principal Auditor - Performance Review

- To liaise with the First Assistant Secretary to provide and conduct research, develop audit manuals and training guides.
- Manage Phones Against Corruption (PAC) complaint via Short Messaging System (SMS) portal.

3. PRINCIPAL ACCOUNTABILITIES:

- To maintain the principles of integrity, objectivity, and transparency with due professional care and independence.
- Ensuring through adhoc complaints for noncompliance and unethical behaviour on internal management controls within the Department of Finance.
- Examination and evaluation of the adequacy and effectiveness of the systems of management controls provided by Department to direct the activities and functions towards the accomplishment of its objectives in accordance with the established laws, regulations, procedures and practices.
- Plan, organize and provide direction of internal investigation function, including development and implementation of risk-based investigation plan and programme at the strategic and operational levels.
- Serve as a consultant to management and other agencies in the areas of governance, controls, risk management, compliance and potential misappropriation of funds
- Appraise employee performance and review evaluations by subordinate supervisor
- Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants.

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Date: 24.09.2025

4. MAJOR DUTIES

- Deliver the Strategic IACD and Annual Audit Programme in accordance with the risk planning methodology not later than the last quarter of the financial year.
- On time completion of the Annual Investigation Programme
- Completion of investigation engagements in compliance with IACD Audit Policy, Procedures and Standards
- Result of Peer Review (undertaken by Managers).
- Supervise staff performance to ensure all assigned audit duties are performed in a manner that reflects the professional standards, guidelines and IACD Audit Policy and Procedures.
- Develop branch operating budget in liaison with FAS.
- Deliver the Strategic Audit Plan and Annual Audit Program in accordance with the risk planning methodology not later than the last quarter of the financial year
- On time completion of the Annual Audit Program
- Completion of audit engagements in compliance with IACD Audit Policy, Procedures and Standards
- Result of Peer Review (undertaken by SGP Adviser)
- Response to and act on the request for advice and assistance of Audit Committee, Secretary and the management of Finance
- Take a leading role in coordinating the audit and assurance efforts taken by the assurance and investigation function of key agencies in order to promote the whole of government governance and control framework in a cost effective manner
- Identify opportunities for, and recommend improvement for improving control environment and internal control systems operating within Finance
- Assist management in the understanding and adaptation of internal control principles.
- Strong relationship management, with the ability to engage and influence key internal and external stakeholders (e.g. Audit Committee, AGO, DoT)

- Provide Quality Rating of Audit Committee Members and number of audit recommendation relating to strengthening financial and non-financial controls in the high risk areas.
- Enforce personnel rules and regulations and work behavior standards firmly and impartially.
- Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

5. NATURE AND SCOPE

Be knowledgeable in auditing standards including the types of test performed, when they are performed, and how much testing is done. Determining the audit approach to be adopted by preparing the audit programme and number and grade of audit staff required.

6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Time constraints: considering deadlines and time-frames for completing the audit. Risk Assessment; identifying and assessing potential risks that could impact. Understand an Internal Audit Framework outlines the Internal Audit function's mission, goals, and how it contributes to organization governance and risk management, along with the methods and guidelines followed by internal auditors to provide unbiased evaluations.

7. CHALLENGES

Manage many challenges, including compliance, fraud, evolving technology, skill auditors and poor documentations.

Qualifications & Experience:

- Masters or Bachelor Degree in Commerce, Accountancy, Economics or Business related field is essential.
- With at least 10 years in Public Sector Auditing or Accounting of which a minimum of 5 years in supervisory level capacity.
- Possession of other similar education qualifications with appropriate experience as may be acceptable by the Secretary of Personnel (Management).
- Certified Practicing Accountants (CPA PNG)
- Institute of Internal Auditors (IIA PNG)
- Information Systems Audit and Control Association (ISACA PNG)

Knowledge:

Possess sound working knowledge of: -

- Public Finance (Management) Act and related procedures
- Public Services (Management) Act & General Order
- Organic Law on Provincial & Local Level Government
- Public Services Policies on Accounting, Procedures, Systems and Practices
- Computerized Government Accounting Systems (PGAS)
- Information Financial Management System (IFMS)
- Computer applications



Skills:

Ability to demonstrate the following skills at a proficient level.

- Management and leadership qualities
- Effective written and oral communication
- Inter – personal skills
- Analytical and Research
- Personal Skills

- Public Relations

STATEMENT BY POSITION HOLDER:

I, (insert officers name) have been provided with a copy of my duty statement and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary - Internal Affairs, Gr. 17**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee signature: Date:

Employee name: (print)

Supervisor signature: Date:

Supervisor name: (Print)

Supervisor title:

Division Head signature: Date:

Division Head name: (Print)

Division Head title:

