Anness A

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

L-impjieg	IAID Support Officer
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 xogħol ta' assigurazzjoni oġġettiva indipendenti u attivitajiet ta' konsultazzjoni maħsuba biex jiżdied il-valur u jittejjeb l-operat ta' min ikun qed jiġi awditjat, filwaqt li jgħin l-istess entitajiet li jkunu qiegħdin jiġu awditjati biex jilħqu l-għanijiet tagħhom billi jinġieb metodu sistematiku dixxiplinat biex jevalwa u jtejjeb l-effettività tar-risk management, proċessi ta' kontroll u ta' governanza;

iii. Iwettaq xogħol ta' konformità u funzjonijiet ta' assigurazzjoni fi ħdan il-Ministeri tal-Gvern, Dipartimenti u Entitajiet biex jiżguraw li l-kontrolli finanzjarji u kontrolli oħrajn relatati, sistemi, policies, direttivi u proċeduri meħtieġa għat-tħaddim adegwat ta' dawn il-Ministeri tal-Gvern, Dipartimenti u Entitajiet u jaraw li l-liġijiet u r-regolamenti jiġu osservati;

iv. Iwettaq xogħol ta' konformità u assigurazzjoni dwar il-fondi pubbliċi li jinkludu fondi li l-Gvern hu meħtieġ li jikkontrolla taħt l-obbligi internazzjonali ta' Malta;

v. Jassisti lill-uffiċjali anzjani tal-IAID fil-monitoraġġ mill-qrib u regolari tal-mekkaniżmi ta' kontroll intern u metodi ta' risk management adottati fl-amministrazzjoni pubblika;

vi. Jassisti lill-uffiċjali anzjani tal-IAID fil-monitoraġġ ta' aderenza għal kwalunkwe standards ta' kontroll interni jew linji gwida ta' risk management;

vii. Jassisti lill-uffiċjali anzjani tal-IAID fit-tħejjija ta' status reviews u assessjar ta' risk management u kontroll intern fi ħdan l-amministrazzjoni pubblika;

viii. Jipprepara dokumenti ta' ħidma tal-verifika skont l-istandards u bżonnijiet;

ix. Jwettaq xogħol ta' kontrolli u verifiki kif imqabbad mid-Diretturi tal-IAID, IAID Senior Audit Managers, IAID Senior Managers (Compliance & Risk), IAID Audit Managers, IAID Managers (Compliance & Risk), IAID Senior Auditors u IAID Executives (Compliance & Risk);

x. Iwettaq kwalunkwe xogħol ieħor kif imqabbad mid-Direttur Ġenerali, Awditjar Intern u Investigazzjonijiet;

xi. Iwettaq kwalunkwe xogħol ieħor kif imqabbad mis-Segretarju tal-Kabinett; u

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

Annex A

Job title	IAID Support Officer
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 same auditees to accomplish their 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 the Government Ministries, Departments and Entities to ensure that financial and other related controls, systems, policies, directives and procedures necessary for the proper functioning of the Government Ministries, Departments and Entities, and ensure that laws and regulations 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. Assists senior IAID officials in monitoring closely and regularly the internal control mechanisms and risk management approaches adopted within the public administration;
vi. Assists senior IAID officials in monitoring adherence to any internal control standards or risk management guidelines;
vii. Assists senior IAID officials in preparing status reviews and assessments on risk management and internal control within the public administration;
viii. Prepares audit working papers in accordance with standards and requirements;
ix. Carries out checks and verifications as directed by the IAID Directors, IAID Senior Audit Managers, IAID Senior Managers (Compliance and Risk), IAID Audit Managers, IAID Managers (Compliance and Risk), IAID Senior Auditors and IAID Executives (Compliance & Risk);
x. Carries out any other work as directed by the Director General, Internal Audit and Investigations;
xi. Carries out any other work as directed by the Secretary to Cabinet; and
xii. Any other duties as directed by the Principal Permanent Secretary.