

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> MIA		
<b>2. Position Title:</b> Local Government Auditor	<b>3. Salary Level:</b> L9-7	<b>4. Division:</b> Local Government Division
<b>5. Reports to:</b> Senior Local Government Internal Auditor, Director of LGD	<b>6. Direct Reports:</b> Senior Assistant Local Government Internal Auditor	
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>▪ Assist with auditing and scrutinizing of council monthly accounts to support sound financial positions, and monitoring and evaluation of Council Strategic plans.</li> </ul>		

<b>8. Position Overview</b>		
<b>9. Financial:</b> NA	<b>10 Legal:</b> Financial Regulation, LGFI, NCS 2012	
<b>11. Internal Stakeholders:</b> -Supervisor - Colleague <b>Without referral to Director or Secretary:</b>	<b>12. External Stakeholders:</b> - Island Council Clerk  <b>To be referred to Secretary/Director</b> <ul style="list-style-type: none"> <li>• Proposals for surprise inspections for suspicious transactions, malpractices, etc.</li> </ul>	
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <i>KV20: Four Pillar</i></li> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MSP Outcome:</i></li> <li>▪ <i>Divisional Plan</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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1. Update auditing of council's monthly accounts	<ul style="list-style-type: none"> <li>Regularly monitor and assess progress of internal audit staff with support to provide where and when required</li> </ul>	❖ No. of progress and assessment report to be compiled/ Auditing of Island Council Account updated.
2. Sound financed councils.	<ul style="list-style-type: none"> <li>Provide timely technical advice through development and compilation of update councils' quarterly financial performance</li> </ul>	❖ No of financial quarterly reports produced.
3. Aligned performance of councils with strategic plans	<ul style="list-style-type: none"> <li>Monitoring and evaluation of council performance against their strategic plans.</li> </ul>	❖ No. of quarterly assessment report/ All Island Councils performance aligned with their strategic plan.

<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<p>- Accumulated debts owed by Councils becomes burden of Government.</p> <p>- Lack of progress by Councils in accomplishing programs and activities in alignment with their strategic plans.</p>	<p><b>15.1 PQR (Position Qualification Requirement):</b> <b>Qualification</b></p> <ul style="list-style-type: none"> <li>Bachelor of Commerce in Accounting.</li> <li>Diploma in the same discipline with 3 yrs working experience in auditing field.</li> </ul> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p>a. Skills</p> <ul style="list-style-type: none"> <li>Active listening</li> <li>Critical thinking</li> <li>Instructing</li> <li>Complex problem solving</li> <li>Speaking</li> </ul> <p>b. Knowledge</p> <ul style="list-style-type: none"> <li>Management</li> <li>English Language</li> <li>Customer Service</li> </ul>

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	<ul style="list-style-type: none"><li>• Computers and Electronics</li><li>• Education and Training</li></ul> <p>c. Attributes</p> <ul style="list-style-type: none"><li>• Concern for others</li><li>• Self-control</li><li>• Attention and detail</li><li>• Analytical thinking</li><li>• Integrity</li><li>• Teamwork</li></ul>
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