



FFA

APPLICANT INFORMATION PACKAGE

INTERNAL AUDIT ASSISTANT

This position is a “Position advertised Locally” and is open to residents of Solomon Islands only.

CLOSING DATE – 6 JANUARY 2021

HOW TO APPLY -

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

All applications are to be addressed to; ***Manager Human Resources, Forum Fisheries Agency, 1 FFA Road, Honiara, Solomon Islands***

All applications to be submitted by email to recruitment@ffa.int

For any enquiries: please contact recruitment@ffa.int

Contents

1. HOW TO APPLY	1
2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY	3
2. TERMS OF REFERENCE	4-10
4. REMUNERATION PACKAGE – TERMS and CONDITIONS	11-12

2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.”

The Mission of the Forum Fisheries Agency is: “Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.”

The work of the Agency is delivered through two programs: Fisheries Management and Fisheries Development.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders’ call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services.

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Internal Audit Assistant
Work Unit:	Internal Audit
Responsible To:	Internal Auditor
Responsible For:	Support management to maintain FFA enterprise risks at an acceptable level.
Job Purpose:	This job exists to contribute to the improvement of FFA's governance, risk management and control processes.
Date:	December 2020

FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

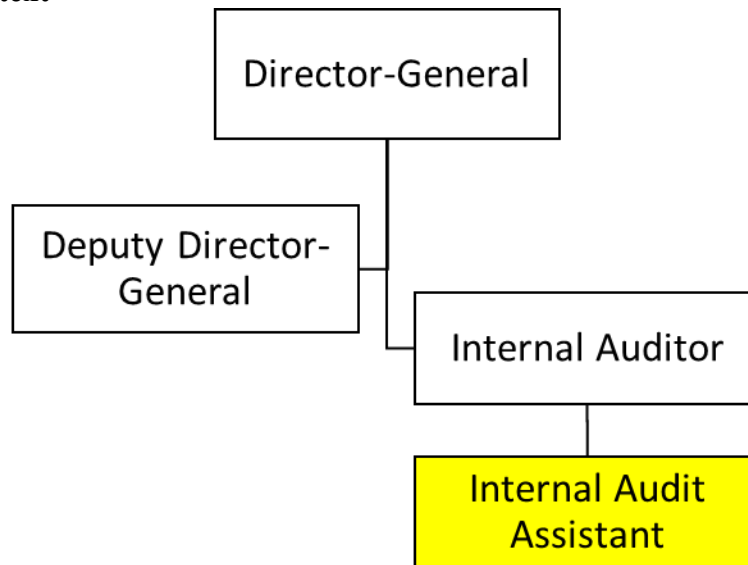
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020-2025

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas:

1. Monitoring of enterprise risks and related controls as required under the FFA risk based cyclical plan
2. Effective compliance with key provisions of relevant legislation, regulations and policies with assessment of risks and controls

3. Assess operational efficiency and effectiveness
4. Conduct reviews required by business units or executive
5. Document Management

The performance requirements of the Key Result Areas are broadly described below:

is accountable for	and is successful when
<p>KRA 1: Continuous Monitoring of enterprise risks and related controls</p> <ul style="list-style-type: none"> • Review risks in accordance with the cycles and timelines indicated in the FFA risk based cyclical plan. • Update organisational risk register on a regular basis. • Assess adequacy of controls using the ‘Team Risk’ module of ‘TeamMate’. • Communicate results of audit to relevant internal stakeholders via the Internal Audit Report template. • Discuss and agree with the Divisions, results of review and actions for improvement if any. • Populate work done, issues and results with agreed actions for improvement in the ‘EWP’ module of ‘TeamMate’ and release to ‘TeamCentral’ module for tracking and follow up of issues and agreed actions. • Follow up implementation of agreed action by the agreed date or in the next cycle of review and update progress in the ‘TeamCentral’ module of ‘TeamMate’. 	<ul style="list-style-type: none"> • Risks and controls assessment completed within required timelines and cycles. • Risks mitigation actions are implemented on a timely basis. • Work done and results with agreed management actions for improvement populated in ‘EWP’ and agreed actions tracked in ‘TeamCentral’. • Implementation of agreed actions communicated to relevant staff and updated in ‘TeamCentral’.
<p>KRA 2: 2. Effective compliance with key provisions of relevant legislation, regulations and policies with assessment of risks and controls</p> <ul style="list-style-type: none"> • Review compliance with key provisions of relevant legislations, regulations and policies. • Integrate compliance review with assessment of risks and controls 	<ul style="list-style-type: none"> • Review is completed within the required timeline • Root causes for non-compliance identified and reported with recommendations for improvement. • Work done populated in “EWP” and agreed actions tracked in ‘Team Central’ of TeamMate. • Implementation of agreed actions communicated to relevant stakeholders and updated in ‘Team Central’ of TeamMate.

is accountable for	and is successful when
<p>KRA 3: Assess operational efficiency and/or effectiveness</p> <ul style="list-style-type: none"> • Assist Divisions/Units in developing measurable indicators to assess efficiency and effectiveness • Assess efficiency and/or effectiveness using the agreed indicators. • Complete and communicate results of review within the agreed timeline. • Populate work done, results and agreed management actions in ‘TeamMate’ ‘EWP’ and track in ‘TeamCentral’. • Follow up implementation of agreed actions by the implementation due dates and update action taken in ‘TeamCentral’. 	<ul style="list-style-type: none"> • Measurable indicators for reviewing efficiency and effectiveness develop and agreed with Divisions/Units • Audit completed within the required timeline and results reported with management agreed actions. • Management agreed actions followed up by the implementation due dates and action taken communicated to relevant internal staff and updated in the ‘TeamCentral’ module of ‘TeamMate’.
<p>KRA 4: Conduct reviews required by Divisions or Executive</p> <ul style="list-style-type: none"> • Assist the Internal Auditor develop objective, scope and timeline for requested reviews • Confirm results/outcome of the review with the relevant units/divisions and agree actions for improvement. • Complete and report results of the review within the agreed timeline. • Populate work done, results and agreed management actions in ‘TeamMate’ ‘EWP’ and track agreed actions in ‘TeamCentral’. • Follow up implementation of agreed actions by the implementation due dates and update action taken in ‘TeamCentral’. Conduct ad hoc reviews required by units or Divisions or executive. 	<ul style="list-style-type: none"> • Audit completed within the required timeline and results reported with management agreed actions. • Executive decision on report is obtained • Executive approved actions identified and implemented. • Management agreed actions followed up by the implementation due dates and action taken reported and updated in the ‘TeamCentral’ module of ‘TeamMate’.
<p>KRA 5: Documentation Management</p> <ul style="list-style-type: none"> • Ensure that all audit work papers including documentary evidences relating to each Audit/Review are uploaded and properly kept in the ‘TeamMate’ audit management software 	<ul style="list-style-type: none"> • Documentation and records are up to date and align with best audit practices

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

<p>Work Complexity</p> <p>The most challenging duties typically undertaken:-</p> <ul style="list-style-type: none"> • Meeting timelines required under the risk based cyclical plan. • Maintaining confidentiality in the performance of duties • Clear, simple and precise written communication. • Maintaining confidentiality and objectivity in the performance of duties.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • External Auditors • Association of Internal Auditors, Solomon Islands 	<ul style="list-style-type: none"> • Provide information when required • Clarify information • Follow up implementation of external auditors’ recommendations • Professional development and networking
<p>Internal</p> <ul style="list-style-type: none"> • Internal Auditor • Managers and Divisional Directors • Finance Team 	<ul style="list-style-type: none"> • Direction, supervision, professional guidance and capacity development • Consultation on audit related matters • Knowledge and guidance existing systems and processes • As above

Level of Delegation

<p>The jobholder does not have delegation authorities but is responsible for managing his/her time and daily tasks and deliverables. The jobholder will be required to liaise with Units/Divisions to obtain information and to convey information in line with the specified Key Result Areas</p>
--

Person Specification

Essential	Desirable
<p>Qualification</p> <ol style="list-style-type: none"> 1. A minimum qualification of an undergraduate degree in Auditing, Commerce, Finance, Accounting, Enterprise Risk Management, Information Technology (IT) or Corporate Governance. 	<p>Demonstrated ability to assess IT risks and recommend improvements to controls.</p>
<p>Experience</p>	

<p>2. At least 5 years’ of continuing practical experience conducting and reporting results of risk-based audits using the audit management software ‘TeamMate’.</p> <p>Abilities</p> <ol style="list-style-type: none"> 1. Demonstrated ability to conduct and report the results of an audit in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i>. 2. Demonstrated ability to use ‘TeamMate’ to manage audits. 3. Demonstrated ability to effectively communicate and express information orally and written. 4. Demonstrated ability to work effectively and collaboratively at varying levels of the organisation, including peers, managers, advisers and divisional directors. 	
---	--

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> • Integrity • Objectivity • Confidentiality • Competent • Professional skepticism • Critical thinking and business acumen • Information Technology skills • Clearly and tactfully convey thoughts, ideas and suggestions in meetings, presentations, interviews and negotiations with business unit managers and directors. • Interpersonal skills. • Ability to ask the right questions. • Analytical/critical thinking.
Advanced Level	<ul style="list-style-type: none"> • Root cause analysis. • Initiative, self-directed. • Composed and focused in ensuring the audit is objectively accurate and exhaustive.
Working knowledge Level	<p>Knowledge of:</p> <ul style="list-style-type: none"> • FFA Values and Code of Conduct • FFA Convention, Staff and Finance Regulations and all policies • FFA systems and processes • National and regional fisheries issues • International Standards for the professional Practice of Internal Audit • International Professional Practices Framework (IPPF) for Internal Audit

Awareness	Aware of: <ul style="list-style-type: none"> • FFA Vision and Mission and core business • FFA Strategic Plan, Statement of Intent and Annual Work Program and Budget • Divisions and their respective roles in achieving the overall goals • FFA responsibilities to its primary stakeholders • Environmental context in which FFA operated.
-----------	---

Key Behaviors

All employees are measured against the following Key Behaviors as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation

4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duration:	Appointment is for a term of four years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance.
Grade:	Appointment will be at Band 8 of FFA’s authorised salary scale for Positions Advertised Locally
Salary:	The basic salary range for this position is; <i>Band 8</i> <i>Min. SBD\$117,406.00 Midpt. SBD\$146,757.00 Max. SBD\$176,109.00</i>
	Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.
Term:	Appointment is subject to a satisfactory medical examination, as well as a 6 months’ probationary period. The probationary period may be varied by the Director General. An appointment is terminated by (i) completion of term of contract (ii) one month’s notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.
Superannuation	FFA will make superannuation payment as required by the laws of Solomon Islands.
Insurance:	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
Annual Leave:	22 working days per annum
Sick Leave	36 working days per annum.
Other	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
Public Holidays:	In accordance with Solomon Islands public holidays.
Leave	Entitled to one return fare a year to their home island for themselves, spouse and dependent children providing they do not already enjoy such an entitlement from another source.
Medical Benefits:	All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-house

	Medical Scheme. FFA medical scheme is covered by insurance against exceeding limits.
Definition of Dependent child”	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is – (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
Other Allowances:	Housing Allowance of SB\$72,000 pa. paid at SB\$6,000 per month

* Not applicable to permanent resident or citizen of Solomon Islands.

Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.

Both men and women are invited to apply.