

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Internal Auditor – Risk & Governance	Position Type:	Fulltime
Department:	Audit, Risk & Governance	Salary scale:	Band
Location:	Suva	Region	Central Eastern
Directly Reporting To:	1. Manager Audit, Risk & Governance 2. Senior Internal Auditor – Risk & Governance	# of Reports:	2

Organization Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose of the Role

The Internal Auditor – Risk & Governance is responsible for overseeing and ensuring that FCCC adheres to legal, regulatory, and internal compliance standards. The role is crucial for ensuring good governance practices within the organization, which may involve risk management, corporate governance, and ensuring the organization's policies are in line with statutory requirements. Additionally, the Internal Auditor – Risk & Governance provides recommendations for FCCC's strategic direction. While reporting to the Manager Audit, Risk & Governance, the incumbent will be responsible for developing the FCCC's corporate governance frameworks and providing recommendations for strengthening governance frameworks and the internal control system to guide FCCC in the strategic right direction and set industry benchmarks. The role provides assurance that the organization is well-managed, compliant, and operates in a way that is both ethical and sustainable, while aligning with FCCC's strategic goals.

Nature & Scope

The operational focus will be on:

- Governance Framework Implementation
- Investigation guidelines
- Regulatory Compliance & Legal Adherence
- Risk Management & Mitigation.
- Policy and procedure development & assistance
- Reliability and integrity of financial and operational information.

- Formulating Strategy & Concepts.

Key Result Areas (KRA's)

- Ensure that the organization complies with all relevant laws, regulations, and internal policies.
- Implement and maintain frameworks that enhance transparency, accountability, and ethical decision-making.
- Enterprise-wide Risk Management
- Alignment of governance practices within the organization's strategic objectives to ensure that long-term goals are considered in day-to-day decisions.
- Promote transparency in the organization's dealings, ensuring that your manager is kept informed of key governance matters.
- Oversee the development, enforcement, and periodic review of governance policies to ensure they remain relevant and are consistently followed.
- Reliability and integrity of financial and operational information.

Key Accountabilities

The Internal Auditor – Risk & Governance is accountable to the Board for professional and administrative work required to assist FCCC achieve its stated objectives in the Strategic Plan. The Internal Auditor – Risk & Governance will be responsible for overseeing and ensuring that FCCC adheres to legal, regulatory, and internal compliance standards or sound public sector practices as benchmarks. The Internal Auditor – Risk & Governance must.

- Ensure the organization complies with its internal governance code (e.g., external regulations, standards, manuals, and policies).
- Monitor compliance with regulatory and internal governance standards.
- Develop and implement internal governance frameworks and policies.
- Manage and review governance-related policies and procedures to ensure they are current and effective.
- Collaborate with the compliance and risk teams to ensure governance practices align with the broader organizational strategy.
- Advise senior management and the board on governance best practices and compliance-related risks.
- Monitor changes in laws and regulations, and ensure they are incorporated into the organization's governance policies.
- Conduct internal audits focused on the effectiveness of governance structures and processes.

- Develop and execute the annual internal audit plan, focusing on key governance, financial, operational, and compliance risks.
- Assess the adequacy of internal controls, identify areas of risk, and make recommendations for improvement.
- Work with internal audit staff or external auditors to ensure timely and accurate audit results.
- Report audit findings and recommendations to the Manager Internal Audit & Governance.
- Monitor changes in regulatory requirements and assess the organization's readiness and responsiveness to these changes.
- Provide assurance that regulatory filings, submissions, and reports are accurate and timely.
- Identify governance-related risks, including risks associated with regulatory non-compliance, corporate governance deficiencies, and inadequate internal controls.
- Conduct risk-based audits focusing on high-risk areas and ensure that management has implemented appropriate risk mitigation strategies.
- Recommend improvements to risk management practices, particularly in relation to governance and regulatory compliance.
- Follow up on identified governance risks and audit findings to ensure corrective actions are properly implemented.
- Act as the liaison between internal audit, senior management, and regulatory bodies.
- Provide clear and transparent communication of audit findings, governance risks, and compliance issues to the Audit Committee and management.
- Collaborate with external auditors and regulators during inspections or reviews, ensuring they have access to relevant governance documentation and reports.
- Conduct governance and compliance training for key stakeholders, including board members, senior management, and employees.
- Raise awareness of governance risks, regulatory compliance requirements, and internal audit processes across the organization.
- Lead and manage investigations into fraud, misconduct, and irregularities.
- Gather, analyze, and document evidence with integrity and confidentiality.
- Prepare investigation reports with clear findings, root cause analysis, and recommendations.
- Liaise with legal, HR, and compliance teams to ensure appropriate action and remediation.
- Enterprise-wide risk management.
- Risk Identification & Assessment: Conduct risk assessments across business units, identifying operational, financial, compliance, strategic, and reputational risks.

- Risk Mitigation - Recommend and track implementation of risk mitigation strategies; follow up on corrective actions.
- Building risk awareness amongst staff by providing support and training within FCCC.
- Ensure all Occupational Health & Safety procedures are followed according to the Health and Safety at Work Act 1996 while carrying out hazardous work outside or within the office premises.
- Ensure all hazards concerning the area of work are highlighted prior to the Department Manager.
- Ensure innovation, continuous improvement, and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- May work for longer hours during audit periods to meet certain targets.
- FCCC's operations are ad-hoc and may work beyond the normal course of duties as and when assigned.
- Any other task assigned by your Department Manager.

Key Performance Indicators (KPI's)

(To be added upon commencement of the position)

Qualification

Applicants with Post graduate diploma or a bachelor's degree in accounting, corporate governance, financial management, or a related discipline, with up to 3 years or more experience in audit, risk management, regulatory compliance, investigation, or governance-related roles, are encouraged to apply. Candidates should possess professional competency and a sound knowledge of audit procedures, governance codes, and practices. Applicants with membership in IIA, FICA, and CPA would have an added advantage.

Knowledge and Experience

- 3 years or more experience in a similar role.
- Internal Audit Management
- Risk Management
- Regulatory and Internal Reporting
- Experience in developing and implementing governance frameworks.
- Experience in developing an investigation framework.
- Familiar with auditing standards, internal controls, risk management, and compliance.
- Experience working with boards, senior executives, or in legal/governance advisory roles.
- Dynamic and influential.
- Audit automation and investigation techniques.
- Problem-solving and innovative.
- Strong communication and diplomacy skills are required to guide, influence, and convince others.

- Impact and credibility within all levels of FCCC operations and the ability to deliver.
- Able to live up to FCCC Values.

Skills and Abilities

- Strong understanding of corporate governance principles, laws, and regulations.
- Risk Management
- Strong understanding of investigation methodologies.
- Strong organizational and time-management skills, with attention to detail.
- Ability to handle confidential information with discretion.
- Ability to manage multiple audits and governance projects simultaneously.
- In-depth understanding of internal auditing standards, governance principles, and regulatory compliance frameworks.
- Strong analytical and problem-solving skills, with the ability to identify governance risks and recommend appropriate corrective actions.
- Excellent written and verbal communication skills, with the ability to present any findings clearly to the senior management.
- Must be able to meet deadlines, stay highly organized, and work effectively under pressure.
- Ability to stand his/her ground when seeking information.
- Technical skills (Auditing, Corporate Governance, Investigation and Accounting)
- Management skills and Conflict Management
- A solutions-oriented mindset, with a focus on improving governance and regulatory compliance processes.

Risk and Compliance

- Timely submission of reports/information papers
- Corporate Governance
- FCCC Act 2010
- Health and Safety at Work Act 1996
- Other Relevant Laws, Acts, Codes, and Regulations

Key Challengers / Success Factors

- Ability to track information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Ability to look for deficiencies in processes that may not be obvious.
- Good communication and analytical skills; and

- Ability to write clear, concise, robust, and balanced reports.

Internal / External Relationships

Internal

- FCCC Board
- CEO, GMs, All Managers.
- All staffs

External

- Other relevant stakeholders
- Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

As per the Financial Manual.

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organizations Human Resources Policies are always followed.

Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent -	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

Note: These responsibilities are not exhaustive. From time to time, it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or General Manager and will be discussed with you.