



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its programs or activities.

# ANNOUNCEMENT

November 8, 2019

**THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:**

**THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Announcement No. 066-19**

**Position Title:**

**RISK OFFICER**

**General Description:**

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.

The University of Guam (UOG) Risk Officer reports directly to the Vice President Administration and Finance (VPAF) and is responsible for the development of the University's risk management capabilities and mitigation of risk through the internal audit function. The Risk Officer will manage the Enterprise Risk Management program for the University and will conduct audits of all aspects of the University's operations. A significant component of the position is the assurance of the University's compliance with grant terms.

*vice*

**Position Title:**

**INTERNAL AUDITOR**

**General Description:**

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

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The University of Guam (UOG) Internal Auditor reports directly to the Vice President Administration and Finance (VPAF) and is responsible for the development of the University's internal audit capabilities and management of internal audit processes. The Internal Auditor will develop processes for grants management, reporting, audits, and compliance requirements. A significant component of the position is the assurance of the University's compliance with grant terms.

**FOR MORE INFORMATION:**

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquires concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

**JOSEPH B. GUMATAOTAO**  
**Acting Chief Human Resources Officer**

*Risk Officer 11/08/19*  
*Approved by Acting CHRO 11/08/19*



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# ANNOUNCEMENT

May 13, 2019

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

## #066-19 INTERNAL AUDITOR

**Location:**

Administration and Finance

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

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The University of Guam (UOG) Internal Auditor reports directly to the Vice President Administration and Finance (VPAF) and is responsible for the development of the University's internal audit capabilities and management of internal audit processes. The Internal Auditor will develop processes for grants management, reporting, audits, and compliance requirements. A significant component of the position is the assurance of the University's compliance with grant terms.

**Character of Duties:**

Primary duties and responsibilities shall include, but not be limited to the following:

- Establish and maintain policies and procedures for the audit activity and ensure compliance with standards for the Professional Practice of Internal Auditing as set forth by the Institute of Internal Auditors (IIA);
- Recommend improvements to management controls to safeguard University assets;
- Conduct performance audits of activities of the University;
- Conduct compliance audits and reviews of federal grant programs within the University;
- Communicate results of audit projects/investigations and communicate results to the VPAF, the President, the Administrative Council (as needed), the Budget, Finance, Investment, and Audit (BFIA) committee of the University Board of Regents, and other appropriate parties;
- Develop an annual audit schedule based on risk assessments performed with input from the University Comptroller;
- Develop and implement a comprehensive, practical program of audit coverage for the University to be implemented over time;
- Ensure the University complies with the terms of its grants;
- Assist and advise university management and staff regarding financial and accounting matters, proper policies and procedures, internal controls, and risk mitigation techniques; perform assessments of the numerous risks facing the university;
- Work cooperatively with external auditors performing risk assessments of the University;
- Prepare an annual budget for Internal Audit;
- Conduct special studies as assigned by VPAF; and
- Perform other duties as assigned.

**Qualifications:**

**Minimum:** Bachelor's degree in Business, Management, Finance, Accounting, or a related field from a U.S. accredited institution or foreign equivalent, including or supplemented by twenty-four (24) semester

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hours of accounting/auditing courses; Seven (7) years of experience in the policies, laws and practices of internal auditing; Knowledge of internal auditing standards and techniques, accounting principles, and state and federal regulations; Experience with federal grant compliance; Experience working in a culturally diverse population is a plus; Ability to communicate effectively orally and in writing (writing samples required); And ability to interact with all levels of employees, management, and faculty.

**Preferred:** Master's degree in Business, Management, Finance, Accounting, or a related field from a U.S. accredited institution or foreign equivalent, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; Certification as an Internal Auditor or Public Accountant or Government Financial Officer.

**Salary Level:**

\$76,287 - \$114,431 per annum

**Appointment/  
Relocation:**

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

**Benefits:**

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

**Application  
Process:**

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) Certification as an Internal Auditor or Public Accountant
- (5) Writing Samples

**Special Instructions for References:** Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

**Selected candidate** must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, [wiegandr@triton.uog.edu](mailto:wiegandr@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu), telephone number, (671) 735-2350 or fax number at (671) 734-6005.

**Police and Court Clearance:** Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

**Application  
Deadline:**

Applications will be accepted until the position is filled.

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

**Work  
Eligibility:**

**Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.**

**Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.**

**Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be**

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conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



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Acting Chief Human Resources Officer