



INTERNAL ADVERTISEMENT

POSITION INFORMATION

Position Number: UNRE IAU 001
Position Title: Internal Auditor
Employee Class: Administrative
Grade: 11.1

JOB POSTING LOCATION

Section: Internal Auditors Unit
Department: Chancellery
Location: PNG UNRE Vudal Campus
Reports To: Vice Chancellor
Supervised By: Vice Chancellor
Start Date: 2018
Contract: 3 years

Background

The mission of PNG-UNRE is to help develop the sustainable use of our diverse natural resources and environment through quality education and research. To achieve this, we are committed to producing graduates with the skills and knowledge required to help lead our agricultural, fisheries, forestry and tourism industries, and to carrying out research designed to address the problems faced by these industries. PNG UNRE is committed to operating ethically and transparently, ensuring financial rigour, in all our transactions.

Responsibilities

The Internal Auditor will be responsible for ensuring that PNG UNRE maintains an effective internal control structure that provides rigorous assurance of the financial management of ALL our assets. They will be responsible for:

- Ensuring that the conduct of ALL the University's financial transactions, is transparent, accountable and efficient.
- Ensuring that the management of our finances is robust and able to detect and prevent irregularities and unauthorized use or misuse.
- Overseeing our system of financial records and other relevant database, ensuring they completely and accurately reflect the entire operational activities of the University and permit the timely preparation of financial information. Including the farm and KAIRAK. These should be routinely kept up to date, and NEVER be more than two months old.
- Providing sound advice to the Vice Chancellor on related financial matters where necessary
- Reviewing and amending the University's Internal Control or Procedural Financial Manual annually.
- Any other duties as directed by the Vice Chancellor.

Essential Qualifications and Attributes

- Must have a degree in Accounting or Business Management
- Must be competent in the use of a range of financial software
- Have a proven track record in meeting deadlines
- Must have the ability to produce financial reports that are clearly written
- Must have experience with working with government departments

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- Proven experience of working with range of external partners and institutions in PNG and internationally
- Proven ability to develop a system to ensure financial accountability

Desirable attributes

- An MBA
- Member of CPA PNG or Institute of Internal Auditors
- The ability to drive economy savings

Expected Knowledge Base

- Public Financial (Management) Act
- Public Service Management Act
- Public Service General Order 4th edition
- International Accounting Standard
- International Auditing Standard
- PNG Tax Laws and Practices

Salary Range:

Grade 11.1 [K59,271 – K61,444-, K63,882- K65,855, K68,030 – K70,466-K72,441] Plus appropriate DMA. [K5, 231-K5, 377-K5, 462-K5, 763-K5, 953-K6, 038]

Applications must be labeled (Advert 1/2018) and should reach The Senior Assistant Registrar Human Resource Management, PNG UNRE, PMB Services, Kokopo, and East New Britain, Papua New Guinea by **20th March, 2018**.

For further information contact Human Resource Management by phone :(675) 987 1296 or email: jlowe@unre.ac.pg or rteko@unre.ac.pg

Only shortlisted applicants will be contacted for an interview after the closing date. If you do not hear from Human Resources Management within a month of the closing date, consider your application unsuccessful. PNG UNRE thanks you in advance for your interest in the University.

PRIORITY WILL BE GIVEN TO APPLICATIONS FROM CURRENT UNRE STAFF
UNRE is an equal opportunity employer and does not discriminate on the grounds of ethnicity, age or gender.

AUTHORIZED BY THE VICE CHANCELLOR

Professor John Warren

Date: