



OFISA O LE KOMISI O FAIGA PALOTA

OFFICE OF THE ELECTORAL COMMISSION

"O lau palota, o lou leo | Your vote, is your voice"

Please address all correspondence
to the Electoral Commissioner

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JOB DESCRIPTION

INTERNAL AUDITOR & INVESTIGATION OFFICER

Our Vision: To become a leading electoral management institution in the Pacific region that conducts free, fair, and inclusive elections and referendums

Our Mission: Strengthening our partnership with key stakeholders to implement robust voting and electoral systems that mirror international best practices in accordance with the law and serving the people of Samoa to the highest standards envisioned in our Service Charter

OUR VALUES		
Acting Honestly , being truthful, and abiding by the laws of Samoa	Providing Impartial advice, acting without fear or favour, and making decisions on merit	Serving the people well through faithful Services to the Government
Treating the people, the Government, and colleagues with courtesy and Respect	Maintain Independence in decision-making and action	Effective and efficiency – achieving good results for Samoa in an economical way
Transparency & Accountability: Taking actions and making decisions in an open way, being able to explain the reason for actions taken, and taking responsibility for those actions		Maintain Independence in decision-making and action.
DIVISIONAL GOALS		
To enhance and protect OEC’s organisational values by providing risk-based audits and objective assurance, advice, and insights. Mitigate risk and ensure efficient and appropriate processes and internal controls across OEC's Key Operational and Financial activities.		
JOB DETAIL SUMMARY		
Position	INTERNAL AUDITOR & INVESTIGATION OFFICER	
Position Code	EV000047	
Division	COMMISSIONER’s PORTFOLIO	
Grade	A16/A17	
Salary	Salary Min: \$55,431 – Salary Max: \$75,709	
Responsible to	Electoral Commissioner	
Responsible for	Undertake audits, including risk and control management, over operations’ effectiveness, financial reliability, and compliance with applicable legislation and directives.	
Number of Staff holding this post	1	
Number of staff supervised	0	
KEY RESULT AREAS		
Audit Charter	Internal Controls	Risk Assessments
Compliance	Audit Plans & Reports	Investigation
RESPONSIBILITIES AND DUTIES		
Audits		
1. Undertake audits of internal processes and systems in compliance with relevant legislation and report to the Electoral Commissioner on audit findings and recommendations.		

2. Conduct physical inspections of all OEC assets. Report on the inspection result to the Electoral Commissioner

Investigations

3. Conduct investigations on irregularity reports issued by Corporate Services in compliance with the Public Finance Management Act (PFMA), 2001, Treasury Instructions 2013, and regulations. Report investigation findings and appropriate recommendations to the Electoral Commissioner.
4. Investigate reported incidents of staff misconduct as directed by the Electoral Commissioner.

Risk Assessments

5. Review internal control systems in compliance with relevant legislation, regulations, and policies and report to the EC on review findings and measures for improvement.
6. Develop a Risk Management Plan for OEC
7. Assist with risk assessment across Government

Reports and Follow-ups

8. Conduct follow-up audits and investigation recommendations on comprehensive issues identified in audits and investigations.
9. Prepare and submit monthly progress reports to the Electoral Commissioner

Management

10. Handles and resolves the more complex inquiries, complaints, and problems, and ensures a high standard of client service.
11. Maintain and update work plans weekly to ensure in line with the Internal Audit Charter

JOB COMPETENCIES / SELECTION CRITERIA

SKILLS & ABILITIES:

1. Strategic Thinking

- Understands organizational direction and sets work tasks that align with the strategic objectives.
- Understand the relationship between self and OEC goals.
- Recognize the impact of operational work on OEC's direction.
- Undertakes objective, critical analysis and draws conclusions or weighs options based on evidence.
- Determined and passionate about meeting operational goals and possesses a positive attitude toward change.

2. Building and Sustaining Relationships

- Commits to client service and builds and sustains relationships within the organization and across the public service.
- Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders and clients
- Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the Divisional level
- Encourages and motivates people to engage in continuous learning and activities to sustain morale.
- Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.

3. Achieve and Deliver Results

- Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities
- Responds flexibly to changing circumstances, deploys resources wisely, and identifies optimum resourcing combinations
- Adopts a planned approach to the management of programs, defines high-level objectives, and supports translation into implementation strategies

- Supports a culture of achievement and ensures planned projects/targets are monitored to achieve expected outputs
- Strives for quality and ensures compliance with regulatory requirements

4. Leadership

- Shows ability to lead and manage planned targets with a commitment to achieving the same
- Shows confidence and willingness to lead targets
- Shows sound analytical and innovative skills and commitment to carrying out duties

PERSONAL ATTRIBUTES:

1. Commitment and Personal Drive

- Pursues work with energy and drive
- Perseveres to achieve goals in the face of resistance and setbacks
- Consistently meets goals and pushes for results

2. Integrity

- Widely trusted and seen as a direct and trustworthy individual
- Presents truthful information in an appropriate and helpful manner
- Work in a professional manner despite personal preferences
- Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.

3. Intellect and Judgment

- Applies intellect and knowledge to weigh up complex information and identify factors and issues
- Explores options in full and makes sound decisions under pressure. Handles concepts and complexity comfortably and can communicate and summarize them effectively to others

4. Customer Focus

- Projects a positive public image for the Office of the Electoral Commission
- Works with energy and enthusiasm to achieve the best results for our customers
- Responds to the needs of internal and external customers and takes responsibility for ensuring follow-up action
- Provides a professional, quality service
- Tailors the service provided to appropriately meet the diverse needs of customers
- Identifies better ways of doing things to provide continuously improving customer service

5. Teamwork

- Treats people with respect and courtesy, recognizing their needs and views
- Deals with people in an honest and straightforward manner
- Accurately and clearly conveys timely information and ideas, using a style and manner of presentation that meets the diverse needs of the audience
- Establishes, builds, and maintains professional relationships and networks both internally and externally
- Presents effective arguments to influence others and achieve negotiated solutions
- Provides timely, honest, and constructive feedback to others, both formally and informally
- Contributes to creating a motivated environment where goals can be achieved

6. Values

- Familiar with and understands the Code of Conduct (PSC Act 2004, Section 19)
- Role Models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.

Experience & Past Work Performance

- At least five (5) years of work experience in accounting and/or auditing in the Public or Private Sector
- Have had practical experience conducting audits and investigations
- Strong working knowledge of relevant legislation such as the PFM Act 2001, Public Bodies Act 2001, Public Service Act 2004, Treasury Instructions 2013 (and its regulations), Tender Board procurement guidelines, etc.
- Demonstrate proven knowledge and understanding of Government accounting, budget, and payroll systems (including Finance One and People One System), good governance, and best practices.

Qualifications

- Minimum qualification of a Bachelor's Degree in Commerce / Accounting
- A Certified Chartered Accountant and/or currently working towards acquiring certification.