



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

Vacancy Reference No. 01/2020&21

Vacancy: Assistant Manager Internal Audit (AMIA)

The Solomon Islands National Provident Fund Board invites application from high performing, committed, disciplined and experienced candidates to fill the position of the Assistant Manager Internal Audit (AMIA) currently vacant in the Internal Audit Department.

Part 1: Vacant Position Detail

a. Expected Key Responsibilities: The **Assistant Manager Internal Audit** should have a strong knowledge of general auditing policies, procedures and standards. The incumbent should be able to conduct proactive strategies to improve the governance, risk management and internal control of the Solomon Islands National Provident Fund (SINPF) Board.

b. Key Result Areas

1. Collaborate with Manager Internal Audit with the department's Strategic and Operational Objectives
2. Manage and Lead the Internal Audit Team
3. Proactively Manage the Internal Audit governance, risk and internal control frameworks.
4. Display high quality behavioral and professional attitudes.

c. Required Key Attributes

1. Management and Leadership qualities.
2. Exceptional team ability to positively motivate, persuades, and influences others.
3. Ability to display ethical conducts commitment, analytical, adaptability and pay attention to details.
4. Outstanding knowledge on auditing policies, procedures and standards.
5. ICT literate (Software like TeamMate, Pronto, etc)

d. Required Qualification/Experience & Skill

Qualification: Bachelor Degree in Accounting and other relevant discipline.-

Experience: 7 Years in Auditing and Accounting.
- a registered member to any recognised professional accounting/auditing bodies

Part 2: Vacant Position Requirements

Required Documents

- i. Cover Letter & CV, ii. Certified Qualifications, iii. Reference Letter & Other

Applications

Addressed to:

General Manager
SINPF Board
P O Box 619, Hon, SI.

Attention

Vacancy Ref No: 01/2020&21

Part 3: Key Dates and Enquiries

a. Key Dates/Time

Closing Date: 04/09/20
Closing Time: 4.30pm

b. Enquiries: For further enquiries please contact Ronald

Karovo on Tel: 21659 Ext. 201, Email: rkarovo@sinpf.org.sb

Part 4: Key Notes to interested Candidates;

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