

Public Service Commission	
JOB DESCRIPTION	
Ministry to prepare and request Approval by the Public Service Commission. Please contact the Management Services Staff of the Public Service Commission on telephone 23337 if you need help in understanding what to do. Some question may be applicable to junior Posts.	
1	Job Title and location Principal Internal Auditor
2	Level Suggested by Ministry and determined by PSC G So 5.0
3	Post Number PSC to allocate a level to be used in all subsequent correspondence. 3003 Ascertain
4	Ministry Education
5	Department Office of the Director General (MoE)
6	Location Port- Vila
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or the Budget Papers for higher level Posts. To coordinate and provide independent financial audit service for the Ministry of Education
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. 9 Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Audit Program Administered 9.1 1) 60% of scheduled audits completed 2) Quarterly audit reports provided at the end of each quarter
8.2	Audit policy and plan 9.2 Policy and audit strategic plan are completed by 2014
8.3	Audit Budget Special audit investigation conducted 9.3 Budget is produce and implemented Number of investigations conducted per quarter
8.4	Review of central audit reports 9.4 50% of central audit report reviewed by June each year
8.5	Written audit report 9.5 50% of reports written & published
8.6	Audit working paper file Compliance with laws, procedures and regulations 9.6 50% of audit report filed 90 % of MOE financial dealings are in compliance with relevant laws
8.7	Auditing software (Teammate operation) 9.7 100% implemented
8.8	Audit reports are reviewed. 9.8 Quarterly report are produced and submitted to DG at the end of each quarter
10	DUTIES AND RESPONSIBILITIES Simple statements starting with action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/research/advice, preparing reports, external communication, administrative, legislative and what this particular job must achieve. For lower level jobs it will be specific e.g. deliver, record, type, maintain.
	Design and develop policy related to overall Auditing
	Develop and implement MoE financial audit Plan
10.1	Ascertaining the level of compliance with established government laws, policies, procedures, and plans including behavioural and ethical expectation
10.2	Reviewing and appraise the soundness and adequacy and application of accounting financial and other control in place to achieve goals.

10.3	Ensuring the economical, effective and efficient use of government resources	
10.4	Ascertain the effectiveness with which the government asset are accounted for and safe guided	
10.5	Conducting special investigation	
10.6	Ensuring the integrity and reliability of financial and operational produced by MoE divisions, schools and other educational support institutions	
10.7	Carry out other duties as directed by the Director General	
8	Reports Directly to Name of Posts and Level only.	Director General
9	Directly Supervises Name of Posts and Level, if any	Senior Auditor – Schools (3004) H Os 4.0 Senior Auditor – Central (3005) H Os 4.0 Assistant Auditor (3006)J Cs 2.3 Assistant Auditor (3007)J Cs 2.3
10	Frequent Internal Personal Contact with... ("Internal" means within the Ministry)	Directors and PEOs
11	Occasional Internal Personal Contacts with...	MoE Internal Audit Committee, MoE Finance Officers, MoE HR, Activity Managers
12	Frequent External Personal Contact with... ("External" means other Ministries and the Community)	MFEM Finance Officers, MFEM Auditor, National Bank of Vanuatu Officers, Other Line Ministries Auditors....
13	Occasional External Personal Contacts with...	Office of the Auditor General and External Auditor
14	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Give advise on good financial management
15	Special Condition e.g. if unusual work hours, equipment or travel	Occasional travel
16	Reason for Seeking Approval (e.g. Routine Revision of Existing Job Description, New Post, Regarding, Establish Post for a Temporary Employee ; State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Routing revision of existing Job Description.
17	MINIMUM QUALIFICATIONS TO BE SELECTED FOR THIS POST (Allow for some on-the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education in only one indicator of capacity to do the job.)	
17.1	Qualification:	Bachelor's Degree
17.2	Special Education	Business Studies, Accounting and Financing.
17.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or e.g. low or high level achievements in leadership, reports, advising clients, doing similar type of work etc	2-3 years' experience in the field of auditing of accounts either in public or a recognised private institution. Must be familiar with Government Audit legislation and procedures.
	Special Skills e.g. vehicle license, driving record, particular experience etc.	Supervisory skills, Good auditing skills, Investigation skills, Planning & report writing skills, Computer literate
17.4	Thinking Style	Analytical and practical thinker
17.5	Communication/Interpersonal skills	Good verbal and communication skills
18	Language "English or French and Bislama" is usual.	English or French and Bislama
18.1	Behaviour competencies	Punctual, patient, reliable, honest and

		accountable
18.2	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
18.3	Prepare in the Ministry by...	Name John J. Garoleo Sign Date 02/ 06 /2014
18.4	Certified by or for the DG that the Post fits with any Corporate Plan, and is required, and a Financial visa has been obtained from MFEM...	Name Jesse Dick Joe Sign Date 02/ 06 /2014
18.5	Checked by PSC for completeness and consistency; check structure; arrive at Level and Post Number.	Name <i>L. Pantes</i> Sign Date <i>25./06/2014</i>
19	DECISION OF PUBLIC SERVICE COMMISSION – (Approved; Deferred; Amended)	
	Name	Sign
	Date /06/2014	
20	Ministry advised and all records updated (PSC Action Officer).	LAURENT REP SECRET Name Date <i>27/06/2014</i> OPSC

