



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGEX.28
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFIATION</b> SENIOR INTERNAL AUDITOR (INVESTIGATIONS) GR. 14	
<b>OFFICE/AGENCY:</b> OFFICE OF THE SECRETARY & ATTORNEY GENERAL	<b>LOCAL DESIGNATION</b> SENIOR INTERNAL AUDITOR	
<b>DIVISION:</b> TOP MANAGEMENT	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR</b> MANAGER AUDITS GR. 17	<b>POS. NO.</b> DJAGEX.05
<b>SECTION:</b> INTERNAL AUDIT	<b>LOCATION:</b> WAIGANI, NCD	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/EX: 21/15	21 <sup>ST</sup> APRIL 2015	CREATE

### PURPOSE OF THE JOB

The Top Management is the executive section of the Department of Justice. It consists of the Secretary and the Deputy Secretaries, the audit section, and the staff that support these positions.

The Senior Internal Auditor (Investigations) is responsible in managing the Internal Audit functions of the Department of Justice & Attorney General to ensure that accountability and compliance.

### ACCOUNTABILITIES

- Plan and manage all audit investigations and activities to ensure maximum coverage.
- Implement audit programs in an organized and controlled manner, and to ensure confidentiality of reports and investigations.
- Liaise with all activity managers and branch heads to ensure remedial actions are undertaken to fast track audit investigations.
- Prepare investigation reports and advise management of progress outcomes.
- Plan and coordinate all audit investigations as directed by Audit Committee and Management.

## **MAJOR DUTIES**

- Prepare investigation reports on the accuracy, efficiency and effectiveness of the management and operations of sections of the Department.
- Organize and implement an internal investigation covering all aspects of departmental finances and inventories.
- Liaise with Police CID and Finance Inspection for fraudulent cases.
- Undertake special investigations into complex audit matters.
- Follow up with any misappropriation of funds or misuse of assets and prepare reports and recommendations for consideration by the Audit Committee & Secretary.
- Supervise and train subordinate staff and prepare on audit programs and procedures.
- Manage performance appraisal for subordinate staff.
- Perform other duties as directed consistent with the above.

## **REPORTING AND WORK RELATIONSHIP - INTERNAL**

- Deputy Secretaries
- All Activity Managers & Branch Heads
- Executive Manager Financial Management
- Audit Committee

## **WORK RELATIONSHIP - EXTERNAL**

- Auditor General
- Department of Finance
- Department of Police CID
- Department of Personnel Management
- Department of Justice & Attorney General
- Law & Justice Sector Program

## **PERSON AND POSITION SPECIFICATIONS**

### **Qualifications**

- Degree in Accounting or Public Finance with extensive experience in Auditing.
- Qualification in Certificate in Auditing and Accounting.
- Member of a recognized professional accounting organization (CPA PNG)

### **Knowledge**

- Broad knowledge in financial accounting and auditing with ability to conduct large scale audit program.
- Thorough knowledge of Public Finance Management Act, Finance Regulation and Instructions.
- Considerable knowledge of Police Act, Standing Orders and the Public Service General Orders.

- Knowledge of computer application software programs.
- Knowledge in International Banking & Finance.

### **Skills**

- Ability to manage an audit function of a large organization and be able to report professionally to senior management.
- Excellent organizational and leadership skills.
- Ability to motivate and develop subordinate staff.
- Excellent oral and written communication including report writing skills.
- Possess computer skills in word, spreadsheet and other application software.
- Investigating skills.

### **Experience**

- Minimum of 3-5 years of experience in an audit function
- Extension experience in Departmental Accounting, management ability conversant with experience in conducting large scale audit programs.
- Experience in dealing with senior divisional heads, including external parties.