

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Head of Internal Audit & Risk**. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an intergovernmental development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC and its secretariat shares the vision for our region adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters are in Noumea, New Caledonia. Our other offices are the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; and a country office in Honiara, Solomon Islands.

The role – the Head of Internal Audit & Risk will be responsible for strategic leadership in assurance services, risk-based audit programming, KPIs, reporting, strategic communications and relationship building.

The key responsibilities of the role include the following:

Strategic leadership in assurance services

- Demonstrate thorough knowledge and understanding of the technical aspects of the internal audit profession and function;
- Develop SPC's internal audit Capability Maturity Model and determine and lead the carrying out of the audit activities;
- Contribute effectively to reaching and maintaining an optimum internal control environment, including IT controls, with an emphasis on risk reduction;
- Assess and take into account the latest global macroeconomic and microeconomic factors and impacts upon the organization;
- Maintain a current understanding of the latest global developments and regulatory and legal frameworks within which the SPC operates;
- Assess and maintain a current understanding of the multi-cultural business environment in the Pacific that SPC operates in;
- Set the strategic direction of the IAR function as it pertains to the strategic mission, vision and plan of the SPC;
- Identify strategic issues and risks through critical thinking and offer related advice in a proactive manner to the ARC and management;
- Manage the IAR function in an agile manner that allows its work to quickly adapt to changing organisational priorities, external risk factors or circumstances;
- Maintain the highest standards of integrity and ethics throughout the IAR office and function. Maintain at all times the independence of the IAR office from the functions of management.

Risk based audits

- Develop and implement a risk-based audit plan for 3 years as a rolling plan;
- Manage the work program of IAR team and any outsourced internal audit service provider;
- Effectively manage a small team, ensuring their work is performed to a high technical standard, as well as in a manner that maintains the integrity and ethics of the IAR office;
- Ensure all staff maintain professional standards, and keep abreast of changes in the profession and with industry best practices;
- At the request of the ARC, DG, DDG or Finance Director, instigate and lead any special investigations or special assignments as may be required.

Leading Risk Management initiatives

- Lead the risk management initiatives across SPC;
- Provide the necessary training on risk management to new risk champions and to SPC staff;
- Inform the ARC of most relevant changes in risk registers and new risks that are added.

KPI's and reporting

- Develop, in consultation with the ARC and the Director-General, a set of KPIs that are in line with international best practice, for reporting to the ARC and the Director-General;
- Report in a timely manner to the ARC and the DG as appropriate, on the KPIs;
- Provide secretariat services to the ARC;
- Develop a quality assessment and improvement program and be responsible for its implementation and maintenance.

Strategic Communications and Relationship Building

- Use effective communication tools at all levels of the organisation and with key stakeholders to advance the work of the internal audit function;
- Communicate audit issues, areas of risk and plans to address those issues and risk to various parts of the organisation in an effective manner;
- Develop and maintain excellent working relationships based on trust with the executive, the ARC and the organisation in general.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Advanced university degree (masters or equivalent) in accounting, business or financial management;
- Professional qualification in internal auditing (CIA or equivalent).

Technical expertise

- At least 14-15 years of progressively responsible experience in internal auditing;
- At least 5 years of experience leading internal audit in the public sector;
- Sound experience in leading teams;
- Strong client focus with high level of responsiveness and demonstrated performance in delivering outputs.

Language skills

- SPC working languages are English and French;
For this position excellent English language skills, both spoken and written, are required. Knowledge of French is desirable.

Interpersonal skills and cultural awareness

- Excellent interpersonal skills, a team player, with the ability to network and work effectively in a multicultural setting;
- Cultural sensitivity and a demonstrated understanding of developing country environments;
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Head of Internal Audit and Risk** is a band 14 position in SPC's 2022 salary scale, with a starting salary range of SDR (special drawing rights) 6,155-7,597 per month, which converts to approximately XPF 881,359-1,087,916 (USD 8,801-10,864; EUR 7,386-9,117). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 22 May 2022 – 11:00 pm (Noumea time)

Job Reference: AL000467

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

Screening questions (maximum of 2.000 characters per question):

1. Which are the key critical factors to complete an Annual Internal Audit plan on time and effectively?
2. This position oversees both Internal Audit and Risk Management. Explain how you would keep independence in Internal Audit while leading the Risk Mitigation initiatives in SPC.
3. It's required to perform an investigation, but the members of the Audit team don't have investigation experience and are not CFE. What could be your approach to properly conduct this assignment?