



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

PUBLIC SERVICE COMMISSION  
ORGANISATION DESIGN & DEVELOPMENT  
APPROVED JOB DESCRIPTION

Form OD27

DATE: 12 / 09 / 2013  
SIGNATURE: [Signature]

### 1. IDENTIFICATION

AGENCY: <i>Public Services Commission</i>	SYS. POSN. NO:	REF. NO: <i>COMCS 018</i>
OFFICE:	DESIGNATION/CLASSIFICATION: <i>Internal Auditor, Grade 14</i>	
DIVISION:	LOCAL DESIGNATION: <i>Internal Auditor</i>	
BRANCH: <i>Corporate Services</i>	REPORTING TO: <i>Secretary</i>	SYS. POS. NO: REF. NO: <i>COMEX 001</i>
SECTION:	LOCATION: <i>Tan Investment Haus, Waigani (opposite Vulupindi Haus)</i>	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
O&AS3-2-20	12.09.2003	Created

### 2. PURPOSE

To ensure that all our activities are properly audited as scheduled in accordance with acceptable audit standards.

### 3. DIMENSIONS

Since this position oversees all activities for the Internal Audit, it has a total of one staff which report directly to the Secretary.

### 4. PRINCIPLE ACCOUNTABILITIES

- Provide fundamental audit work programs, processes and review on budgeting and financial management report to the Commission.

### 5. MAJOR DUTIES

- Develop a risk management strategy and meaningful risk management plans for the Commission.
- Develop and review audit programs for the evaluation of internal management controls within the Commission, and regularly examine and evaluate the adequacy and effectiveness of the systems of management controls in accordance with international audit standards.
- Plan and develop comprehensive audit programs relating to non-financial areas of activity in the Commission.
- Deliver endorsed audit programs in accordance with the acceptable audit standards and stipulated schedules.
- Maintain effective working relationships with Commission/Secretariat senior management and Secretariat staff.
- Provide and conduct research, develop audit manuals and training guides for Secretariat staff.

### 6. NATURE AND SCOPE



## 6.1 WORKING RELATIONSHIP

### Internal

- Commission members & Secretary – Briefing on annual audit programs and work plans, audit engagements and audit reports from Audit General's Office, governance issues arising from compliance audits and Audit Committee reports and meetings.
- Senior Management– Issues regarding audits on systems and procedures, governance and compliance issues and remedial actions.

### External

- Auditor General's Office – Assist AOG auditors on annual audits and provides necessary information required on audits, and queries made by AGO on Commission's management reports.

## 6.2 WORK ENVIRONMENT

This position plays specialise and technical role.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of Commission include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan (2011 – 2015)
- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Internal Public Services Commission Policies and Procedures

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of Public Services Commission.

## 8. CHALLENGES

- Commission is operating within limited resources. These limited resources include salary and allowances/benefits constraints, gender equality issues, culture issues and complicated and unfriendly concepts introduced in the Public Service thus making it difficult for Commission to progress one step further. In addition, gaps created as result of staff turnover the public, relevant portfolios and the Government more broadly need to understand this impact.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

*Essential and Desirable Requirements (formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)*

### Essential

- **Oral skills:** Liaises and negotiates effectively internally and externally on more complex matters. Chairs internal and external meetings. Leads consultations and uses presentations/meetings to influence group conclusions
- **Written skills:** Able to provide feedback on, and clear team briefs/correspondences and other written documents.



- **Policy analysis and development:** Able to identify and define policy/technical problems, provide feedback on and clear staff policy/technical documents and make sound policy/technical judgments. Develop policy solutions to serve the government while demonstrating public service standards of integrity.
- **Teamwork:** Able to work well with colleagues and effectively response to requests in a timely manner, and share relevant information within the Commission and with other stakeholders. Able to identify develop needs and build the capacity.
- **Meetings and stakeholder relationships:** Deliver advice to stakeholders clearly and effectively. High level of motivation and desire to satisfy staff of the Secretariat and external stakeholders. Represents and promotes the Commission and ensures proactive engagement with stakeholder.
- **Workload and time management:** Able to identify work priorities and manage multiple tasks to ensure competing deadlines are met.
- **Strategic planning skills:** Able to work with Commission & Secretariat management to identify divisional strategic goals and develop planning documentation to support the meeting of these strategic goals.
- **Leadership and staff supervision:** Able to demonstrate personal qualities of honesty, fairness, and professionalism.
- **Computing:** Able to demonstrate the use of computer applications such as using MS Word, performing complex tasks using MS Excel, creates presentation using MS PowerPoint, use of email and internet.

Desirable

- **Qualifications:** A Degree in Commerce, Accounting or other business related discipline from a recognized university, or other relevant appropriate professional experience is highly desirable.
- **Work experience:** Substantial relevant work experience in auditing and management experience would be highly regarded.
- **Job Specific skills:** Demonstrated detailed knowledge/understanding of auditing, its principles, range of Acts, laws and policies governing the work of Public Services Commission. Able to interpret and provide advice on these documents and formulate policy based on them. Demonstrate knowledge in budgeting, accounting, experience in the Integrated Financial Management System (IFMS), experience in the PNG Government Accounting System (PGAS), experience in working with and appearing before Internal Audit Committee and experience in performance and IT audits is highly desirable.

