

POSITION DESCRIPTION

Internal Revenue Commission

AM3723 - Advising Officer, Internal Investigation

Our client, **Papua New Guinea Internal Revenue Commission (IRC)** is the agency responsible for the administration of PNG's taxation legislation. IRC is undergoing major reform and capacity building as it transitions from a Public Service Department to a Statutory Authority.

Improving the efficiencies and effectiveness of the IRC is critical to PNG Government policy and IRC is now seeking exceptional candidates who are dedicated to making a difference. This has created exciting opportunities for qualified persons to join this dynamic, "change focussed" organisation.

IRC is now recruiting for the following positions / grades:

Advising Officer, Internal Investigation - Grade 7

Reporting to the Manager Internal Investigation and is responsible for thorough Investigations into all registered matters relating to allegations against Commission Staff and to ensure that there are efficient, effective and timely Internal Investigation conducted into all registered cases of misconduct and corrupt, criminal and seriously improper conduct committed by Staff against the Commission.

Key Responsibilities:

- Improve integrity and reinforce public confidence in the implementation of Fraud Control and Management Programs in IRC
- Ensure internal investigations are completed thoroughly and on timely manner, and cases consistently dealt with or prosecuted in Court
- Conduct full, proper and timely investigations into all Matters reported and registered regarding complaints involving IRC staff
- Assist in maintaining coordination with Police or other Law enforcement Agencies for support and assistance for Internal Investigators during their investigations
- Prepare and provide briefings for Policy & Legal Affairs for preliminary investigations, legal interpretation and Guidance
- Maintain on-going liaison with Senior Police and NACA officers involved in the investigations into allegations of serious and complex crimes committed against IRC
- Promote high performance standards, attendance, work ethics and attitude, continuous improvements and diversity with the team, division and across IRC workforce.

Expected Competencies:

- Minimum Bachelor's Degree in Accounting, Law or relevant discipline
- Any certification or qualification in Prosecution highly desirable
- Minimum 3+ years strong experience within investigations and risk
- Knowledge and practical understanding of the Tax Acts and Regulations and PFM Act 1995
- Sound experience in maintaining internal integrity and control systems
- Ability to reduce or mitigate the risks/incidents of fraud and theft against the Commission and misconduct in the workplace
- Good analytical, investigative, communication and writing skills
- Strong report writing background.

Applications close COB Friday 21st December 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg 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