

Position Description



Position: Whistleblower Officer

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2025
PD Approved By (Position Title):	Chief Auditor
Position Number:	KCHCR03

Primary Purpose of the Position

To manage and maintain KCH's Whistleblower Program, ensuring confidential, secure, and effective handling of whistleblower disclosures. The Whistleblower Officer promotes transparency, integrity, and accountability across KCH by receiving, assessing, and escalating reports of misconduct, fraud, or unethical behaviour in accordance with internal policies and legislative obligations.

Reporting Relationships

This Position Reports to:

Manager Internal Audit

Direct Reports:

NIL

Key Working Relationships (Internal & External)

Internal: - Managing Director - All Chief Officers - All Executive Managers - Internal Audit Team - Legal and Compliance Officers - Risk Management Team - Executive Management (when required) - Other Managers	External: - Whistleblower service providers (if outsourced) - External auditors - Relevant regulatory authorities (where applicable)
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Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Degree in Law, Business, Accounting, Risk Management, or related field - Training in whistleblower protection, fraud detection, or compliance is an advantage

Skills and Experience required for this position:

Skills - Strong understanding of ethical standards, fraud reporting, and compliance - Excellent verbal and written communication skills - High level of confidentiality and discretion - Analytical and investigative skills

Position Description



- Knowledge of whistleblower laws and anti-corruption frameworks
- Conflict resolution and case handling
- Planning and Organising

Experience

- Minimum 5 years' experience in internal audit, compliance, investigations, or risk management
- Experience handling sensitive reports or disclosures is highly desirable
- Familiarity with corporate governance and reporting procedures

Key Accountabilities

Whistleblower Program Management:

- Receive and record whistleblower disclosures confidentially and securely
- Maintain a central register of all reports and actions taken
- Ensure that disclosures are assessed and escalated appropriately
- Coordinate investigations in line with KCH procedures

Policy Compliance and Governance:

- Ensure KCH's whistleblower policy aligns with legislative requirements and best practices
- Monitor adherence to confidentiality and non-retaliation protocols
- Provide guidance and training to staff on whistleblower protections

Incumbent:

Signature:

Date:

Reporting and Oversight:

- Prepare regular reports to Manager – Internal Audit on disclosure trends, status, and outcomes
- Support the preparation of reports to the Audit and Risk Committee, when required
- Ensure records are maintained in compliance with data protection and legal standards

Awareness and Education:

- Promote awareness of whistleblower rights and processes within KCH and SOEs
- Organise training sessions and communication materials to encourage ethical reporting

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Position: Chief Auditor

Signature:

Date: