

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German government-owned enterprise with international operations. We implement commissions for the German federal government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

GIZ **Project Administration Unit (PAU)** is looking for a highly motivated candidate for following position to be based with the GIZ PAU, Suva Office under the responsibility of the Head of Finance & Administration.

### **Senior Controller and Internal Audit Specialist -Project Administration Unit (PAU)**

The incumbent, as the Senior Controller and Internal Audit Specialist develops and maintains an efficient set-up of professional and problem-free administration support, in the area of expertise allowing for organization's focused delivery of technical services and contributing to clients' good impression of GIZ.

#### **Major Functions/Duties:**

- Process data and information, including steering information, indicators and forecasts, quarterly, six-monthly and annual reports.
- Perform invoice checking for all payments, agreements and contracts;
- Update monthly monitoring sheets;
- Facilitate proper documentation for Receivables and Payables, write-offs and liaise closely with Projects as well as GIZ Head Office on procedures and approvals;
- Setting up and executing all internal audit, monitoring, and internal processes
- Maintain and updates authorisation delegations, workflows, special exemptions and checklists for the GIZ Pacific based Projects/Programmes;
- Undertake training and onboarding of new and existing staffs on GIZ's financial management and internal control processes;
- Take lead role in preparing for Internal Audits and assist projects in responding to the findings;
- Review post-implementation audit recommendations and provide guidance;
- Undertakes other tasks as assigned.

#### **Experiences & Qualification**

- University Degree or Post Graduate qualification in Accounting, Auditing and Financial Management.
- CPA qualification will be an added advantage.
- At least five (5) years' experience in financial planning and/or accounting, auditing, risk and governance.

#### **The following skills will be desirable**

- Positive attitude, team player, zeal to learn and develop
- Expertise in auditing, financial management and/or accounting
- Excellent command of MS-Office and communication skills in both written and oral
- High attention to details, efficient in organizing service processes and economical in utilizing resources.
- Ability to relate with all levels of personnel and with people of diverse cultures.
- High integrity and assertiveness in executing rules and regulations.

#### **Our offer:**

Remuneration package to commensurate with qualifications and experience  
To source full Job Description of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer on [Salote.Dau@giz.de](mailto:Salote.Dau@giz.de) or by post/ hand delivered **no later than 4.00p.m 01<sup>st</sup> May, 2024** addressed to:

#### **VACANCY – Senior Controller and Internal Audit Specialist -Project Administration Unit (PAU)**

Lot 67, GIZ Haus,  
Knolly Street, Suva  
P.O.Box 14041, Suva.

**GIZ is an equal opportunity employer**