



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: PRINCIPAL AUDIT & COMPLIANCE OFFICER

PARTICULARS OF THE POSITION

1. Position level: Band I
2. Salary Range: \$43,296.50 - \$55,508.50
3. Duration: until retirement age of 60 years
4. Duty Station: Suva
5. Reporting Responsibilities;
 - a) **Reports To** : Permanent Secretary
 - b) **Subordinates** : Senior Customer Service Officer, Senior Accounts Officer
 - c) **Liaises with: Internal** - Department and Ministry staff
 - d) **External** - Municipal Councils, National Fire Authority, Others Ministries and Departments, Statutory Bodies, Development Partners, Private Sector and International Organizations and General Public.

THE POSITION

The Principal Internal Audit and Compliance Officer at the Ministry of Local Government will play a pivotal role in ensuring the effectiveness and integrity of internal controls, risk management, and compliance processes within the organization. This leadership position demands a seasoned professional with a strong background in internal auditing, regulatory compliance, and the ability to drive a culture of accountability.

KEY DUTIES

The position will achieve its purpose through the following key duties:

1. Develop and execute comprehensive internal audit plans to assess the effectiveness of internal controls and financial processes at the Ministry of Local Government, Municipal Council and National Fire Authority.
2. Conduct risk assessments and identify areas for improvement in internal control structures.
3. Monitor and ensure compliance with relevant laws, regulations, and policies.
4. Establish compliance frameworks and procedures to mitigate potential risks.
5. Collaborate with senior management to align internal audit and compliance activities with organisational goals and objectives.
6. Provide strategic insights and recommendations to enhance operational efficiency and effectiveness.
7. Lead, mentor, and manage a team of internal auditors and compliance professionals.
8. Foster a culture of continuous improvement, professional development, and ethical conduct within the team.
9. Prepare and present clear and concise reports to senior management and relevant stakeholders.
10. Communicate audit findings and recommendations in a constructive manner, facilitating meaningful change.