



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000012	REF. NO: DPM 01-25	
WING: OFFICE OF THE SECRETARY & EXECUTIVE SERVICES	DESIGNATION/CLASSIFICATION: SENIOR INTERNAL AUDITOR Grade 15		
DIVISION: OFFICE OF THE SECRETARY	LOCAL DESIGNATION: SNR INTERNAL AUDITOR		
BRANCH: INTERNAL AUDIT	REPORTING TO: SECRETARY	SYS. POS. NO: 1490000001	REF. NO: DPM 01-1
SECTION:	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	Refined structure approved 02 July 2020.	Abolish/Create.

2. PURPOSE

To provide audit inspections on financial and other implications for the Department of Personnel Management.

3. DIMENSIONS

Financial - Nil	Staff supervised - 1	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Effective audit/investigation on all financial matters incurred by DPM.
- 4.2 Effective sound advice to the Secretary on audits conducted.
- 4.3 Maintain an effective database.

5. MAJOR DUTIES

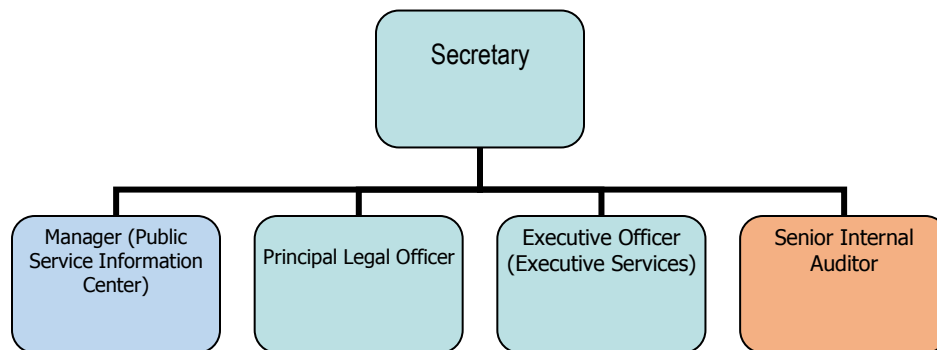
- 1. Investigate on suspected cases of theft or misappropriation of cash or materials or any other malpractices of whatever nature and make recommendations to prevent re-occurrence.
- 2. Submit detailed reports to Secretary on fraud and irregularities on matters audited and investigated.
- 3. Liaise with State Solicitors Office on the Recovery aspects of any losses.

4. Liaise with Police and Courts on cases referred to them and appear as witness as and when required.
5. Review on a regular and continuous basis the Department recording and accounting systems to ensure that expenditure is duly and correctly authorized.
6. Conduct board of survey and maintain assets safeguards and inventory system to ensure all assets are properly accounted for.
7. Prepare an annual loss/recovery/deficiency reports and make appropriate recommendations.

6.1 WORKING RELATIONSHIPS

(a) Internal

- Reports directly to the Secretary
- Liaise and consult with Deputy Secretaries, divisional heads, and other senior officers on matters arising out of these audits and investigations



- Consults and liaises with officers at the same level within the Division and other relevant DPM divisions.

(b) External

- Liaise with Police and Attorney General Department on cases referred to them.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visitation to other government agencies is inevitable.

7. CHALLENGES

Key challenges for the job include: effective implementation of the Section Annual Work Plan, record management, timely, effective and efficient execution and completion of audit reviews and resource constraints.

8. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

The minimum entry qualification in a First Degree in Commerce or Accounting and member of PNG Institute of Internal Auditors.

(b) Knowledge: Good knowledge of the following:-

- **Public Service (Management) Act and General Orders.**
- **Organic Law on Provincial and Local Level Government.**
- **Public Service Policies, Accounting, Procedures, Systems, Practices and Audits operational Manual.**
- **Sound level of computing.**

Skills - Ability to demonstrate the following at a high level:-

- **Written and Oral Communications**
- **Presentation**
- **Computing**
- **Audit/Investigation/Analytical and Research,**
- **Public Relations.**
- **Inter-personal**

(c) Experience

Minimum of seven (7) years of work experience as an audit investigator in either Public/Private Sector is essential.