

POSITION DESCRIPTION

Internal Revenue Commission

AM3643 - Senior Advising Officer, Fraud Prevention & Intelligence

Reporting to the Manager, Fraud Prevention & Intelligence, this position is responsible for coordinating Fraud Prevention & Intelligence Programmes of the Commission, to educate officers to detect and prevent tax fraud and theft against the Commission and to source and compile compelling information and evidence required for proper investigation and prosecution or disciplinary proceedings.

Key Responsibilities: -

- Supervise the operations of the Fraud Prevention & Intelligence Coordination Section in undertaking risk assessments, sourcing and analysing information, and formulating and implementing an effective Fraud Prevention Programme for the Commission
- Supervise and coordinate directions for proper assessment of all types of complaints made against IRC Staff, including the registration and classification of complaints, and directing staff to establish and register Case Files
- Maintain liaison with Policy and Legal Affairs for preliminary investigation legal interpretation and guidance. Providing procedural and other assistance that may be required for investigations into complex cases or complaints against the Commission Staff
- Provide coordination with Police or other Law Enforcement Agencies for support and assistance for Internal Investigators during their investigations.
- Maintain ongoing liaison with Senior Police and NACA personnel for regular exchanges of information and involvement in Special Project to investigate serious and complex crimes involving the commission's Clients and Staff
- Coordinate the overall Awareness and Education Programme for fraud prevention and control
- As directed, represent the Commission at inter-departmental and international conferences, meetings and multi-agency task force discussion

Expected Competencies

- Bachelors Degree in Criminology, Law, Accounting or a relevant discipline
- Good understanding, knowledge and practical experience with Public Finances Management Act 1995 and the Public Services Management Act 1995
- Good understanding of Tax Acts and Regulations
- High level experience within the security and disciplinary industry
- Have investigation and/or intelligence analysis skills
- Effective oral and communication and presentation skills

Applications close on 6 April 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview

