



### Solomon Islands National Provident Fund Board

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

SINPF R&S Form 2

Job Description: Inspector

Part 1: Position Detail		Part 2: Position Location	
Position Title:	Inspector	Department:	Employers and Members Services
Position level:	4.01	Section:	Employers Services
Position No: (existing positions only)	-	Workstation/ Location:	SINPF Honiara Office
Position Status:	Full Time	Province:	Guadalcanal/Honiara
<b>Role Purpose</b> The essence of this position is to manage and sustain the compliancy responsibility for efficient and effective collection of NPF Members Contributions arrears, surcharge arrears, other compliance issues and educating of employers and members on SINPF Act and Regulations.			

Part 3: Reporting Responsibility	
Reports to; 1. Manager Employer and Member Services (MEMS) & Assistant Manager (Employers Services)	Directly Reports to; 1. Senior Inspector Officer
Key Stakeholders	
Internal stakeholders? NA	External stakeholders? - Employers

#### Part 4: Position Detailed Requirements

##### 4.1 – The Key Duties and Responsibilities

The key duties and responsibilities of this position will require assuming the following tasks:

1. Prepare schedules and timetables for inspection of compliance issues
2. Prepare for external compliance audits by carryout internal audits to ensure that compliance listings are accurate for follow-up.
3. Develop and implement strategies necessary for minimizing operational and financial risk of non-compliance issues
4. Conduct periodic assessment of the compliance issues risks to the Fund and advice management.
5. Produce and interpret reports of inspections to provide information useful in taking appropriate business decisions.

6. Maintain an up-to—date knowledge of NPF Act and Regulation, Policies and Procedures in order to effectively manage compliance risks.
7. Monitor compliance risk controls to identify deviations and offer recommendations on management of compliance issues
8. Correct and address issues of non-compliance in a manner that limits recurrence
9. Organize training programs to enlighten employers and business companies and NPF members on NPF Act and Regulations, Policies, Procedures and Processes.
10. Carryout employer surveys to register non-register businesses and organizations.
11. Recommend employers who defaulted to settle outstanding compliances for prosecution
12. Timely submission of monthly report.

**4.2 – The Key Result Areas and Key Performance Indicators** *[Insert the expected Key Focus Areas [(KRA), (KPIs)] in the schedule below]*

Main Duties and Responsibilities		Rating	
Key Result Areas	Key Performance Indicators	Weight of KPI	Target (% , No. of Days, Date. etc.)
To be provided on commencement of Appointment			

4.3: Required Qualifications To Be Successful	
Key Qualification(s)	Other Required Qualification
Bachelor/Diploma in Business Finance or Business Administration, Legal or other related qualification	- 3-5 Years of work experience in the similar field - Valid Driving License will be an advantage

**4.4 Expected Capabilities and Attributes**

The required expected capabilities and attributes to be possessed by the incumbent to this position includes but not limited to the following;

1. Equipped with Strategic Capabilities to enhance the compliance exercise
2. Excellent Operational Capabilities in planning, organizing and monitoring with evaluation
3. Display excellent personal and interpersonal Capabilities
4. Effective Communication and negotiation qualities both verbally and in written form.
5. Able to critically analyze and make sound decisions on compliance issues

**4.5 – Expected Standards for Selection**

To be considered for this position the following are the expected standards required:

1. Adaptability in team culture as a team player
2. Excellent knowledge and understanding on NPF Act, NPF Policies, and Procedures
3. Equipped with experience in maintaining organizational compliance and enforcement tasks.
4. Create a culture of continuous improvement on the compliance areas to reduce compliancy issues.
5. Display and equipped with ethical behavioural qualities

Part 5: Remuneration Package	
<p><b>Annual Salary:</b> As Per SINPF Level 4 Salary Structure</p> <p><b>Annual Leave Entitlement:</b> 25 Working Days</p>	<p><b>Accommodation:</b> As Per SINPF Housing Policy</p> <p><b>Staff Medical Welfare:</b> As Per SINPF Staff Medical Welfare Policy</p> <p><b>Transport Allowance:</b> As Per SINPF Transport Policy</p>

Part 6: For Official Use	
<p><i>Having fulfilled the objectives verifying the accuracy of this Job Description as expected to meet the SINPF Board goals and objectives I hereby endorse this Job Description.</i></p>	
<p>Other Remarks</p> <p><b><i>This is an endorsed existing established position within the Employers and Members Services Department; Members Services Division.</i></b></p>	
<p><b>Signature:</b></p> <p>GM/CEO SINPF Board</p>	<p>Date:</p>