

Ministry:	Ministry of Revenue and Custom
Division:	Office of the CEO
Section:	Internal Audit
Location:	Nuku'alofa
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H-10
Reports to:	Chief Executive Officer
Band:	H
Salary:	\$38,156 - \$57,234
Important Note:	
<i>"This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities"</i>	
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: To lead the Internal Audit function for the Ministry of Revenue & Customs, providing independent assessment of internal controls, risk management, and regulatory compliance for both Inland Revenue and Customs offices. Ensure that audit processes enhance efficiency, promote good governance, and support the Ministry in achieving its mission and vision.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Develop and implement the Internal Audit Corporate Plan and Annual Management Plan • Lead technical, operational, financial, and compliance audits to assess internal control effectiveness • Provide advise to risk management to strengthen control • • Identify and evaluate risks, and provide recommendations for mitigating them • Plan, manage, and supervise audit assignments, including special investigations. • Ensure adherence to audit methodologies and compliance with relevant regulations and standards. • Prepare bi-annual and annual internal audit reports for the CEO • Report audit findings to management, recommending solutions for any issues identified • Lead and manage the performance of the Internal Audit Unit staff. • Mentor junior auditors and provide on-the-job training to enhance team skills and knowledge. • Liaise with top management and other stakeholders to provide audit insights and recommendations. • Represent the Internal Audit Section at audit committee meetings and discussions.

	<ul style="list-style-type: none"> • Ensure the implementation of audit recommendations across all divisions. • Monitor compliance with internal controls and regulatory standards through regular follow-up.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating and developing staff and teams to achieve the Internal Audit unit's objectives • Strong strategic thinking • Strong management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong decision-making and problem-solving in high-pressure situations • In-depth knowledge and understanding of tax and customs regulations • Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation in the design of compliance strategies aimed at large taxpayers • Excellent communication skills including presentation, negotiation and relationship management • Excellent customer service and stakeholder management skills • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> • Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience • Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience • Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <p><u>Qualifications acceptable for this role must be in Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
Employee:	VACANT