

VSA E-volunteer Assignment Description

Assignment Title	Internal Audit Adviser
Country	Solomon Islands
Location	Honiara
Partner Organisation	Ministry of Education and Human Resources Development
Duration	12 months
Sustainable Development Goals	 

41606

1. Partner organisation overview

The Ministry of Education and Human Resources Development (MEHRD) has a mandate to assist all Solomon Islanders to develop as individuals and obtain the knowledge, skills and attitudes needed to earn a living and live in harmony with others and their environment. MEHRD's vision is to deliver quality education for everyone in Solomon Islands. The Ministry envisages a united and progressive society in which all can live in peace and harmony with fair and equitable opportunities for a better life and strives to provide an efficiently managed education and training system that is responsive to Solomon Islanders.

MEHRD's goals are to achieve equitable access to education for all people in the Solomon Islands; improve the quality of education in the Solomon Islands; and manage and monitor resources efficiently and effectively.

MEHRD's Internal Audit Division (IAD) is seeking support to implement the annual internal audit plan.

2. Assignment overview

An Internal Auditor is being sought to assist MEHRD's IAD staff to put in place processes and controls, including facilitating a good working relationship with Ministry of Finance Internal Audit Division. This is to ensure effective risk management controls and governance processes are in place and implemented. The paramount focus of the IAD is to give assurance to management that internal controls exist and are operating in compliance with Solomon Island Government's policies and procedures as stipulated in the Financial Instructions and PFM Act and other relevant legislation, particularly the proposed Education Bill.

The volunteer will also support with ensuring the IAD is well resources to conduct risk-based auditing according to international standards for the Professional Practice of Internal Auditing.

3. Goal/outcomes/outputs

Goal

The Internal Audit Division can play a lead role in conducting high quality audits and investigations.



Outcome 1

Systems, processes, and documentation support good decision making.

Working alongside senior staff:

- Review existing audit methodology, procedures, and processes to strengthen risk-based approach to internal audits.
- Develop and/or enhance the standardised internal audit methodology and working papers to comply with international auditing and accounting standards.
- Assess the opportunity to move to electronic working papers i.e., TeamMate and support that can be obtained from agencies within Solomon Islands that are using the same software.
- Improve current documentation and strategies for assessing risk.
- Improve communication channels internally to ensure timely reporting to the Permanent Secretary and senior management team.

Outcome 2

Staff are supported and knowledgeable of how to do their work effectively.

Working alongside senior staff:

- Develop an internal audit work plan that aligns with MEHRDs priorities and is integrated as part of the Capacity Development Framework.
- Provide training, mentoring, and coaching in the conduct of risk-based approach to auditing and investigations.
- Design and or improve and implement training and awareness materials on controls, fraud, and related matters to be delivered across MEHRD including Governance and Risk Management principles and practices.

Outcome 3

MEHRD's Internal Audit Division is working with support from Internal Audit Committee and partners.

- Support the establishment of a MEHRD Internal Audit Committee and provide training to committee members in relations to their roles and responsibilities.
- Conduct risk assessments.
- Support the Internal Audit Division to build networks with regional, national, and global Internal Audit organisations to maintain professional development.

4. Reporting and working relationships and capacity building

The Internal Auditor will provide mentoring and coaching to staff in the Internal Audit Division and the Internal Audit Committee. S/he will provide training and awareness to the Internal Audit Division and MEHRD staff on identified issues. The Internal Auditor will design and deliver capacity building initiatives that support adult learning and engagement. They will contribute to sharing knowledge of best practice on auditing.

The volunteer and NSC will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description in consultation with the partner organisation and VSA Programme



Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Relevant tertiary qualifications and professional membership of a recognised professional body appropriate to auditors – such as a Certified Internal Auditor (CIA), Chartered Accountant (CA) or Certified Practising Accountant (CPA).
- Significant and demonstrable accounting and internal audit skills.
- Performance at a senior management/leadership level with experience assessing organisational needs and creating practical solutions in the development context of Solomon Islands.
- Experience in developing, promoting, and implementing education and training programs and activities in risk-based approach to auditing, investigations in public sector.
- Experience working on international development programs in Solomon Islands or in the Melanesian/Pacific Islands context, demonstrating cross cultural skills including the ability to build effective relationships with different stakeholder groups.
- Excellent report writing and proficiency in the use of Excel, Word, PowerPoint.
- Demonstrable experience in the use of electronic working papers such as TeamMate.

Desirable

- Understanding the issues of fraud and corruption as they apply in a development context.
- Experience working in a development context.

Person specifications (personal)

Essential

- The ability to establish and develop productive working relations with key stakeholders.
- Good interpersonal and communication skills.
- Flexibility and resourcefulness.
- Willingness to learn Solomon Islands pijin language.

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation.
- Cross cultural awareness.
- Adaptability and a willingness to approach change or newness positively.
- Able to form good relationships, both personally and professionally, with work colleagues and in the community.
- Resilience and an ability to manage setbacks.
- Initiative and resourcefulness.
- An ability to facilitate learning through skills exchange.



7. Country context

For more information, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Final appointment

Final appointment will be subject to satisfactory VSA clearances and partner organisation acceptance.

Children's Act

VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90.00. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

