

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

*The Pacific Community (SPC) invites applications for the position of **Internal Auditor**. 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 international 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.

**The role** – the **Internal Auditor** will be in charge of risk-based audits activities; Risk management advice and support; Logistics for Audit & Risk Committee meetings; Communications and relationship building.

**The key responsibilities of the role include the following:**

### Risk-based Audit Activities

- Contribute effectively to the development of the internal audit work plans and work program, including providing advice to the Head of Internal Audit & Risk on areas of risk.
- Prepare a risk-based audit program for each audit assigned to the Internal Auditor, and execute those audits in an effective and efficient manner.
- Ensure all work carried out is adequately documented, so that other parties can understand clearly how audit findings and conclusions were determined.
- Write reports on the completion of audits with practical and reasonable recommendations to address internal control weaknesses.
- Clearly communicate the audit recommendations to the auditees, to ensure they understand and implement them.
- Work collaboratively with any outsourced internal auditors in executing audit activities.
- Work closely with the Internal Audit & Risk team and auditees to ensure the audit software is kept up to date, with continued follow ups with auditees on the status of implementation of audit recommendations and action plans.
- Prepare reports for each Audit & Risk Committee meeting on the status of audit recommendations and action plans.
- Specific assignments or investigations.
- Undertake special assignments or investigations as may be directed by the Head of Internal Audit & Risk.

### Risk Management Advice and Support

- Be a focal point for Risk Management in the Divisions / units of the organization, leverage the Internal Auditor's expertise in risk management and control, and their overall knowledge of the organization.
- Provide advice, facilitate workshops, and coach risk champions in the Divisions / units of the organization on risk and control, and promote the development of a common language, framework and understanding.
- Act as the central focal point for coordinating, monitoring and reporting on risks of the Divisions / units; and support managers and risk champions as they work to identify the best way to assess, mitigate and report on risks.
- Make available to management tools and techniques used by internal auditing to analyse risks and controls.

### Provide Logistics Support for Audit and Risk Committee Meetings

- Provide support to the Head of Internal Audit & Risk for the organising of all logistics for Audit & Risk Committee (ARC) meetings.
- Provide secretarial services to the Audit & Risk Committee.

### Communications and Relationship Building

- Communicate audit issues, areas of risk and plans to address those issues and risk to various parts of the organisation and other stakeholders in an effective manner.
- Develop effective working relationships with key partners in the organisation, including both corporate and divisional staff, and other stakeholders.
- Provide valuable advice on internal controls, risk and audit to various parts of the organisation.
- Ensure all audit relationships and work are undertaken in an ethical manner and with integrity.

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

## Key selection criteria

### Qualifications

- Advanced university degree in accounting, financial or business management.

- Professional qualification in internal auditing (CIA or equivalent).

#### Technical expertise

- At least 4 years of relevant experience in audit and/or internal audit, with a preference for internal audit.
- Experience working with Risk Management frameworks and engaging with internal clients to improve risk management processes.
- Strong client focus with high level of responsiveness and demonstrated performance in delivering outputs, on time.

#### Language skills

- Excellent English language both spoken and written.

#### Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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

**Remuneration** – the **Internal Auditor** is a Band 9 position in SPC's 2024 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 474,675–579,141 (USD 4,268–5,207; EUR 3,978–4,853). 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

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**Closing date:** 14 April 2024 – 11:00 pm Noumea time

**Job Reference:** CR000211

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.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

#### Screening questions: (2.000 characters maximum per question)

1. If an area was about to be audited for the first time, by you, how would you determine the scope of the audit and the audit tests to be carried out?
2. How would you communicate audit issues and areas of risk to various parts of the organization, and auditees plans to address those issues and risks in an effective manner? Please provide an example.
3. What process would you go through to assist a new department to set up their risk register for the first time and ensure that it is maintained by them on a regular basis, retaining your independence as Internal Auditor?