



**1. Job Description:**

<b>Position Title:</b> Internal Auditor	<b>Position No:</b> NMSAEX.003	<b>Grade:</b> 13
<b>Incumbent:</b> New- Proposed		
<b>Division:</b> Executive	<b>Branch:</b> Internal Audit	<b>Section:</b> Audit
<b>Immediate Supervisor:</b> CEO/GM	<b>Highest Subordinate/s:</b> NIL	<b>Position No.</b> -
<b>Location:</b> Headquarter, Port Moresby		

<b>History of Position</b>		
	<i>Date of Variation</i>	<i>Details</i>

**2. Position Purpose:**

This position will undertake independent audit of the Authority's systems and processes and assure Management and the Board, the best practice solutions towards governance, risk management and the controlled mechanisms are sound and reliable.

**3. Dimension:**

- Staff: Nil
- Operating Budget: Nil
- Equipment and facilities: Office Equipment & Facilities

**4. Nature and Scope:**

- **Reporting Relationships**
  - This position reports to the Chief Executive Officer administratively and functionally to the Board.
  - Works closely with other line managers concerning activities that are been audited.
- **Work Environment**
  - Located at the NMSA Head Office, Port Moresby
- **Constraints, Framework and Boundaries**

National Maritime Safety Authority Act, Internal Audit Act, Public Finance Management Act, National Maritime Safety Authority Policies and Procedures, Labour & Employment Act and relevant Acts that are pertaining to matters that are been audited.
- **Challenges**
  - Ensure appropriate reporting structure framework within National Maritime Safety Authority.
  - Ensure all auditable areas are identified and documented.
  - Timely reporting to Senior Management and the Board.
- **Working Relationships**

Internal

- Works with General Manager, Board, and all line managers.

External

- Works with Auditor General's Office, External Auditors and Government Agencies.

- ***Qualifications, Knowledge, Skills, Experience***

Qualification

- Minimum Qualification is a Bachelor’s Degree in Accounting, Commerce, and or Finance and Administration.

Knowledge

- Professional practice of Internal Auditing
- Application of relevant Acts and policies
- Application of best-practice and governance processes.

Skills

- Interpersonal Skills
- Negotiation skills
- Investigative and audit skills
- Analytical and problem solving skills
- Very good report writing skills
- Applied knowledge of Microsoft office applications

Experience

- Minimum of 3 – 5 years’ experience in Auditing or similar role.

**5. Principal Accountabilities & Service Standards**

- Provide periodical reports to Senior Management and the Board.
- Ensure compliance to acceptable financial and management policies within National Maritime Safety Authority.
- Assist and advice departments of their non-compliances and build controls and process in order to comply with establishment of applicable standards.
- Undertake periodic audits as per the internal audit plan.
- Ensure risk assessments of auditable areas in the financial, operational and administrative processes and systems are undertaken and documented.
- Evaluate the effectiveness of the systems and the recommend suitable and efficient internal controls.
- Identify nonconformities and follow-up on corrective actions.

**6. General Responsibilities**

These are standard to all NMSA Job Descriptions.

1. To adhere to all NMSA policies and directives including NMSA Act, Department of Transport Act/Regulations, HR policy Manual, and other relevant Acts and Policies & Procedures
2. To adhere to all employees’ responsibility and appropriate conduct stipulated in HR policy Manual
3. Equal Employment opportunity to promote equality of opportunity wherever possible
4. To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA/Maritime Safety Act and OHS Act of PNG
5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised
6. To “Walk the Talk” the NMSA Values, guided by her Vision and accomplishing the Mission
7. To undertake such other duties as may be reasonably instructed or assigned by the Executive Personal Assistant to GM/CEO.

**Job Description Document Confirmation Section**

Job Title: \_\_\_\_\_

Job Grade: \_\_\_\_\_

Division/Department/Section: \_\_\_\_\_

I have read and understood and hereby confirm that this is a true and accurate reflection of this job.

\_\_\_\_\_  
**Job Holder – Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Manager – Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**