



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	POS. NO: DFIAEX. 035
OFFICE: LEVEL 9, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PRINCIPAL AUDITOR – SPECIAL REQUEST	GRADE: 16
DIVISION: INTERNAL AUDIT & COMPLIANCE	LOCAL DESIGNATION: PRINCIPAL AUDITOR – SPECIAL REQUEST	
BRANCH: INTERNAL AFFAIRS	REPORTING TO: ASSISTANT SECRETARY – INTERNAL AFFAIRS	POS. NO: DFIAEX.030
SECTION: SPECIAL REQUEST	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign
	July 2024	Revise, rename, Reclassified

2. PURPOSE

To organise and manage annual internal audit program and to lead, plan, organise and carry out the internal audit review in accordance with IACD Internal Audit Policy; Guidelines and deliverable objectives in Corporate Plan, and its services through the Public Sector Audit Program to strengthen financial accountability, improve transparency and build in the capacity at all levels of Government.

3. DIMENSIONS

The Principal Auditor – Special Request reports to the Assistant Secretary – Internal Affairs Branch and has two (2) subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- To lead, manage and report the assigned engagement in accordance with IACD Investigation Policy, Procedures, guidelines and recognized standards.,
- To supervise and coordinate the auditors assigned to the assignments on various allegations of fraudulent and corrupt practices.
- To ensure on time completion of investigation assignments in accordance with the acceptable standards.
- To maintain effective working relationships with operating management.
- To report findings and to make recommendations for corrective measures in minimising recurrence of similar case and improve control environment.
- Coordination and supervision of investigation assignments as directed by AS Investigation.
- Provide support and perform special tasks as requested by AS or Principal Internal Auditor for the effective and efficient operation of Branch and performance reporting to the Audit Committee

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5. MAJOR DUTIES

- Assist the Assistant Secretary with the daily management of the compliance & governance of internal audit procedures of National Department;
- Fully understand and implement the objectives of the corporate plan for the Department and internal audit division by stream lining key results areas;
- Provide leadership and coaching to the senior internal auditor and internal auditor;
- Follow-up on the senior internal auditor on annual reports, external and internal audit reports to collate and report to the Assistant Secretary compliance & governance Branch;
- Plan the theory and scope of the audit, including statistical sampling and the use of electronic data processing equipment and coordinates all audits in a professional manner and in accordance with the approved audit program;
- Make oral or written presentations to management during and at the conclusion of the examination; discussing deficiencies and recommending corrective action to improve operations and reduce costs;
- Prepare formal written reports, expressing opinions on the adequacy and effectiveness of the system and efficiency with which activities are carried out;
- Provide on the job training of the senior internal auditor and internal auditor, identify training needs and recommend the same to the Assistant Secretary compliance & governance Branch;
- Make recommendations on the systems and procedures being reviewed, report on the findings, recommendations, monitor management's response, and implementation in accordance with IACD Audit Reporting Procedures;
- Make recommendations to the Assistant Secretary to improve the transparency and accountability of the accounting and financial reporting framework in the department;
- Promote compliance and governance practices;
- Perform other ad-hoc duties as directed by management;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minima disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the staff Performance appraisal (SPA);
- Effectively coach, train and mentor subordinates staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

Internal

- Report to Assistant Secretary Internal Affairs
- Working alongside all Principal Auditors, Internal Audit staff pertinent of Divisional matters arising.
- Liaise with all Department of Finance staff across all divisions.

External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary (AS).

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A Bachelor Degree in Accounting or Business Management or any related discipline from a recognized university;
- Extensive knowledge of good management practices;
- Have at least 8 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Payroll/Accounting.
- Significant amount of work experience and exposure in administering, managing staff performance.

Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of human resource issues;
- Advance knowledge in Staff Performance Management and process;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Proven ability to lead and manage a small team of professionals.

NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **PRINCIPAL AUDITOR – SPECIAL REQUEST, GR. 16**. 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 Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date.....

Division Head Signature:..... Division Head Title:.....

