



Papua New Guinea Institute of Medical Research

JOB VACANCY

Papua New Guinea Institute of Medical Research (PNGIMR) is a statutory arm of the Government of Papua New Guinea whose prime aim is to undertake public and medical health research into the major health problems affecting the people of PNG. The Institute has other established branches within the country with its headquarter in Goroka, Eastern Highlands Province.

The Institute's Corporate Affairs and Support Services Division is now seeking to recruit a suitably qualified professional to fill this vacancy.

Internal Auditor

Based at its headquarter, the successful candidate will be responsible for assisting PNGIMR in achieving its strategic objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls and governance processes and will be reporting directly to the Director and the Deputy Directors. The key responsibilities include the following;

- Objectively review all PNGIMR internal controls – policies and procedures in Finance, HR, IT etc and develop policies and procedures that optimize operations or utilize current technologies.
- Evaluate how effectively PNGIMR is managing current risks or risk exposures as well as identify potential or emerging risks such as how PNGIMR will operate in the case of major business operational interruptions.
- Ensure PNGIMR complies with the relevant laws and statutory obligation – Tax, Superannuation, PFMA, NPC, and Public Service Management Act as well as evaluate how effective is PNGIMR's compliance program.
- Conduct ad hoc investigation into identified and reported risks.
- Develop, implement and maintain internal audit policies and procedures in accordance with local and internal best practices.
- Compile and implement annual internal audit plan.
- Provide overall supervision of preparation of planned annual external audits and effective implementation of external audit recommendations outlined in AGO management letter.
- Identify and reduce management risks through effective monitoring of internal controls through development of relevant policies that complies with current laws and regulations.
- Review, examine, research management and operational problems or issues, test internal controls and present findings with recommendations to the senior management team to develop responses to fix these problems or issues.
- Make timely recommendations to the senior management team on how to improve internal controls, effectively manage risks and governance processes in terms of relevant policies and procedures in accordance with generally accepted and internal best practice
- Provide in-house training to different CASS operational units – on and off sites regarding internal controls, compliance and risks management.
- Other delegated duties

Knowledge, Skills and Abilities

- Bachelors' degree in Audit, Financial Accounting or Management, Administration and IT is a bonus.
- Minimum 5 years work experience in an internal audit environment or in a similar relevant field is required.
- CPA qualification or working towards CPA attainment.
- Membership with relevant professional associations.
- Analytical thinker with strong conceptual and problem-solving skills.
- Attention to details and ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as a team.
- Excellent communication – verbal and written, documentation and IT skills.

This position will be offered on a fixed term contract with options for renewal depending on performance. Salaries and benefits offered commensurate with experience and qualification.

Only applicants who fulfil the above requirements can apply. Application must include a cover letter, updated CV copies of medical clearance, updated police clearance, other certificates and three contactable referees and addressed to:

Recruitment Team
PNG Institute of Medical Research
P O Box 60,
GOROKA, EHP, 441, Papua New Guinea,
Email your application to: recruitment@pngimr.org.pg

Submit your application before 23rd February 2024.

PNGIMR is an equal opportunity employer and encouraged female candidates to apply

‘Only short-listed applicants will be contacted’