



OFFICE *of the* AUDITOR GENERAL
Republic of Fiji

OFFICE OF THE AUDITOR GENERAL

OAG INDUCTION GUIDELINE

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Section A: PARTICIPANTS GUIDE

I. Welcome

Congratulations on your appointment and welcome to the team at the Office of the Auditor General. We are delighted that you have joined us and look forward to a long, happy and successful work relationship together.

The purpose of this manual is to introduce you information about your terms and conditions of employment, our expectations around your behaviour, our policies and procedures, an overview of OHS requirements, TeamMate, FMIS & IT and the Audit structures.

The manual also contains a guide to induction program and an induction checklist.

This manual should be read in conjunction with your contract of service, office policies & guidelines

II. Our Office

The Office of the Auditor-General of Fiji (OAG) assists the Auditor-General deliver against the mandate of the Constitution of the Republic of Fiji and the Audit Act 1969.

The work of OAG is also governed by auditing standards issued by the International Organisation of Supreme Audit Institutions and the Fiji Institute of Accountants, which are in compliance with the standards issued by the IAASB.

OAG's vision is to excel in public sector auditing. And the OAG believes that this vision can be accomplished through providing world class, independent and objective value adding services to its stakeholders and providing a working environment that will allow its people to excel.

III. Our Vision, Mission And Values

Our Vision

Excellence in Public Sector Auditing

Our Mission

- To provide world class, independent and objective value adding services
- To provide a working environment that allows our people to excel

Our Values

- Impartiality, objectivity and fairness in our reports
 - Due diligence and 3Es in all facets of our auditing which encompasses reducing costs of inputs (economy), the right effort allocation (efficiency) and to achieve the goals (effectiveness).
- Continuously align all processes and procedures to international best practices.
- Utmost of honesty and integrity displayed by our people.

IV. Your Employment

Your employment with the office is essentially governed by your contract of service, OAG policies and procedures in conjunction with this Manual.

V. Medical & Police Clearance

You will also be required to have a pre-employment medical assessment & satisfactory police clearance prior to commencing your employment

VI. Human Resources, Payroll & IT

You will be given the following forms on the first day of starting your new role. If you have not received them please request them from Senior Administrative Officer (HR):

- Personal Contact Details form including:
 - Bank Account Details
 - FNPF
- Taxation Declaration form;
- Medical Insurance form;
- Conflict of Interest Form
- New Email Form
- Access to Biometrics

These forms must be fully completed together with other relevant employment documentation and returned to Senior Administrative Office (Human Resources). You can request a copy of the documentation if you wish to do so. The documentation will be kept securely in your employment file and available on request.

Section B: TRAINER'S GUIDE

I. Introduction

The Office of the Auditor General will ensure that all new recruits feel welcomed and are ready to start work safely and competently. Induction will be conducted for new recruits, to familiarise them with the work process & system in place. The office recognises the importance of creating awareness for staff who are new to the office and are able to understand their new role, how the office operates, and what are expected of them.

II. Purpose

The purpose of an induction program is to provide key information to employees when they first start work at OAG. It is to ensure they understand the behavioural and cultural expectations as well as making the details of their role, their responsibilities and performance expectations clear to them.

III. Objectives

The objective of the induction is to integrate the new recruits into their new role as quickly as possible by:

- providing sufficient, relevant information in a creative and informative manner
- Equipping and enabling the staff to adequately carryout their duties.

IV. Procedure

Upon signing of the contract of service by a new recruit, Corporate Services shall organise an induction program, which would be scheduled regularly for all new recruits

Prior to this program, the staff shall be informed on the following:

- brief overview of the office, relevant policies and procedures
- The employee shall be introduced to all staff & to the relevant team leaders.

It is compulsory for new employees to attend 1 induction program during the first three months of their employment.

At OAG, there are two (2) processes involved in inducting new recruits:

Induction Checklist: This is usually as to support new recruits to settle at workplace and this involves administration and registration in job requirements.

Induction Program: This is a 3-day program where basic generic information about the office and its procedures is presented to the new employees. It ensures standardised and consistent information is presented to all new starters and is designed to help guide the new employee in their adjustment to the workplace – its culture, values, behaviour, policies and procedures. Often delivered by Senior Officers who covers topics and information relevant to their areas of expertise.

V. Induction Checklist

The Corporate Services shall complete an induction checklist for each new recruits with details of:

- a. Medical Report
- b. Police Clearance
- c. Received signed Contract of Service
- d. Personal Contact Details form including Bank Account Details & FNPF
- e. Taxation Declaration form
- f. Medical Insurance form
- g. Conflict of Interest Form
- h. New Email Form
- i. Access to Biometrics
- j. Picture taken for ID Card
- k. Office Tour
- l. Meet & Greet with the Team
- m. Issue of IT working tools
- n. Individual Work Plan
- o. Assigned to Mentor (if needed)

VI. 3-Day Induction Program

The office aims to ensure that every recruits fully is advised on all matters relevant to the position through an induction program that includes a complete exposure to the OAG policies and procedures and the audit wok.

- a. Vision, Mission & OAG strategic plan
- b. Link between the OAG strategic plan and the National Development Plan
- c. Discussion of all policies that have been endorsed by the executive management committee
- d. Code of ethics & Oath of Secrecy
- e. Mentor-Mentee programs
- f. Uniform and proper work attire
- g. Trainings
- h. Accounts section
- i. Individual Work Plan, Job description and the performance measurement system
- j. Occupational health and safety issues
- k. OAG Sports & Social club
- l. Understanding and access to TeamMate & FMIS
- m. Difference between OAG and Ministry of Economy Internal Audit Department
- n. OAG and Accounting firms
- o. Team structure and audit portfolio for each financial audit group
- p. Types of Audit & Legislations that empowers the Auditor General to Audit their accounts
- q. Quality Assurance & Quality Controls
- r. Audit Methodology
- s. Brief discussion on the audit cycle
- t. Discussion on the OAG Manual (AFROSAL e-manual)
- u. Performance Audit

- v. Compliance Audit
- w. Financial statement audit
- x. Guide on the working papers
- y. Working groups and relationship with PASAI and INTOSAI.

VII. Individual Work Plans

Outside of the induction process, all employees should have an Individual Work Plan. It is the Manager’s responsibility to create one with the employees:

- when they are recruited
- at each performance assessment session (annually).

VIII. Methods & Techniques of Development

On-the-job Training	Off-the-job Training
Coaching / mentoring: trained by an experienced worker <ul style="list-style-type: none"> • Job rotation: to increase the experiences the worker will have • Special Projects: first-hand experience working on real problems/projects 	<ul style="list-style-type: none"> • Courses, Workshops • Programmed Instruction • Conferences • Lectures/Books • Manuals

IX. Development Principles

1. Choose the technique that will best develops the Key Result Areas.
2. Make it practical to have the staff develop actively – enhances knowledge transfer
3. Use feedback that is accurate, credible, timely and constructive.
4. Ensure the method enhances self-efficacy and mentee expectations that it will be successful (i.e. start simple and get more complex).

Section C: INDUCTION PROGRAM GUIDE

Day 1 – Corporate Services	Day 2 – TeamMate, FMIS & IT issues	Day 3 - Audit
1. Vision, mission & OAG strategic plan	1. Understanding and access to TeamMate & FMIS	1. Role & function of OAG
2. Link between the OAG strategic plan and the National Development Plan		2. Difference between: 3. OAG and Ministry of Economy Internal Audit Department 4. OAG and Accounting firms
3. Discussion of all policies that have been endorsed by the executive management committee		5. Team structure and audit portfolio for each financial audit group
4. Code of ethics & Oath of Secrecy		6. Types of Audit & Legislations that empowers the Auditor General to Audit their accounts
5. Mentor-Mentee programs		7. Quality Assurance & Quality Controls
6. Uniform and proper work attire		8. Audit Methodology
7. Trainings		9. Brief discussion on the audit cycle
8. Accounts section		10. Discussion on the OAG Manual (AFROSAI e-manual)
9. Individual Work Plan, Job description and the performance measurement system		11. Performance Audit
10. Occupational health and safety issues		12. Compliance Audit
11. OAG Sports & Social club		13. Financial statement audit
		14. Guide on the working papers
		15. Working groups and relationship with PASAI and INTOSAI.

Section D: STAFF INDUCTION- HR CHECKLIST

Employee Name: _____ Date of Commencement: _____
 Position: _____ Department: _____

Prior to Arrival	Completed	Date	Comments
Contract of Service Issued			
Medical Report			
Police Clearance			
Upon Arrival			
Received signed Contract of Service			
Personal Contact Details form including Bank Account Details & FNPF			
Taxation Declaration form			
Medical Insurance form			
Conflict of Interest Form			
New Email Form			
Access to Biometrics			
Office Policies			
Picture taken for ID Card			
Office Tour			
3 Day Induction Program			
Within 1st Week			
Meet & Greet with the Team			
Issue of IT working tools			
Individual Work Plan			
Assigned to Mentor (if needed)			

CONFIRMATION OF INDUCTION COMPLETED

Employee Name: _____ Signature & Date: _____

SAO (HR) Name: _____ Signature & Date: _____

Manager/Supervisor Name _____ Signature & Date: _____