



BANK OF PAPUA NEW GUINEA

Position Description

Position Title	Chief Internal Audit Officer
Reporting to	Governor
Location	Port Moresby, Bank of Papua New Guinea
Position Type	National Contract

1. Position Summary

Section 37A of the Central Banking (Amendment) Act 2024 sets out the appointment and terms and conditions of the Chief Internal Auditor.

- Providing Objective and Independent Assurance
- Strengthening Governance, Risk Management, and Control
- Delivering Objective Insight and Foresight
- Protecting and Creating Organizational Value
- Promoting Ethical Conduct and Compliance
- Contributes as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic objectives

The primary role of the CIA is to independently and objectively provide assurance by bringing a systemic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes of the Bank's operations, with focus to ensure that it is operating effectively and ethically. The office of the CIA is responsible in delivering the following functional, support and contributory responsibilities:-

- **Objective and Independent Assurance & Governance Oversight**
 - ✓ Deliver objective assessments of the Bank's internal controls, risk management, and governance frameworks, providing critical assurance to the Board and senior management on their effectiveness.
 - ✓ Evaluate governance structures and ethical culture, ensuring alignment with best practices and regulatory compliance.
- **Proactive Risk Management & Control Enhancement**
 - ✓ Identify and assess potential risks, evaluating the adequacy of existing risk management processes and recommending strategic improvements.
 - ✓ Assess and strengthen internal controls to safeguard assets, ensure accurate financial reporting, and drive operational efficiency.
- **Strategic Advisory & Compliance Leadership**
 - ✓ Serve as a trusted advisor to management, providing actionable insights and recommendations to optimize processes and mitigate risks.
 - ✓ Champion compliance with all applicable laws, regulations, and internal policies, actively detecting and preventing non-compliance.
- **Effective Audit Function Leadership & Reporting**
 - ✓ Lead and manage the internal audit function, ensuring efficient audit planning, execution, and reporting.
 - ✓ Provide timely and comprehensive reports to the Board Audit & Risk Committee, keeping them informed of key audit findings and recommendations.

2. Key Responsibilities

1. Strategic Audit Planning & Execution

Key Activities

- Develop and maintain a risk-based audit plan aligned with the Bank's strategic objectives.
- Allocate audit resources effectively to ensure comprehensive coverage of high-risk areas.
- Oversee the execution of audit engagements, ensuring adherence to professional standards and methodologies.
- Monitor audit progress and adjust plans as needed to address emerging risks or changing priorities.
- Implement and refine audit methodologies to improve efficiency and effectiveness.

2. Risk Assessment & Management

Key Activities:

- Conduct ongoing risk assessments to identify and evaluate potential risks to the Bank.
- Develop and maintain a comprehensive risk register.
- Evaluate the adequacy and effectiveness of the Bank's risk management framework.
- Provide recommendations to management on risk mitigation strategies.
- Monitor the implementation of risk management action plans.

3. Internal Control Evaluation & Improvement

Key Activities:

- Assess the design and operating effectiveness of internal controls across all business units.
- Identify control weaknesses and recommend corrective actions.
- Monitor the implementation of control improvements.
- Provide guidance and training to management on internal control best practices.
- Conduct follow up reviews to verify control effectiveness.

4. Governance & Compliance Oversight

Key Activities:

- Evaluate the effectiveness of the Bank's governance structure and processes.
- Monitor compliance with relevant laws, regulations, and internal policies.
- Conduct investigations into suspected fraud or non-compliance.
- Provide reports and recommendations to the Board Audit & Risk Committee on governance and compliance matters.
- Promote a culture of ethics and compliance throughout the Bank.

5. Audit Reporting & Communication

Key Activities:

- Prepare clear and concise audit reports that summarize audit findings and recommendations.
- Communicate audit results effectively to management and the Board Audit & Risk Committee.
- Conduct regular meetings with management to discuss audit findings and progress.
- Provide timely updates on emerging risks and control weaknesses.
- Maintain open and transparent communication with all stakeholders.

6. Audit Team Leadership & Development

Key Activities:

- Recruit, train, and develop a high-performing internal audit team.
- Provide guidance and mentorship to audit staff.
- Conduct performance evaluations and provide feedback.
- Foster a collaborative and supportive work environment.
- Ensure the team stays up-to-date on industry best practices and emerging trends.

7. Relationship Management

Key Activities:

- Build and maintain strong relationships with management, the Board Audit & Risk Committee, and external auditors.
- Act as a trusted advisor to management on risk management and internal control matters.
- Facilitate effective communication and collaboration between internal audit and other Bank functional areas.
- Coordinate with external auditors to ensure a comprehensive audit approach.
- Maintain relationships with regulatory authorities.

8. Technology & Data Analytics Utilization

Key Activities:

- Leverage audit software and data analytics tools to enhance audit efficiency and effectiveness.
- Assess the adequacy of IT systems controls and cybersecurity measures.
- Stay abreast of emerging technologies and their impact on the Bank's operations.

- Integrate data analytics into audit planning and execution.
- Ensure that the audit team is properly trained on all audit related technology.

7.1 Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activities

- Demonstrate behaviours consistent with the Bank's values.

3. Requirements

- **Education:** A bachelor's in a relevant field of accounting or finance is mandatory, while a master's degree (MBA, accounting, corporate governance or specialized risk/IT audit) is highly preferred for enhanced strategic capabilities. Must have professional certification such as Certified Internal Auditor and Certified Practising Accountant.
- **Experience:** 10+ years of progressive internal audit experience, demonstrating deep expertise in audit methodologies and best practices, particularly within the banking and finance industry. They must have proven leadership in managing audit teams, strong risk management skills, and broad experience auditing diverse business functions including finance, operations, IT and compliance.
- **Technical Skills:**
 - ✓ Deep knowledge of international auditing standards, accounting principles, cybersecurity standards and financial reporting.
 - ✓ Mastery of audit software and data analytics for efficient and insightful audits.
 - ✓ Understanding of IT systems and controls to address technological risks.
 - ✓ Expertise in risk assessment and management techniques for effective risk mitigation.
 - ✓ Strong investigation skills
 - ✓ Strong understanding of applicable local and international regulatory standards and better practises
 - ✓ Strong experience in providing effective Board Audit & Risk Committee support.
- **Soft Skills**
 - ✓ Clear and persuasive communication to all levels is vital for conveying audit findings and driving action.
 - ✓ Strong critical thinking and problem-solving skills are essential for navigating complex issues and developing solutions.
 - ✓ The ability to lead, motivate, and build relationships is crucial for effective team management and stakeholder engagement.
 - ✓ Unwavering integrity and objectivity are the bedrock of trust and credibility.
 - ✓ Building strong relationships fosters collaboration and facilitates the implementation of recommendations.
 - ✓ Understanding and aligning with organizational goals ensures the audit function adds maximum value.
 - ✓ Effective negotiation and influencing skills are necessary to drive positive change.
 - ✓ The ability to adapt to evolving regulations and technology is essential for continued effectiveness.
 - ✓ The ability to use data analytics to identify trends, anomalies, and potential risks. This is increasingly important in today's data-driven environment.

4. Working Relationship

The Bank's Chief Internal Officer (CIA) is a central figure, maintaining vital relationships both inside and outside the Bank.

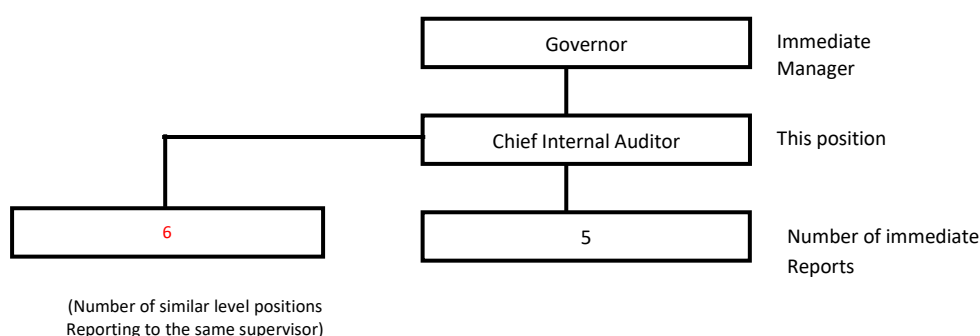
- **Internal Relationship**
 - ✓ Report to the Governor and Risk Oversight Committee and will ensure risk oversight, compliance, and control.
 - ✓ Report to the Board through the Audit and Risk Committee (ARC)
 - ✓ collaborate with senior management on strategic and operational risk matters
 - ✓ guide business units on risk and compliance
 - ✓ partner with compliance and audit teams, consult with legal, and work with IT on technical and cyber risks.
 - ✓ Work with all Departments to establish business continuity plans
- **External relationship**
 - ✓ Coordinate with risk experts, external auditors
 - ✓ engage with regulators, participate in industry networks,
 - ✓ Interact with technology providers, ensuring comprehensive oversight and compliance.

5. Authority Levels:

Can approve budgeted expenses to the value of K10,000 to K25,000. Job Holder is free to operate within agreed strategies and annual operating plans.

<u>Function</u> Corporate Operations	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution	<u>KRA 9.1-9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1-10.5</u> We understand the Bank's future needs and are preparing the workforce to meet new challenges.

6.0 Reporting Relationship



Refer also to the full Organisation Chart

Bank Values

Integrity	with integrity we build good governance and credibility.
Transparency	with transparency our decisions stand scrutiny.
Accountability	through accountability we take responsibility for our decisions and actions.
Efficiency	with efficiency we produce quality results on time and on budget
Professionalism	through professionalism we strive for best practice
Team work	through team work we benefit from sharing skills, knowledge and experience.