



Solomon Islands National Provident Fund Board

NPF Building, Mendana Avenue, P.O. Box 619, Honiara, Solomon Islands
Telephone: (677) 21659 Fax: (677) 20484

The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973 as a compulsory saving scheme making it the only National Superannuation Scheme in Solomon Islands.

Vacancy Reference No. 06/2023&24

Vacancy: Manager Internal Audit (MIA)

The SINPF Board invites interests from inspiring and enthusiastic individuals who aspire to advance their operational and strategic career to thrive and lead the SINPF Internal audit team. The MIA is part of the Management team who will report administratively to the Chief Executive Officer/General Manager and functionally to the Chairman of Audit and Risk Management Sub-Board Committee.

Part 1: Vacant Position Detail

a. Key Role –

The Manager Internal Audit is responsible for the management of the Internal audit department to ensure its activities are in accordance with the SINPF Board and Management objectives as outlined within the internal charter and the professional standards for internal auditing promulgated by the Institute of Internal Auditors.

Responsibilities include providing an objective and sound assurance on the governance, effectiveness of the organization's risk management, and on the strength of the internal controls.

b. Key Result Areas –

- i. Leads and manages high performing SINPF Internal audit team by developing robust review programmes that are aligned to the with the Risk Management framework;
- ii. Ensure governance and compliance on organization legislative framework, value, policy and procedure, Code of Conduct, Risk Management and inclusive of all statutory requirements is achieved.
- iii. Ensure the Fund adopts effective best fit human resource and corporate service frameworks/tools that develop the necessary and relevant professional development programs to empower the internal audit team.
- iv. Perform other duties as may be delegated by the General Manager/CEO or Board of Trustees as and when required.

c. Required Key Attributes: Inspiring and pro-active leadership, Excellent analytical and communication skills; Display high level of ethics and creative.

d. Required Qualification/Experience & Skill

- i. Undergraduate/ Postgraduate Degree in Accounting and Finance
- ii. At least 5 - 10 years of work experience in the Internal audit or other related fields.

Part 2: Vacant Position Requirements

Required Documents

- i. Cover Letter & CV, ii. Certified Copies of Qualifications, iii. Names and contact address of 2 Referees, iv. Other relevant information

Note: Medical Clearance and Police Report will be only required from the successful candidate.

Applications Addressed to:

General Manager
SINPF Board, Level 4 NPF Building
P O Box 619, Hon, SI.

**Attention: Vacancy Ref No:
06/2023&24**

Part 3: Key Dates and Enquiries

a. Enquiries: For further enquiries on the position please contact Mrs. Barbel Riti Ziku, Board Secretary, on Tel: 21659 Ext. 247, Email: bziku@sinpf.org.sb and to collect the following;

- i. Job Description
- ii. Remuneration Package

The Job Description can also be accessed from the SINPF website and Facebook page.

b. Key Dates/Time: Closing Date: 3/05/24

Closing Time: 4.30pm

"The SINPF Board promotes equal employment opportunity; women and men from all provinces are encouraged to apply".