



MINISTRY OF ECONOMIC GROWTH & JOB CREATION

CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following post in the Internal Audit Division of this Ministry.

Audit Manager (FMG/AS 4) – Vacant

Salary Scale: \$ 6,333,301 - \$ 8,517,586 per annum and any allowance(s) attached to the post.

JOB PURPOSE

Under the direction of the Chief Internal Auditor (CIA), the Audit Manager is responsible for overseeing the audit teams in the execution of audit engagements of different levels of complexity, ensuring that internal assessments adhere to relevant guidelines, laws, and regulations. The Audit Manager provides expert internal audit consultation and advisory services to the Ministry and its Departments, Statutory Bodies, Public Bodies and Agencies, while providing support to the CIA in ensuring the efficiency of sound internal controls, risk management, compliance, governance and adherence of audit processes and procedures to internal audit standards.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Contributes to the development of the Division's Corporate/Operational Plans, Budget.
- Develops Individual Work Plan in keeping with the Division's Operational Plan;
- Supervises the preparation of reports for the CIA, Permanent Secretary, relevant Senior Executives, Internal Audit Directorate, and other relevant stakeholders;
- Attends Public Accounts Committee (PAC) and Public Administration and Appropriations Committee (PAAC) of the Parliament of Jamaica to provide necessary information and support to the PS and CIA;
- Represents CIA at meetings, conferences, workshops, and seminars;
- Prepares time and expense budget;
- Prepares reports and audit project documents as required;
- Delivers Internal Audit presentations when necessary;
- Supports and maintains customer service principles, standards, and measurements.

Technical/Professional Responsibilities

- Assists the Chief Internal Auditor in carrying out strategic and risk-based planning for the MEGJC, its Departments and Agencies.
- Contributes to the development and implementation of the Annual Audit Plan and Audit Work Plan, ensuring adherence to MEGJC's policies, regulatory requirements, and guidelines in preparation for submission to relevant key stakeholders.
- Applies knowledge of accounting principles, financial record-keeping procedures, and general audit practices to carry out audits effectively.
- Provides recommendations on appropriate techniques, tests, and sampling methods for conducting audits, ensuring team members adhere to Internal Audit Standards, Accounting Standards, and Financial Regulations.
- Participates in the planning and execution of information technology (IT) audit projects.
- Oversees the execution of mandatory routine pre-audit functions and activities, including verifying leave and pension calculations, final payments resignations, gratuity payments, and salaries in accordance with the FAA Act and Instructions.
- Maintains and supports an approved quality assurance and improvement programme that encompasses all aspects of Internal Audit.

- Assists MEGJC's Departments, Statutory Bodies, Public Bodies and Agencies in conducting quality self-assessments, compliance monitoring, and risk management activities, as needed.
- Oversees the preparation and content of audit reports, drawing conclusions and making recommendations based on evidence analysis.
- Proposes changes to Standard Operating Procedures and Methodologies within the Divisions of the Ministry to ensure consistency and alignment with the GoJ's goals, objectives, and targets.
- Conducts visits as needed to MEGJC's Departments, Statutory Bodies, Public Bodies and Agencies undergoing audits to ensure adherence to audit procedures, resolve challenges, and maintain positive client relationships.
- Prepares reports on any deviations or departures from approved internal control systems, as well as any perceived risks, and recommends changes to ensure compliance and effectiveness.
- Manages the output of assigned audit team responsible for financial and non-financial audits within their designated areas of responsibilities.
- Evaluates audit findings to identify potential weaknesses, risk exposure and violations of rules and regulations.
- Contributes to the development and implementation of financial and non-financial systems and controls.
- Oversees the progress of audits, ensuring compliance with audit procedures and quality assurance standards.
- Provides guidelines and instructions to team members, tailoring them to each programme and functional area.
- Reviews working papers to ensure compliance with Internal Audit policies, quality assurance standards, processes and standards.

HUMAN RESOURCE RESPONSIBILITIES

- Provides effective management and guidance through effective planning, delegation, communication, training, mentoring, and coaching of highly skilled audit professionals.
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies.
- Coordinates the development of individual work plans and recommends performance targets for assigned staff.
- Participates in the recruitment and training of staff of the Division.
- Recommends succession initiatives, transfers, promotion and leave in accordance with established Human Resource Policies and Procedures.
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity.
- Monitors staff performance and facilitates timely and accurate completion of annual performance appraisals and other periodic reviews.
- Implements disciplinary measures in accordance with established guidelines/practices.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core Competencies

- Good interpersonal, communication and written skills;
- Integrity;
- Team work and cooperation;
- Good initiative;
- Compliance;
- Time management skills;
- Customer and quality focus;
- Ability to adapt.

Functional/Technical Competencies

- Use of technology
- Analytical thinking
- Planning and organizing
- Technical Skills
- Goal/Result oriented
- In-depth knowledge of Audit Principles and Techniques, including ICT Audit
- Expert knowledge of the Government of Jamaica's Accounting and Audit standards
- Expert knowledge of FAA Act, Accounting Principles and Practices
- Knowledge of GoJ ICT systems
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms
- Good understanding of the public expenditure policy environment and the goals
- Good knowledge of policy monitoring and evaluation frameworks
- Proficient in integrating multiple ideas and complex information into a coherent summary, such as reports
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies, and programmes
- Familiarity with GoJ relevant procedures, Acts, policies and legislation governing GoJ operations
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, Business Administration, Management Studies, or any other equivalent;
- ACCA or equivalent; and
- Five (5) years and over auditing experience and relevant experience in the specialized area.

Please note that only shortlisted applicants will be contacted.

Applications accompanied by resumes should be submitted on or before: **October 18, 2024** to:

Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Or email:

human.resources@megjc.gov.jm

Subject: Audit Manager (FMG/AS 4)

Do ensure that the post title is included in the subject line.