Anness A

UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

L-impjieg	IAID Junior Executive (Compliance and Risk)
Ministeru	Uffiċċju tal-Prim Ministru

Dmirijiet u responsabbiltajiet

i. Jaqdi dmirijiet kif iggwidat mill-Att dwar l-Awditjar Intern u Investigazzjonijiet Finanzjarji (Kap. 461 tal-Liġijiet ta' Malta) fi ħdan id-Direttorati tal-IAID;

ii. Iwettaq assigurazzjonijiet indipendenti, u oġġettivi u attivitajiet ta' konsulenza, maħsuba biex ikattru l-valur u jtejbu l-operat tal-entitajiet awditjati, filwaqt li jgħinu l-istess entitajiet awditjati jilħqu l-għanijiet tagħhom permezz tal-introduzzjoni ta' metodi sistematiċi u dixxiplinati, sabiex tiġi valutata u mtejba l-effikaċja tal-immaniġġjar tar-riskji, kontrolli u proċessi ta' governanza;

iii. Iwettaq dawk il-funzjonijiet ta' konformitá u ta' assigurazzjoni fi ħdan Ministeri, Dipartimenti u Entitajiet tal-Gvern li jiżguraw li jiġu osservati l-kontrolli finanzjarji u kontrolli oħra relatati, kif ukoll is-sistemi, il-policies u l-proċeduri meħtieġa għall-funzjonament kif imiss ta' dawk il-Ministeri, Dipartimenti u Entitajiet tal-Gvern;

iv. Iwettaq dawk il-funzjonijiet ta' konformitá u ta' assikurazzjoni fuq fondi pubbliċi, li jinkludu fondi li l-Gvern hu meħtieġ li jimmaniġġja fl-ambitu ta' obbligazzjonijiet internazzjonali li għandha Malta;

v. Iwettaq monitoraġġ mill-viċin u b'mod regolari tal-mekkaniżmi tal-kontroll intern u l-immaniġġjar tar-riskji addottati fi ħdan l-amministrazzjoni pubblika;

vi. Jagħmel monitoraġġ tal-aderanza mal-istandards tal-kontroll intern u l-gwidi dwar l-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;

vii. Jassisti lill-uffiċjali anzjani tal-IAID fit-tħejjija ta' reviżjonijiet u/jew evalwazzjoni tal-immaniġġjar tar-riskji u tal-kontrolli interni fl-amministrazzjoni pubblika;

viii. Jassisti lill-uffiċjali anzjani tal-IAID fit-tnidija u l-komunikazzjoni tal-istandards tal-kontroll intern u l-proċeduri tal-immaniġġjar tar-riskju fl-amministrazzjoni pubblika;

ix. Jassisti lill-uffiċjali anzjani tal-IAID fit-twettiq ta’ investigazzjoni finanzjarja;

x. Jassisti lill-uffiċjali anzjani tal-IAID fit-twettiq ta’ reviżjonijiet u/jew assessjar ta’ kontroll intern u risk management fi ħdan l-amministrazzjoni pubblika;

xi. Jipprepara dokumenti ta’ ħidma relatati mal-awditjar skont l-istandards u bżonnijiet;

xii. Jesegwixxi ċċekkjar u vverifikar skont l-istruzzjonijiet tad-Diretturi tal-IAID, IAID Senior Audit Managers, IAID Senior Managers (Compliance u Risk), IAID Senior Auditors jew IAID Executives (Compliance u Risk), kif applikabbli;

xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur tiegħu jista’ jiddelega lilu/ha, kif ikun meħtieġ u kull xogħol ieħor kif mitlub mid-Direttur Ġenerali, Awditjar Intern u Investigazzjonijiet;

xiv. Iwettaq kull xogħol ieħor kif mitlub mis-Segretarju tal-Kabinett; u

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Uffiċċju tal-Prim Ministru
Uffiċċju tal-Prim Ministru, Berġa ta’ Kastilja, Valletta
Telefon: 2200 - 0000

Annex A

Job title	IAID Junior Executive (Compliance and Risk)
Ministry	Office of the Prime Minister

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

i. Performs duties as guided by the Internal Audit and Financial Investigations Act (Cap. 461 of the Laws of Malta) within the IAID Directorates;

ii. Carries out independent objective assurance and consulting activities designed to add value and improve the operations of auditees, while helping the auditee to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes;

iii. Carries out compliance and assurance functions within Government Ministries, Departments and Entities that ensure that financial and other related controls, systems, policies and procedures necessary for the proper functioning of the Government Ministries, Departments or Entities are adhered to;

iv. Carries out compliance and assurance functions on public funds, which include funds which the Government is required to manage under Malta's international obligations;

v. Monitors closely and regularly the internal control mechanisms and risk management approaches adopted within the public administration;

vi. Monitors adherence to any internal control standards and risk management guidelines within the public administration;

vii. Assists senior IAID officials in the preparation of status reviews and/or assessments on risk management and internal control within the public administration;

viii. Assists senior IAID officials in the promulgation and communication of internal control standards and risk management;

ix. Assists senior IAID officials in carrying out financial investigations;

x. Assists senior IAID officials in carrying out any review and/or evaluation of internal control or risk management within the public administration;

xi. Prepares audit working papers in accordance with standards and requirements;

xii. Carries out checks and verifications as directed by IAID Directors, IAID Senior Audit Managers, IAID Senior Managers (Compliance and Risk), IAID Senior Auditors or IAID Executives (Compliance and Risk), as applicable;

xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required and carries out any other work as directed by the Director General, Internal Audit and Investigations Department;

xiv. Carries out any other work as directed by the Secretary to Cabinet; and

xv. Any other duties as directed by the Principal Permanent Secretary.