



## POST PROFILE

### CHIEF INTERNAL AUDITOR GRADE 6

#### POSITION IN THE ORGANISATION

The Chief Internal Auditor serves under the Office of the Secretary and is accountable to the Secretary of the National Council. He/she assess how well the National Council is managing risk and working in co-operation with finance and human resource team to ensure that he/she use a systematic methodology to explore how well internal processes are working and whether risk and operations can be improved.

#### Generic Job Description

This job category includes personnel involved at operational level with assessing and improving the adequacy, efficiency and effectiveness of risk management, internal accounting controls and governance processes: appraisal of financial, administrative and operational procedures and systems: the performing of risk assessment: the producing of audit reports and the serving as an advisory for improvements and/or corrective action where necessary.

This level includes personnel who supervise occupationally related operational staff and if necessary overhead supervision of supporting staff.

#### Main duties of the job

- Compiling of annual internal audit program;
- Responsible for the planning and execution of audit engagements;
- Ensure that proper documentation of audits performed and conclusions reached;
- Report on audit engagements;
- Compile and maintain Internal Audit Manuals and assisting in training of internal auditors under his/ her supervision;
- Develop Internal Audit standards and norms and regulating the use and implementation thereof,

- Liaise with the Office of the Auditor General on matters relating to government accounting, control systems and audit functions;
- Conduct special inspections and investigations as deemed necessary and required;
- Control and supervise the expenditure of the division;
- Provide leadership to the division;
- Ensure, through supervision and review, that auditing tasks are carried out in accordance with the approved programmes, conform to auditing standards prescribed by Treasury and are completed in time;
- Provide in-service training to, and guide junior staff as considered necessary;
- Follow-up, within reasonable, whether recommendations made to directorates, divisions and sub-divisions have been implemented and report results to management;
- Compile submissions to management as well as to Treasury to obtain approval for carrying of all auditing activities as per annual work programme and in accordance with State Finance Act, 1991;
- Perform any other official functions as may be directed by the Secretary of the National Council.

**Personal attributes:**

- Good organization skills
- An excellent eye for detail
- Good time-management skills
- The ability to think objectively
- High emotional intelligence
- Good verbal and written communication skills
- The ability to form good professional relationships
- Computer skills (especially in MS Word and MS Excel)

**Knowledge of Appropriate Legislations:**

Public Service Act, Public Service Staff Rules, Public Service Regulations, Public Procurement Act, Treasury Instructions; other Rules and Regulations