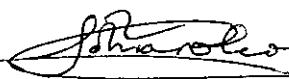
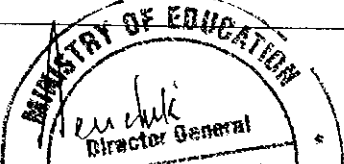
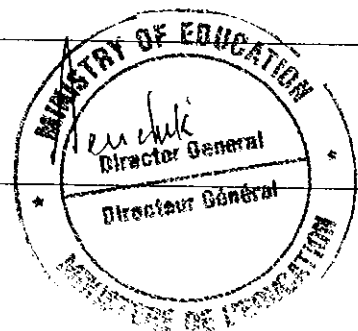


## Public Service Commission JOB DESCRIPTION

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.

<b>1</b>	<b>Job Title</b>	<b>Senior School Auditor</b>	
<b>2</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Level suggested by or for Director General . . . Os 4.0</b>	
<b>3</b>	<b>Post Number</b> PSC to allocate a level to be used in all subsequent correspondence.	<b>3004</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Office of the Director General (MoE)</b>	
<b>6</b>	<b>Location</b>	<b>Port Vila</b>	
<b>7</b>	<b>Purpose</b> "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 accomplish a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process and follow-up of Audit recommendations	
<b>8</b>	<b>Key Result</b> Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible	<b>9</b>	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Schools are audited in accordance with professional standards	<b>9.1</b>	1) 50% of schools audited  2) 6 monthly report on the effectiveness of the use of resources by schools
<b>8.2</b>	School audit reports are reviewed	<b>9.2</b>	50% of school audit report reviewed every 6 months
<b>8.3</b>	Special investigations conducted	<b>9.3</b>	Number of investigations conducted (6 monthly)
<b>8.4</b>	Audit working paper file	<b>9.4</b>	50% of audit report filed
<b>8.5</b>	Auditing software (Teamate operation)	<b>9.5</b>	100% implemented
<b>7</b>	<b>DUTIES AND RESPONSIBILITIES</b> 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.		
<b>7.1</b>	Maintaining a professional and structured and audit methodology which satisfies the requirements of school auditing.		
<b>7.2</b>	Provide and control the awareness throughout the schools.		
<b>7.3</b>	Assist the review of the economy with which resources in the schools are employed and conducting appraisals of efficiency and effectiveness in the use of such resources		
<b>7.4</b>	Appraising the effectiveness and application of administrative, financial and internal controls and the reliability of information developed within the schools		
<b>7.5</b>	Reviewing compliance with School Financial Management Manual and financial regulations and School Grant Code.		
<b>7.6</b>	Ascertaining the adequacy of controls for protecting the school assets and, where appropriate, verifying the existence of assets		
<b>7.7</b>	Conduct special investigation and reports review		
<b>7.8</b>	Making recommendations on matters arising to PEO Internal Audit and schools from audits and monitor proper implementation of School Management response		
<b>7.9</b>	Carry out other duties directed by Director General		

8	<b>Reports Directly to</b> Name of Posts and Level only.	PEO, Internal Audit
9	<b>Directly Supervises</b> Name of Posts and Level, if any	Assistant Auditor (3007)J Cs 2.3
10	<b>Frequent Internal Personal Contact with...</b> ("Internal" means within the Ministry)	School Management, teachers
11	<b>Occasional Internal Personal Contacts with...</b>	MoE Officers.
12	<b>Frequent External Personal Contact with...</b> ("External" means other Ministries and the Community)	School Council of Secondary and Primary Schools, Provincial Education Offices and Church Education Offices.
13	<b>Occasional External Personal Contacts with...</b>	MFEM Internal Auditor
14	<b>Impact of Decisions</b> (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 advice on good financial management.
15	<b>Special Condition</b> e.g. if unusual work hours, equipment or travel	Occasional travel to schools.
16	<b>Reason for Seeking Approval</b> (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	<b>MINIMUM QUALIFICATIONS TO BE SELECTED FOR THIS POST</b> (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	<b>Experience</b> 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.  Good knowledge of Government auditing laws and procedures
17.2	<b>Special Skills</b> e.g. vehicle license, driving record, particular experience etc.	Good auditing skills, Investigation skills, Report writing skills Computer skills,
17.3	<b>Education</b> Remember education is only one indicator of capability to do the job and is mostly "an advantage" or "highly desirable".	Diploma or Degree in Business Studies, Accounting and Financing.
17.4	<b>Language</b> "English or French and Bislama" is usual.	English or French and Bislama
17.5	<b>Good Character applies to all jobs.</b>	Patient, reliable, honest and punctual.
18	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
18.1	<b>Prepare in the Ministry by...</b>	Name: John J. Garoleo      Sign  Date 02/06/2014
18.2	<b>Certified by or for the DG</b> 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



18.3	<b>Checked by PSC</b> for completeness and consistency; check structure; arrive at Level and Post Number.	Name <i>L. Rantes</i> Sign <i>[Signature]</i> Date <i>25/06/2014</i>
18.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b> – (Approved; Deferred; Amended)	
18.5	<b>Ministry advised and all records updated (PSC Action Officer).</b>	Name <b>LAURENT REP</b> Sign <i>[Signature]</i> Date <i>27/06/2014</i> <b>SECRETARY</b> <b>OPSC</b>

