

# Government of Tuvalu – Job Description



Position Title:	Head of Internal Audit	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	MFED	Internal Audit
Location:	Funafuti	
Reports to:	Secretary of Finance and Economic Development	

## JOB PURPOSE:

The Head of Internal Audit's role is to provide assurance on the effectiveness of the Government's internal control environment and identify opportunities for performance improvement.

Internal audit makes a valuable contribution to achieving the Government's objectives and to managing the Government's risks. The Head of Internal Audit has a positive influence on the entity's risk management, financial controls, operational controls and its performance.

## KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Provide constructive, effective and timely advice to Government on improving the systems and controls in place to address organizational risks.
2. Report to and establishing an effective Audit Committee.
3. Establish and develop the Tuvalu Government's three year internal audit strategy and annual work plan, based on the assessment of organizational risk.
4. 4. Formulate staffing and budget requirements to help ensure that internal audit resources are effectively deployed.
5. 5. Manage audits contracted to external providers.
6. 6. Overall performance of the internal audit function including the quality assurance and improvement process.

## MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1 .1 Advice to Government
  - 1.2 Through the Audit Committee make recommendations for improvements in controls and processes for the Government of Tuvalu.
  - 1.3 Advocate improvement in controls and process.

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- 1.4 Assist with design of efficient controls and procedures to mitigate organisational risk identified.
- 1.5 Monitor implementation of recommendations and assist in implementation of recommendations.

## 2 Audit Committee Management

- 2.1 Report to Audit Committee on the progress and results of audits conducted.
- 2.2 Report to Audit Committee on the progress of implementation of recommendations for improvements in controls and process.
- 2.3 Present to the Audit Committee the Strategic Audit Plan, Annual Audit Plan and Strategic Development Plan for approval and feedback. Take into account in these plans the Audit Committee's advice.
- 2.4 Perform the secretariat function for the Audit Committee including: organising meetings, scheduling meetings, keeping minutes, recording decisions.
- 2.5 Recommend private members to be appointed.
- 2.6 Perform investigations at request of the Audit Committee.

## 3 Strategic Planning

- 3.1 Updating the organisational risk matrix on a regular basis, including reviewing the risk ratings. This is to be performed through consultations with the relevant stakeholders; and review of relevant reports including Auditor-General's reports, Public Accounts Committee Reports, Public Expenditure and Financial Accountability Reports.
- 3.2 Using the updated risk matrix to revise the three-year Strategic Audit Plan and presenting the Strategic Audit Plan to the Audit Committee for review and approval.
- 3.3 Using the Strategic Audit Plan to update the annual audit plan and presenting the Annual Audit Plan to the Audit Committee for approval.

## 4 Formulating staff and budget requirements

- 4.1 Compiling resourcing requirements through consultations with the Audit Committee by referring to the Strategic Audit Plan and Annual Audit Plan
- 4.2 Submitting as part of the Ministry of Finance and Economic Development's budget, the IAU's resource requirements.
- 4.3 Revising the Strategic Audit Plan and Annual Audit plan to fit with the budget allocation received.

## 5 Managing of contract of Audits

- 5.1 Drafting and evaluating requests for proposals for contractor in conjunction with the CPU.
- 5.2 Drafting and entering into contracts with the successful bidder.
- 5.3 Providing input into the planning process of the contractor completing the audit, including the risks to be addressed.
- 5.4 Managing performance of the contractor in completing the audit.
- 5.5 Reviewing the reports of the contractor and providing feedback and input.
- 5.6 Performance of quality assurance processes on the contractor's work.
- 5.7 Finalising the reports of the contractor.
- 5.8 Presenting the findings to the Audit Committee and discussing the recommendations.

## 6 Managing performance of the Internal Auditt unit [IAU]

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6.1 Compiling the Annual Report of the IAU and presenting to the Audit Committee.

6.2 Performance of quality assurance review of the IAU.

6.3 Drafting, implementing and reporting on the Strategic Development Plan of the IAU.

### MANDATORY REQUIREMENTS:

Bachelor Degree in Accounting and or a Financial/Risk management field and at least 3 years' experience in internal audit, accounting or Financial/Risk environment.

Or

Diploma in Accounting and or a Financial/Risk management field, and more than 5 years' experience in internal audit, accounting or Financial/risk environment.

### DESIRABLE REQUIREMENTS:

Demonstrated extensive knowledge and expertise in auditing or related disciplines at a senior level in a large public or private sector organisation Superior negotiation, communication and interpersonal skills

Ability to manage and contribute to teams

Ability to liaise with a range of stakeholders, and build strong networks

Ability to make sound judgement, anticipate organisational risks and opportunities.

### IMPORTANT NOTICE

#### Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.

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