

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Kiribati Audit Office			
2. Position Title: Deputy Auditor General	3. Salary Level: L3	4. Division: Quality Assurance Division	
5. Reports To: Auditor General	6. Direct Reports: Principal Auditor, Quality Assurance Division Senior Auditors, Quality Assurance Division Principal Auditors, Performance Audit Division		
7. Primary Objective of the Position: The Deputy Auditor General has the ultimate responsibility to; assist the Auditor General in the general management of the KAO; to act as a quality assurance person to review all performance audit reports; provide oversight of the Quality Assurance unit and provide technical support to quality assurance staff.			
8. Position Overview			
9. Financial:		10 Legal: Kiribati Audit Act 2017	
11. Internal Stakeholders: - Auditor General - Principal Auditors - All other KAO Staff		12. External Stakeholders: - Audit Entities	
To be referred to Manager: - Quarterly report on Quality Assurance performance - Proposal for staff developments		To be referred to Manager - Quality assurance reports on Performance Audits and Financial and Compliance Audits	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities	Major Activities/Duties		Performance Measures/Outcomes
KAOSP 1.3.5	To carry out regular reviews of performance, ICT & environmental audit work and identify areas needing improvements		Number of timely & complete review of performance audit reports through a bi-annual and annual report

This is 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.

Approved by: 	Date of Issue: 11/08/2023
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<p>KAO SP 1.1.4</p>	<p>To oversee the regular review of financial audit work and identify areas needing improvements</p>	<p>Number of Review of quality assurance reports of financial audits through a bi-annual and annual report</p>
<p>KAO SP 1.2.5</p>	<p>To oversee the regular review of compliance audit work and identify areas needing improvements.</p>	<p>Number of Review of quality assurance reports of compliance audits through bi-annual and annual report</p>

<p>14. Key Challenges</p> <ul style="list-style-type: none"> • Ensure to carry out work efficiently and effectively to produce a quality of work. • Willing to assume additional duties even if it is beyond assignments and working hours. 	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Master's degree in accounting or related field</p> <p>Experience: 5 years of work experience in senior management level</p> <p>a. Key Attributes (Personal Qualities):</p> <p>2. Knowledge:</p> <ul style="list-style-type: none"> • Advanced leadership and management • Strategic planning and implementation <p>3. Skills:</p> <ul style="list-style-type: none"> • Critical analysis and judgement • Good interpersonal and communication • Listening and speaking • Problem-solving and negotiation • Independent • Personal integrity • Respect • Tenacity • Motivated
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