



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000256	REF. NO: NSO 169
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: INTERNAL AUDITOR GRADE 12	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: INTERNAL AUDITOR GRADE 12	
BRANCH: HUMAN RESOURCE	REPORTING TO: SENIOR HUMAN RESOURCES OFFICER	SYS. POS. NO: 0260000255 REF. NSO 168
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>ODD: 1/6/24</i>	<i>07/12/2011</i>	<i>RENO/REDES</i>
	<i>14/12/2015</i>	<i>RENUMB</i>
	<i>20/04/2018</i>	<i>STRUCTURE APPROVED</i>
	<i>11/05/2020</i>	<i>IMPLEMENT STRUCTURE</i>

2. PURPOSE

Responsible to the Senior HR Officer on matters relating to internal audit programs and audits

3. DIMENSIONS

This position responsible for the checks and balances of finance and accounts books for the organization with the organizations Audit Work Schedule.

The positions is also responsible for administering the best and correct HR, Administrative and Finance process, procedures.

4. PRINCIPLE ACCOUNTABILITIES

Ensure that proper Financial, Human Resource and Administrative Audits reports are prepared and resented to the Deputy National Statistician- Corporate Services division and copy the National Statistician

5. MAJOR DUTIES

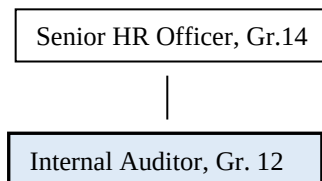
1. Conduct internal audits on regular basis and carry out pre-audit functions
2. Assist with examination of reports by the Auditor General on financial affairs of the organizations supervise and assist in the implementation of the recommendation of the report
3. Assist with examination of reports by the Department of Personnel Management on HR audits of the organizations supervise and assist in the implementation of the recommendation of the report
4. Assist with examination of accounts of the organization as and when required and provide appropriate advise to the organization
5. Assist with the liaison and coordination on regular basis with the organizations to monitor its financial performance, hr capacity, and personnel emoluments in accordance with the government's accounting practices and the Public Finance Management Act.
6. Assist with inspection of finance, HR and Administrative reports and records as when required and provide advice to the organization

6. NATURE AND SCOPE

The job is essential that proper audit reports are prepared and presented to the Management and assist with examination of reports by the auditors on finance, hr and administration affairs of the organization.

The job also requires monitoring of financial performance in accordance with the governments accounting practices and the Public Finance management Act

6.1 REPORTING AND RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- Manager-HR
- Deputy NS – CSD

(b) External

- Department of Finance
- Department of Personnel Management
- Department of Auditor General

6.3 WORK ENVIRONMENT

The position is located Port Moresby and work closely with Department of Finance Department of Personnel Management Department of Auditor General.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will assist the HR branch administer processes and procedures in dealing with all matters in the daily running affairs of the agency and to decide on and recommending to the Deputy National Statistician and the Manager –HR and the agency head on the best HR practices for transparent and accountable purposes

Rules/procedures

- Public Service Management Act 1995
- Public Service General Orders
- Code of Ethics
- Public Finance Management Act
- DPM Circular Instructions

Decision

Representing these departments in the organization

- Department of Finance
- Department of Personnel Management
- Department of Auditor General

Recommendations

Provide financial audit advice to the Executive Management Team

8. CHALLENGES

Key challenges: appearing as legal counsel on the organizations behalf.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Bachelor preferably in Commerce or Economics.
- Must be registered Accountant

(b) Knowledge

- Statistical Services Act. 1980.
- Public Service Management Act
- Public Service General Order
- Public Finance Management Act
- Public Finance procedures and processes
- Other Government policies relating to systems.

(c) Skills

- ✓ Accounting
- ✓ Written and Oral (presentation) Communications
- ✓ Report Writing
- ✓ Analytical and Research
- ✓ Management
- ✓ Computer Literacy
- ✓ Be able to work in a team to initiate, plan and organize own work to meet deadlines
- ✓ Application of public service systems and processes

(d) Work Experience:

A minimum five (5) years working in audit and financial matters.