



# OFFICE OF THE AUDITOR GENERAL

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The Solomon Islands Government is inviting Applications from suitably qualified and experienced candidates to fill the position of **AUDITOR GENERAL** within the Office of the Auditor General. Both men and women are encouraged to apply including those from the Provinces.

## REQUIRED DOCUMENTS

- Document 1:** PS Form 1 – Application for Employment – Solomon Islands Public Service, Cover Sheet
- Document 2:** Letter of Application.  
A standard format – Information Sheet 1 is available from the Office of the Auditor General or from the Public Service
- Document 3:** Curriculum Vitae (CV).  
A standard format – Information Sheet 2 is available from the Office of the Auditor General or from the Public Service
- Document 4:** Certified copies of your qualifications and work experiences

## IF YOU WANT TO ASK ANY QUESTIONS:

- (a) About the application and its requirements OR
- (b) About responsibilities, duties and conditions of service

Contact: Acting Auditor General  
Office of the Auditor General  
Telephone: 28886/7494260  
Email: [admin@oag.gov.sb](mailto:admin@oag.gov.sb)

## OPTIONS FOR SUBMITTING YOUR APPLICATION TO THIS OFFICE:

- (a) By Mail – one copy to:  
Acting Auditor General  
Office of the Auditor General  
Mud Alley Street  
P. O. Box G18  
Honiara
- (b) Or Hand Delivered one copy to:  
Corporate Services Manager  
Office of the Auditor General  
Mud Alley Street  
Honiara.

Applications should contain a Resume (CV) and Expression of Interest (Letter of Application) in the subject position including a statement of claims against the key selection criteria provided.

## **VACANCY NOTICE:**

- 1. Post Number:** 271-00001
- 2. Post Title:** Auditor General
- 3. Level:** Super Scale 5 (SS5)
- 4. Responsible to:** Speaker of National Parliament
- 5. Responsible for:** All staff with the Office of the Auditor General

### **6. Scope of Duties:**

The duties of the Auditor General are as specified under section 108 of the Solomon Islands Constitution and any other duties conferred by Parliament from time to time by Act of Parliament.

### **7. Key Responsibilities:**

The Auditor General has executive management of the Office of the Auditor General, including:

- Being responsible for strategic management, policy approval, oversight of systems and procedures to promote and improve the efficiency of the Office and the professional development of staff;
- Monitor the coordination of all services within the Office;
- Ensure that the provision of auditing services is to international standards and in accordance with statutory requirements of the Solomon Islands Parliament;
- Sign and issue audit opinions and reports on the accounts of the National Government, Provincial Governments, Honiara City Council, State Owned Enterprises and Statutory Authorities;
- Audit and issue reports on other accounts and records prescribed in various legislation from time to time; and
- Audit and issue reports on the efficiency and effectiveness of National Government programs and operations, or matters of public interest involving management of public resources.

### **8. Appointment:**

The term of appointment shall be for five years unless otherwise specified in a contract of employment.

### **9. Conditions of Service:**

The Conditions of service are as prescribed in the prevailing Constitutional Offices (Terms and Conditions of Service) (Auditor General) (Amendment) Regulations.

**10. Qualifications:**

- (a) **Academic** - Applicants must possess a degree or masters in accounting or business
- (b) **Experience** - Applicants must have more than five years' experience in public sector administration and preferably experience in auditing
- (c) **Professional Accreditation** - Applicants must have a professional accreditation with a recognised accounting institution.

**11. Knowledge and Skills:**

- (a) Public sector experience in accounting, auditing or administration of a high order in either the Solomon Islands or other pacific country
- (b) Detailed knowledge of contemporary public sector issues in the Solomon Islands public sector environment
- (c) Excellent leadership skills and proven ability to motivate staff and provide strategic direction for the OAG
- (d) Excellent oral and written communication skills and proven ability to negotiate and represent views to Parliament, the Government and senior management
- (e) Representation skills of a high order to represent the OAG in the various National and International forums.

**12. Other Attributes:**

- (a) Satisfactory clearance from health and police checks.
- (b) Meet eligibility criteria to hold a constitutional post for the duration of contract period.

**13. Closing Date:** Close of business Tuesday 31<sup>st</sup> March 2015.