

	HUMAN RESOURCES	PD CODE: ANPM/PD/SA/003 APPROVED : G. DA SILVA
	POSITION DESCRIPTION	CHECKED : E. DA COSTA
		ORIGINATOR: OSCAR F. SANCHES
		ISSUE DATE : 1 Apr 17
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Position Title : Risk And Compliance Auditor Location and Department : Dili, Single Auditor Unit Reporting Relationships : Refer to Organisation Chart No: ANPM/ORG/001 Position line reports to : Single Auditor		

1. ROLE SUMMARY

Under the Decree Law No.1/20016 of 09 February, 1st amendment of Decree Law No.20/2008 of the 19th of June, the Single Auditor is an organ responsible for monitoring legality, regularity, and proper financial and patrimonial management of the ANPM. The Single Auditor provides independent, objectives assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls as well as consulting activity as value added for improvement of the ANPM's operations. Work is performed within the ANPM Internal Audit Policy and Procedures which make reference to the Instituted of Internal Auditors" International Standards for the Professional Practice of Internal Auditing".

2. KEY OBJECTIVES

- 2.1 To assist the Single Auditor, by using various internal audit tools, investigation and analysis techniques, to ensure the ANPM's financial, operational, and compliances system are administered and the execution of it is in accordance with the applicable legal frameworks;
- 2.2 Examining, evaluating and monitoring ANPM risk profiles and effectiveness and adequacy of internal controls established within the ANPM;
- 2.3 To assist management in achieving the set objectives in line with relevant ANPM Strategic Action Plan.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Perform internal audit on compliances matters in accordance with relevant laws, regulations, policies, procedures including guidelines and drafting of report for supervisor review;
- 3.2. Review and perform annual risk assessment within the ANPM and communicate to relevant directorate as well as drafting report for supervisor review;
- 3.3. Establish risk register and control activities and monitor the progress of risk mitigation and controls implementation;
- 3.4. Monitor the implementation of the ANPM Strategic Action Plan and drafting report of its implementation progress for Supervisor review;
- 3.5. Assist the supervisor in providing legal opinion regarding the policies, procedures or any other related matter which requires input of the Single Auditor;
- 3.6. Identify the need of drafting of Internal Audit Policies, Procedures, including guidelines regarding the risk assessment and internal controls;
- 3.7. Prepare audit work programs and plans of the risk assessment and Internal Controls compliance audit;
- 3.8. Ensure all audit working papers and files including the reports regarding the relevant executed audits are well documented;
- 3.9. Follow up all audit findings and recommendation presented by the external auditor and Audit Chambers or any other type of audit performs to the ANPM;
- 3.10. Actively involved in the personal development including attending the relevant trainings and certificates based training such as International Organization Standards and also certified Government Auditing professional (CGAP) Certification;
- 3.11. Any other duties as assigned by the supervisor or management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Required Skills and Experiences

4.1.1 Essential

- University degree in Commercial Law, or Accounting and Finance;
- A minimum of three years of progressively responsible auditing or inspection experience is required at national or international level;
- Timorese Nationality;
- Experience in Internal Auditing is desirable;
- Experience in the usage of computer and office software package (MS word, excel, etc.) and advance knowledge of spreadsheet and database package;
- Fluency in English is highly required (writing, speaking, listening and reading);
- Demonstrate teamwork include embrace extra responsible and build team morale and consensus
- Strong corporate commitment, demonstrates integrity and fairness, complies with ANPM policies and procedures and code of conduct;
- High level of task management skills include produces timely, and quality outputs, develop creative solutions, exercise sound judgment/analysis and able to handle multiple task;
- A high level building and sharing knowledge includes good presentation skill and convincingly.

4.2 Desirable:

4.2.1 Proficiency in Portuguese;

4.2.2 Listens actively and response effectively.



