

**MINISTRY OF JUSTICE
JOB SPECIFICATION & DESCRIPTION**

JOB TITLE: Chief Internal Auditor (FMG/AS 4)

DEPARTMENT: Internal Audit

JOB SPECIFICATION

Core Functions:

Under the direction of the Permanent Secretary, the incumbent is to ensure that Government's policies and procedures are adhered to and internal controls are adequate to maintain the integrity of the Ministry's operations.

MINIMUM REQUIREMENTS:

(a) Specific knowledge (however acquired) required to start:

- Knowledge of internal audit techniques and auditing standards
- Knowledge of F.A.A. Act, Staff Orders and Public Service Regulations
- Knowledge of accounting principles and standards
- Knowledge of management practices and principles

(b) Qualifications and Experience

- Professional Accounting qualification such as ACCA; CPA, CIA or Advance degree and 5 years in senior auditing position
- First degree in Accounting/Management Studies and ten years in a senior auditing position

(c) Required Skills and Specialised Techniques

- Excellent knowledge of auditing standards and procedures including value for money audit
- Excellent knowledge of the organization's policies and procedures
- Excellent analytical and problem solving skills
- Excellent interpersonal and customer service skills
- Excellent presentation, oral and written communication skills
- Excellent planning and organizing skills

- Ability to lead and work in team
 - Working knowledge of relevant computer application
 - Sound knowledge of the FAA act
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Working Conditions

- Agreeable office environment
 - Travelling
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JOB DESCRIPTION **REPORTING RELATIONSHIPS**

Reports To: Permanent Secretary
Audit Committee

Nature of Reporting Relationship:

Periodic supervision based on functional policies

Supervision Given To:	Nature of Supervision Given
(a) Directly:	Audit Supervisor Secretary
(b) Indirectly:	Auditors

Functional Relationships

Indicate positions/departments over/from which the position:

- (a) **exercises functional authority:** Senior Auditor
 - (b) **receives functional direction:** Permanent Secretary
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LIAISES WITH:

Internally: **Nature of Contact:**

Permanent Secretary	Requesting/providing information
Chief Technical Director	Audit Reports/Audit Plan
Chairman Audit Committee	Requesting/providing information/implementing
Heads of Divisions	
Staff, departments/Units	Requesting/providing information/implementing
Externally:	Nature of Contact:
Consultants	Requesting/providing information
Other Ministries and Entities	Requesting/providing information
Other Organisations	Requesting/providing information

JOB DESCRIPTION

Key Outputs

- Corporate/Operational/Work plans prepared
- Technical Advice provided
- Audit Plan and Programme developed
- Audit Reports prepared
- Audit Procedures instituted
- Recommendation/ Advice provided
- Audit executed
- Competent staff

Responsibilities and Duties:

Management:

- Provides technical advice to Permanent Secretary, Head of Departments and Agencies and other relevant personnel on audit and regulatory matter;
- Provides advice on risk management issues including matters related to the operations of the Ministry and its Departments/Agencies;

- Advises the Permanent Secretary on the need for special studies to investigate deviation from established procedures and operational inefficiencies;
- Participates in the development of the strategic direction of the Ministry;
- Leads the development and implementation of the Unit's Budget, Corporate Operational and Work plans;
- Implements and maintains Government policies and procedures to guide the operation of the unit;
- Facilitates the administration of the Audit Committee and contributes to the continuous improvement of the Audit process within the Ministry and its Departments and Agencies;
- Provides advice and guidance to the Audit Committee;
- Represents the Ministry at meetings, conferences and other functions.

Technical:

- Develops work plans in consultation with the Heads of Department, Agencies and Audit team;
- Develops one year audit plans in consultation with audit team leaders to include the priority level of each assignment, time scheduled and the deployment of staff;
- Manages the process for the review of organizational activities in order to determine its compliance with legislative and policy parameters;
- Manages the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the Ministry;
- Reviews and validates the working papers of all audits undertaken by the Internal Auditors;
- Reviews audit reports and making recommendations for changes in processes and procedures;
- Monitors audit findings and make recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhere to;
- Liaises with the Auditor General to develop an agreed Auditing standards and procedures;
- Visit team leaders off site to ensure compliance with rules, policies and procedures

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and /or initiates corrective action where necessary to improve performance and /or attaining established personnel and/or organizational goal
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the need of the Division

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goal

Other

- Keeps abreast of trends and changes in Audit standards and processes and makes recommendations for their adoption where necessary to enhance the Ministry's operations
 - Such other duties and responsibilities as may be determined by the Permanent Secretary from time to time.
 - Perform any other related duties as assigned.
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AUTHORITY TO:

- Manages the department's operating budget
 - Leads a staff of 10 persons
 - Signs audit reports
 - Determines audit actions
 - Authorises the validation of any system revised or implemented
 - Recommends
 - leave
 - disciplinary action of direct reports
 - promotion of direct reports
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PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Confidentiality and integrity are exercised in the performance of duties
- Risk assessment is conducted in accordance with government audit procedures
- Audit recommendation leads to improved operations
- Audit plans and programmes are comprehensive, accurately prepared, submitted within the agreed time frame and budget in accordance with established policies and procedures
- Working papers and reports are accurate, clear and concise and prepared in accordance with established guidelines

- Operational plan is prepared within established format, time frame and supports the strategic objective of the Ministry
 - Recommendations/Advice are sound and are in accordance with established guidelines
 - Findings are accurate and supported with audit evidence
 - Welfare of staff is clearly identified and addressed
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This document is a true and accurate description of the position.

Incumbent/s

Date

Name of Supervisor

Job title of Supervisor

Signature of Supervisor

Date

Validation

The Head of the Division's agreement as signified below has validated this document

Incumbent/s

Date

Prepared by: