

JOB DESCRIPTION

JOB TITLE: INTERNAL AUDITOR		
DIVISION: Executive	BRANCH: Audit	SECTION: Internal Auditing
REFERENCE NUMBER: TPA10	DESIGNATION/CLASSIFICATION: Internal Auditor, Grade 10	POSITION No.: EXD.008
REPORTING TO: Chief Executive Officer	DIRECT REPORTS: Nil	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Internal Auditor Date:	APPROVED BY: Eric Mossman Uvovo Chief Executive Officer Date:

POSITION SUMMARY:

- The main objectives of the Internal Auditor are;
 - to assist the CEO and Executive Management team in developing and executing the Authorities audit plan, and take a lead role in the day-to-day execution of internal audits;
 - to identify risks associated with operational objectives and evaluate the controls in place to mitigate those risks in order to improve the effectiveness of risk management, control, and governance processes;
 - to provide value-added advice and support to external partners on the creation or modification of policies, procedures, processes, products, or services to ensure an appropriate level of internal control and compliance is maintained.
- The role provides timely, expert, and strategic information and advice to the CEO to facilitate effective decisions;
- The incumbent will be an advocate for PNGTPA and will work closely with the CEO to achieve and maintain the excellence standards set forth by Papua New Guinea Tourism Promotion Authority;

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the CEO to formulate divisional service strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist the CEO to plan, develop, and implementing strategies for Executive Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Executive Management;
- Provide timely, constructive, and objective feedback to Executive Team;

- Provide necessary information, logistics and support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Policy & Planning

- Lead the development, review, and implementation of tourism policies, procedures, and systems;
- Ensure that policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;
- Assist management, staff, and stakeholders with interpreting and applying all Tourism policies and procedures;

General Duties

- Ensure the Tourism Promotion Authority's business activities are in compliance with management instructions, policies, and procedures and in a manner consistent with the Authority's goals and objectives.
- Prepare Audit annual report and closely monitor the organization's Audit Program. Developing the internal audit strategic business plan and annual work program that outlines the objectives, priorities, and proposed internal audit coverage. Formulating staffing and budget requirements to help ensure that internal audit resources are effectively deployed.
- Coordinate the distribution of planned auditing tasks and ensures all senior staff is provided with copies of the Departmental Audit Program.
- Advise the Chief Executive Officer of the efficiency of the Agency's financial operation, recommending improvements in processes with a view to improving the cost-benefit ratio of the Agency's operations.
- Liaison role with various government departments and offices including the Department of Treasury, Finance, Auditor Generals' office, Ombudsman Commission, and senior offices with PNGTPA.
- Report all suspected criminal activities to respective authorities.
- Prepare an annual report to the Chief Executive Officer on the implementation of the Audit Program.
- Ensuring the timely completion of internal audit assignments and the prompt presentation of high-quality reports to the audit committee.
- Maintaining an appropriate process for monitoring and reporting the status of previously agreed internal or external audit recommendations or agreed recommendations from other review bodies.
- Undertake reviews of Agency/Departmental Accounting Policies to ensure adherence to laid down government policies and procedures, ensure managerial techniques provide the necessary audit trail, and ensure departmental procedures/policies are checked before changes are implemented.
- Review Risk Management and monitoring programs within the Agency to implement the corporate plan.
- Perform any other reasonable duties as directed by the Chief Executive Officer;

Quality Customer Service

- Ensure regularly meet with Executive Division staff and other divisions to obtain feedback on tourism policy and planning service systems and areas for development, and act on customer feedback to improve systems, processes, and procedures;
- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Executive Division teamwork and corporate with other team members with honesty and respect;
- Create a high-performing team culture in the Executive Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly by PNGTPA OHSE policies.
- Identify and develop Human Resources Risk Management strategies to safeguard the commercial interests of PNGTPA;

Quality of Work

- Ensure to coach and lead employees to display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Executive Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – *(must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).*

- Requires Bachelor's Degree in Accounting, Business Management, Public Administration or related fields.
- Minimum 3 - 5 years' work experience in a similar capacity in the public or private sector.
- Experience in various Policy Development and Planning practices and procedures;
- Strong working background in Public Services Financial Manual, Public Services Management Act.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;