FIJIAN COMPETITION & CONSUMER COMMISSION

JOB DESCRIPTION

Incumbent Name:		**Emp No:**	
Job Title:	Senior Internal Auditor - Risk & Governance	**Position Type:**	Fulltime
Department:	Audit, Risk & Governance	**Salary scale:**	Band 7
Location:	Suva	**Region**	Central Eastern
Directly Reporting To:	Manager, Audit, Risk & Governance	**# of Reports:**	1

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 Senior Internal Auditor - Risk & Governance is a strategic leadership role responsible for enhancing FCCC's governance, compliance, and risk management areas. While reporting to the Manager, Audit, Risk & Governance, the incumbent will lead the development of governance and risk frameworks, oversee audits, policy development and reviews, risk management, conduct special assessments, and provide assurance services to senior management and the Board. This role ensures FCCC operates ethically, sustainably, and in alignment with statutory obligations and strategic goals.

Nature & Scope

The operational focus will be on:

- Strategic oversight of governance frameworks and internal control systems
- Leadership of governance-focused audits and special assessments
- Providing assurance services to senior management and the board
- Liaise with external auditors, regulators, and stakeholders
- Continuous improvement of governance and compliance practices
- Develop and implement Governance frameworks.
- Enterprise-wide risk management.
- Policy and procedure development & assistance

Key Result Areas (KRA's)

- Strengthen FCCC's governance methodologies through policy development and strategic alignment.
- Enterprise-wide Risk Management
- Risk Framework Development
- Lead governance audits and risk-based reviews across departments.
- Promote transparency, ethical conduct, and accountability in FCCC operations.
- Provide strategic recommendations to improve governance and mitigate risks.
- Ensure that the organization complies with all relevant laws, regulations, and internal policies.
- 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 Senior Internal Auditor - Risk & Governance is accountable to the Board for professional and administrative work required to assist FCCC in achieving its strategic objectives. The Senior Internal Auditor - Risk & Governance will be responsible for overseeing and ensuring that FCCC adheres to legal, regulatory, and internal compliance standards, as well as sound public sector practices, as benchmarks. The Senior Internal Auditor - Risk & Governance is responsible for.

- Periodically review and update governance frameworks to ensure continued relevance and compliance with organizational needs and relevant laws.
- Risk Management Framework Development - Design, implement, and maintain the organization's risk management framework.
- Monitoring & Reporting - Develop risk registers, monitor key risk indicators (KRIs), and prepare regular risk reports for management and the Board.
- Conduct Enterprise-wide risk assessment.
- 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.
- Monitor emerging governance practices, legislative updates, and benchmarks across jurisdictions. Provide strategic advice to senior management and the Board to ensure FCCC's frameworks remain current, compliant, and aligned with best practices.

- Ensure governance frameworks, policies, and oversight mechanisms directly support FCCC's strategic priorities, operational goals, and regulatory mandate.
- Design a risk-based annual internal audit plan that prioritizes governance, compliance, and strategic risks aligned with FCCC's objectives and oversee its execution.
- Lead and execute targeted audits in high-risk areas such as regulatory compliance and governance deficiencies. Assess internal controls, identify vulnerabilities, and deliver actionable recommendations to strengthen FCCC's governance oversight.
- Analyze audit findings to identify root causes, governance gaps, and compliance risks. Track and follow up on agreed corrective actions with responsible departments to ensure timely resolution and sustained improvements.
- Deliver clear, concise, and strategically framed audit reports to senior management, highlighting key findings, governance risks, and recommended actions. Facilitate discussions to ensure leadership understands implications and supports timely resolution and continuous improvement.
- Continuously assess FCCC's adherence to internal governance policies, operational procedures, and regulatory obligations. Identify gaps or breaches, initiate corrective actions, and ensure compliance is embedded across all departments through audits, reviews, and stakeholder engagement.
- Identify governance-related risks and recommend mitigation strategies.
- Initiate and manage investigations into alleged fraud, ethical violations, or governance failures, ensuring confidentiality and procedural integrity.
- Gather documentation, digital records, and statements using investigative procedures that uphold confidentiality and procedural fairness. Analyze evidence objectively, ensuring compliance with FCCC's internal governance standards.
- Liaise with external auditors, regulators, and law enforcement as needed.
- Present audit findings and governance concerns in a clear, concise, and solution-oriented manner tailored to executive and operational audiences. Use structured reports, briefings, and dashboards to ensure transparency, facilitate informed decision-making, and drive timely corrective actions.
- Act as the liaison between internal audit, senior management, and regulatory bodies.
- 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 to the Department Manager.
- Ensure Innovation and 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 and ad-hoc 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 a Degree or a Postgraduate Diploma in Accounting, Financial Management, or a relevant discipline, along with a minimum of 5 years of work experience in audit, risk management, regulatory compliance, investigation, or governance - related roles are encouraged to apply. Applicants with membership in IIA, FICA, CFE, CPA, and legal knowledge would have an added advantage. Candidates should possess professional competency and a sound knowledge of audit procedures, laws, policy development, risk management, governance codes and practices. Applicants with membership in IIA, FICA, CFE, CPA, and legal knowledge would have an added advantage.

Knowledge and Experience

- 5 years' work experience.
- Internal Audit Management
- Risk Management
- Regulatory and Internal Reporting
- Experience in developing and implementing governance frameworks.
- 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.
- 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, Risk Management, 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 staff

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 organization's Human Resources Policies are followed at all times.

Proviso

The Job Description and KRA's in this contract are 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: *This job description may be reviewed annually and updated when necessary.*