

POSITION DESCRIPTION

National Fisheries Authority

AM3747 - Internal Audit Manager

The **National Fisheries Authority (NFA)** is established under its own enabling legislation. It has a regulatory oversight over the Fisheries Sector on behalf of the government of PNG. NFA has international responsibilities in promoting and representing PNG's fisheries interest. NFA also manages international treaties (bilateral & multilateral) on behalf of the government with other third parties where required. Through internal reforms NFA would like to continue to be leader in the fisheries sector in the Pacific promoting sustainable and equitable fisheries development programs.

NFA invites applications from highly motivated individuals for the following positions.
The positions are based in Port Moresby.

Internal Audit Manager

This role reports to the Board Audit Committee functionally and administratively reports to the Managing Director or his delegate. The Internal Audit Manager is responsible for the Authority's Internal Audit function and will also be responsible for corporate compliance audit, corporate risk management, financial audit and special investigations. The Audit Manager will provide Secretariat support to the Internal Audit Committee of NFA and will coordinate all Auditor General's Audit (AGO) annual activities within the NFA.

Key Responsibilities:

- Conduct regular appraisal of the adequacy and effectiveness of NFA's systems of internal control and compliance of the systems including governance processes
- Audit and ascertain the means of compliance with established policies, procedures and by-laws
- Review operations or programs to ascertain if results are consistent with established or appropriate goals and objectives and if the operations and programs are carried out as planned
- Performance audits and appraise utilization of resources with regards to economy, efficiency and effectiveness of implementation outcomes
- Monitor and confirm implementation of recommendations made following audit appraisals, inspection, investigation, examination or reviews
- Coordinate and oversee all risk management activities by recommending development of tools and processes for fostering pragmatic approach to risk management and all levels with NFA
- Recommend improvements in procedures and systems to prevent waste, extravagance and fraud
- Assist with the development of internal control culture including training to staff
- Ensure that project milestones/goals are met and adhering to approved budgets
- Carry out other duties which fall within the broad spirit, scope and propose of NFA's safeguard policies.

Expected Competencies:

- Minimum qualification of Bachelor's degree in finance, accountancy or Masters in Business administration
- Must have financial management experience
- Familiar with the Public Finance Management Act with at least 10 years' experience in internal audit and risk management roles and functions including development and management of social safeguards
- Knowledgeable and experience in finance and accounting with industry specific and overall business knowledge of internal audit and risk management processes and systems
- Excellent written and oral communication skills in English language
- Demonstrated experience in research design, data collection, analysis, report writing, preparing and delivering presentations, working in project teams and working with stakeholders.

Applications close COB Friday 12th April 2019

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