



**Job Description
Internal Auditor
Division: Office of the General Manager**

JOB DESCRIPTION	
Job Title	Internal Auditor
Salary Range	\$58,304.00 (A16/L16)
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 9am – 5pm
Reporting to	General Manager to achieve desired outputs
Responsible for	Internal Audit activities
Contractual Status	Contract 3 Years
Primary Objectives	The Internal Auditor provides an independent appraisal activity to examine and evaluate the Corporation's internal procedures. Manage and execute the Internal Audit Activities, coordinate processes to support the implementation of the Audit Plan by monitoring compliance, presenting audit findings and recommendations in compliance with statutory requirements and the organizations policies and procedures.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Monitor the adequacy and effectiveness of the Corporation's systems of internal controls and the quality of performance in carrying out assigned responsibilities ❖ Review the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information ❖ Review the system established to ensure compliance with those policies, plans, procedures, laws and regulations, which could have a significant impact on operations and reports and determine whether the organization is in compliance ❖ Review the means of safeguarding assets from various types of losses, such as those resulting from theft, fire, improper or illegal activities, and exposure to the elements and, as appropriate, verify the existence of such assets

	<ul style="list-style-type: none"> ❖ Review operations or programs to ascertain whether results are consistent with established goals and objectives and whether the operations or programs are being carried out as planned ❖ Serve as liaison with External Auditors and coordinate external audit work to avoid duplication ❖ Conduct follow up reviews on Audit Reports issued by External Auditors and any outstanding Internal Audit matter ❖ Participate in, or conduct evaluations, financial and management studies, special audits and fraud investigations as directed
Selection Criteria (Person Specification)	
Skills & Qualifications	<ul style="list-style-type: none"> ❖ Must have a Bachelor of Commerce major in Auditing ❖ Must be a registered member of the Samoa Institute of Accountants/PASAI or recognized Institution
Experience & Key Competencies	<ul style="list-style-type: none"> ❖ Must at least have 10 years of Audit working experience at senior level ❖ Must have a sound knowledge of the Corporation's systems and regulations and guiding legislations to be able to effectively perform the internal audit role ❖ Proven knowledge of national and international auditing standards and procedures, laws, rules and regulations that guide the work of the Corporation as a State Own Enterprise ❖ Excellent communication, report writing and presentation skills both verbal and written ❖ High attention to details and must be independent and unbiased in making judgements ❖ High level of integrity is essential and must be honest
Continued Professional Development	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>