

CALL FOR EXPRESSIONS OF INTEREST

Long Term Secondment – Deputy Auditor General Office of the Auditor General Solomon Islands



Closing date: 21 December 2018

Overview

The Auditor General (AG) of Solomon Islands Government, together with PASAI and the Australian Government are working closely together to provide a critical strategic position for the OAG – an in line position of Deputy Auditor General (DAG). This DAG role has always been filled by an expatriate Technical Advisor from 2003 until June 2016 and the AG is keen to appoint a national DAG, however in the last two advertisements he has been unable to identify a suitable candidate.

In the last two years, the AG has identified potential local audit managers who could take up this position, however there is a much needed capacity building effort required. Recent success from a South-South Co-operation initiative by PASAI to Nauru SAI, has given the AG the vision to seek an appointment for a secondee to this DAG position from PASAI members in the Pacific. This is a unique opportunity between Pacific nations to obtain mutual benefit from this cooperation and learn from each other's development experience. It also aligns well with PASAI's motto "Pacific Auditors Working Together" and will contribute towards achieving PASAI's Strategic Plan 2014/2024.

The outcome from this secondment is that the nominated Audit Manager will be confident and display the skills and experience suitable to undertake the senior role of Deputy Auditor-General.

This secondment is highly regarded as a critical part of the ongoing development and strengthening of the OAG to a highly professional and capable SAI that conducts high quality audits according to international standards.

Background

The Solomon Islands Office of the Auditor General (OAG) was supported by the Regional Assistance Mission to Solomon Islands (RAMSI) from 2003 to 2013. This assistance rebuilt the office from a staff of 3 unqualified and inexperienced auditors to a current workforce of around 35 officers (both auditors and corporate service personnel) who are degree qualified and more experienced in conducting audits.

Since 2013 the Australian Government has been providing ongoing support in the form of an in-house Technical Advisor but in 2016 the OAG, for the first time, has no advisors and the current Auditor-General (AG) Mr Peter Lokay is in his second year of

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his five year term. PASAI and the Australian Government provided assistance to the AG to help with this transition and provided short-term technical assistance. This partnership ensures consistency with the support provided including sharing of knowledge and information to enable a strategic approach to strengthen the OAG. Consequently PASAI has helped with strengthening the twinning arrangements with NSW Auditor General's Office and conducted a holistic assessment of OAG using the SAI Performance Measurement Framework. The outcomes from these assistance will help determine further future technical support.

Roles and Responsibilities

1. The Secondee will report directly to the Auditor-General in all matters relating to this secondment.

2. The Secondee will work closely with his/her counterpart at the OAG to achieve the following:

- **Developing Successor:** mentor, coach, working alongside and training the nominated counterpart so that they are in a position to take over as DAG from January 2020;
- **Audit Management:** work with the AG and other senior staff to develop an effective management (internal reporting) structure for the OAG;
- **Outsourced Audits:** to improve the system for awarding outsourced audits including developing a monitoring and evaluation system for performance management
- **Financial Audits:** to oversee the audits of the Annual Financial Statements of Ministries; Department and Agencies from planning through to report paragraph drafting;
- **Quality Control System:** to develop an effective internal quality control system and Quality Assurance mechanism for the OAG
- **Capacity Development:** to prepare and run training courses and workshops to help ensure that the Individual Training Programmes continue to be implemented; and to help develop a procedure to monitor and assess the staff performance.
- **Procedures and/or Manuals:** to establish office policies, manuals or procedures that align with the PASAI Audit Methodology and to implement improved or refined audit practice, and oversee the consistent use of Teammate for audit documentation.

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- **SAI PMF Report results and Strategic Plan:** The secondee to utilise the results of the SAI PMF as a baseline to help guide the assistance to be provided
 - **Other Activities:** to assist the AG with any strategic priorities and audit activities
3. The Secondee will be flexible in his/her approach to ensure continuity of the key operations of the OAG.
 4. The Secondee will understand and work closely with all consultants, regional organisations such as PASAI or development partners to ensure trainings/workshops or technical support provided aligns with the implementation of this secondment roles and responsibilities. This also includes working together with OAG's twinning partner – NSW Audit Office and ensuring these objectives are all aligned with OAGs overall strategic goals, training plans etc.
 5. A special leave entitlement will be discussed between Head of SAI (releasing SAI) and PASAI at the end of the contract
 6. Other entitlements may be negotiated by the successful candidate, however this must be supported by justification and endorsement by the Head of SAI (releasing SAI)
 7. There may be travel within and outside of Solomon Islands (if the AG requires for the secondee to travel together with him and the trainee DAG for a meeting/workshop etc.) and the costs covered will be accommodation, travel flights (most direct route) ONLY. The per diem received while engaged in Honiara will continue during these travels.

Reporting requirements

Upon completion of one-month in Honiara, the Secondee should provide a report to determine the agreed "Plan" for the year which has been agreed with counterpart and AG. This is a live document and should be re-submitted should any major changes be paid to the original plan.

The Secondee should provide in the second-month a "Situation Report" to PASAI at the end of each month, to highlight any challenges or issues faced, including results on progress, measured again Key Performance Indicators.

The secondee will provide an 'End of Mission" Report summarising lessons learned and way forward to be forwarded to PASAI.

PASAI may request further reports during the secondment term.

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Key Capabilities

The secondee should be a qualified professional auditor with extensive experience of both practical auditing and audit management in one of the Pacific SAIs.

The secondee should also have experience supervising and mentoring less experienced executive staff and be able to have excellent interpersonal skills to work across all levels of staff and capabilities in the office.

Proposed Timing

The secondee to arrive in Honiara Solomon Islands by end-January 2019 until mid-December 2019.

Applications close: Friday 21 December 2018
Interviews arranged: Monday 7 January 2019
Results: Monday 14 January 2019
Commence: February 2019

Secondment Terms and Conditions

The Australian Government will arrange all the logistics for this secondment, with support from PASAI. This will include the following:

<i>Return Flights</i>	the most direct route from home-base to Honiara Solomon Islands will be arranged and an itinerary will be issued
<i>Visa requirements</i>	this will be arranged for the secondee
<i>Accommodation</i>	Will be provided and fully paid
<i>Per diem</i>	Will be provided for the duration of the secondment and may be paid monthly into a bank account nominated by the secondee
<i>Salary replacement</i>	this will be provided under extreme circumstances and will be considered for further discussions. Please note, this component of the support will be co-funded by Solomon Islands Government.

The secondee's SAI will provide assurance that a position will be available when the secondee returns from the Solomon Islands. Should the secondee opt to resign from the SAI, he/she MUST provide 1 months' notice to the Head of SAI

To apply

Please provide a CV (must not be more than 3 pages) and a statement (no longer than one page) addressing the Key Roles and Responsibilities required. PASAI will not accept late applications. The due date is 21 December 2018.

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Your CV should include two referees. One of them MUST be the Head of SAI or Public Auditor of the secondee's office.

Interviews will be conducted by a select Panel for short-listed candidates.

If you are not short-listed, you will be contacted accordingly.

Further information

Should you require further information please contact the Auditor General OAG Mr Peter Lokay at plokay@oag.gov.sb or PASAI's Chief Executive Mr Tiofilusi Tiueti at tiofilusi.tiueti@pasai.org
