



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

<b>POSITION TITLE:</b>	<b>DIRECTOR INTERNAL AUDIT</b>
<b>MINISTRY/OFFICE:</b>	Ministry of Finance & Treasury (MoFT)
<b>DIVISION:</b> INTERNAL AUDIT	<b>DUTY STATION:</b> MoFT HQ
<b>POSITION NUMBER:</b> 273-00016	<b>MINISTRY VACANCY NUMBER:</b>
<b>POSITION LEVEL:</b> SS1	<b>SALARY RANGE:</b> \$93,499.61 - \$115,365.62
<b>THIS POSITION REPORTS TO:</b>	Permanent Secretary- MoFT and Audit Committee
<b>POSITIONS SUPERVISED:</b>	Deputy Director & Internal Audit Staff

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury (MoFT) is mandated to facilitate the provision of sound advice on monetary, budget, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection, and ICT services across the Public Sector.

The Internal Audit Office (IAO) supports the Ministry to improve governance across Solomon Island Government (SIG) through the provision of internal auditing and investigation functions and services as mandated under the Public Financial Management (Internal Audit) Regulations 2016. The IAO also conducts special investigations for other Solomon Islands Government entities as directed by the Minister in consultation with the Permanent Secretary.

The Director's primary role is to provide the strategic and day-to-day management of the IAO auditing and investigation functions to ensure the IAO achieves its strategic objectives while supporting MOFT to fulfil its governance role as per the Public Financial Management (Internal Audit) Regulations 2016 and other relevant legislation.

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

1. Develop, implement, monitor, and report on the IAO strategic and annual work plans to support MoFT in fulfilling its Governance and Corporate objectives.
2. Manage the IAO operations to ensure efficient and effective use of SIG resources.
3. Oversight of internal audit functions established in other SIG ministries as per IA Regulations (S8)

4. Direct the conduct of audit reviews and special investigations in compliance with the Institute of Internal Auditor's international professional practices framework (recognized international standards), SIG laws, and Financial Regulations.
5. Provide support to the SIG Audit Committee as prescribed by the Audit Committee Charter.
6. Provide advice to management on the system, policy development, operations, risk management, internal controls, and governance and corruption prevention initiatives;
7. Direct and perform investigations as requested by the Minister, Permanent Secretary, and/or other Solomon Island Government entities;
8. Represent the IAO in formal meetings and communication with key stakeholders including the OAG, Integrity Agencies, RSIPF, Donor partners, and other government and non-government organizations.
9. Provide quarterly and annual reports to the Audit Committee Permanent Secretary and MoFT management on IAD activities and performance;
10. Manage and oversight of human resource management functions for IAD staff including performance management, professional development, attendance and leave.
11. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

**The performance of the incumbent of this position will be assessed according to the following key deliverables:**

1. Efficient and effective strategic development, implementation, monitoring, and reporting on the IAO strategic and annual work plans to support MoFT in fulfilling its Governance and Corporate objectives.
2. The IAO resources are managed efficiently, and the division achieves annual and corporate objectives with full compliance with the Institute of Internal Auditors International Professional Practices Framework and standards.
3. Professional standard of internal audit functions established in other SIG ministries as per IA Regulations (S8) and in compliance with the Institute of Internal Auditors International Professional Practise Framework.
4. Efficient and professional conduct of audit reviews and special investigations in compliance with the Institute of Internal Auditor's international professional practices framework (recognized international standards), SIG laws, and Financial Regulations.
5. Professional support provided to the SIG Audit Committee, as per the Audit Committee Charter standards;

6. Professional and executive-level advice provided to SIG management on public financial management systems, policy, operations, risk management, internal controls, and governance and corruption prevention;
7. High standard of integrity with proper management of any potential conflicts of interest, and strict compliance with proper disclosure and confidentiality demonstrate when conducting investigations as requested by the Minister, Permanent Secretary, and/or other Solomon Island Government entities.
8. Professional represents the IAO in formal meetings and communication with key stakeholders including the OAG, Integrity Agencies, RSIPF, Donor partners, and other government and non-government organizations.
9. Quality of quarterly and annual reporting produced and provided to the Audit Committee, Permanent Secretary, and MoFT management on IAD activities and performance;
10. Efficient management and oversight of human resource management functions for IAD staff including completion performance management, professional development, attendance, and leave.
11. All other duties completed to the satisfaction of the Permanent Secretary, MoFT.
12. 100% attendance and compliance with the Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications and or Experience**

- Bachelor's qualification in Financial Management, Accounting Law, Economics or Business studies.
- Experience working at the senior level in auditing, investigations, and/ or public financial management role.
- Experience in high-level staff management of a team of professionals
- Highest standard of professional and personal integrity.

### **Desirable Qualifications**

- Post Graduate qualification in management, business, forensic accounting or public administration.
- Thorough knowledge of and experience in applying the International Professional Practices Framework for Internal Audit and the IA Regulation.
- Knowledge and understanding of criminal and civil investigation processes and procedures.
- Exemplary written and communication skills.
- Experience in dealing with key stakeholders at all levels including government, donor partners, and investigation agencies.

## Capabilities Required

- Personal Capabilities:
  - a. Ability to build, lead and manage teams effectively and can show positive influence
  - b. Ability to manage time efficiently and with flexibility
  - c. Ability to deal with ambiguity and complexity
  - d. Ability to inspire trust and confidence in their team and key stakeholders
- Interpersonal Capabilities
  - a. Ability to negotiate and influence at a senior level
  - b. Ability to do mentoring and coach those under their supervision
  - c. Ability to effectively manage staff performance for correcting and enhancing conduct
  - d. Ability to determine appropriate disclosure, maintain confidentiality and discern timing and content of sensitive messaging
- Organisation Capabilities
  - a. Ability to prioritise customer needs
  - b. Ability to solve problems
  - c. Ability to govern well, including appropriate management of risk
- Strategic Capabilities
  - a. Ability to make timely decisions
  - b. Ability to work with diversity
  - c. Ability to plan and report

## SECTION F - KEY SELECTION CRITERIA

**Suitability for this position will be assessed against the following key criteria:**

- KSC 1** Previous experience working at a senior level leading and managing a team providing auditing, investigations, and/ or public financial management in a highly regulated auditing environment.
- KSC 2** Proven ability to plan, monitor and report on strategic and annual operations for a financial management or auditing team;
- KSC 3** Excellent knowledge of or demonstrated ability to learn and apply SIG public financial management legislation, IA Regulations International Professional Practise Framework (Standards), and investigations.
- KSC 4** Demonstrate ability to evaluate, negotiate change, communicate, and influence stakeholders on the improvement of governance, internal control environment, effective risk management, compliance with SIG legislation, and management of the investigation of fraud and misconduct allegations as per IA regulations
- KSC 5** High level of written and verbal communication skills including the ability to prepare written reports and engage effectively with staff and clients at all levels;
- KSC 6** Attitude - Outstanding work attendance record and Strong commitment to upholding Public Service Values and Code of Conduct

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,596.14 - \$4, 437.14

Annual Salary: \$93,499.61 - \$115,365.62

Annual Leave entitlement: As per Public Service Policy

Other Conditions of Service relevant to this position:

- *A Housing Allowance or access to the Public Service Rental Scheme*
- *B Other standard leave entitlements outlined in the General Orders for SIG Public Servants.*

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
Permanent Secretary/Responsible Officer

26/7  
.....  
Date Approved

Additional Comments:

*Approved*