



# Ministry of National Security

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## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

### **CHIEF INTERNAL AUDITOR (FMG/AS 5) – VACANT** **INTERNAL AUDIT DIVISION**

**SALARY SCALE: \$7,344,688 – \$9,877,789.00 P.A.**

#### **JOB PURPOSE:**

The incumbent is responsible for managing the Internal Audit functions of the Ministry and its departments by planning, establishing and implementing internal audit programmes, which examines and evaluates the adequacy of management controls systems provided to accomplish the objectives of the Ministry and improve its operations

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

- Develop internal audit work programmes for the Ministry financial and operational processes, systems and procedures;
- Develops and ensures the implementation of policies and procedures for auditing activities in accordance with international and Government of Jamaica standards and other related agencies;
- Ensures that all allegations of financial irregularity, fraud and corruption are promptly and fully investigated;
- Reviews all final audit Reports prepared by staff in the unit for submission to Permanent Secretary;
- Examines the effectiveness of all levels of management in the stewardship of organization resources and their compliance with established policies and procedures;
- Recommends improvement of management controls designed to safeguard organizations resources, promote organizations growth, and ensure compliance with government laws and regulations;
- Reviews procedures and records their adequacy to accomplish intended objectives, and appraises policies and plans relating to the activity or function under audit review;
- Authorizes the publication of reports on audit, including recommendation for improvement;
- Appraises the adequacy of operating management's action to correct report deficient conditions;
- Leads the development and implementation of the Division's Corporate and Operational Plans;
- Ensures that the objectives of the unit are clearly defined and communicated to the staff;
- Monitors Divisional Heads responses to audit report to ensure that deficiencies are corrected and internal controls are adhered to;
- Manages the preparation and submission of final audit reports, findings, recommendation and other relevant comments;
- Develops new policy guidelines in response to changing systems and practices in auditing standards;
- Prepares periodic reports to the audit committee, summarizing the audit work carried out with findings, recommendations and management responses;
- Develops and executes a comprehensive audit plan for the evaluation of management controls provided over all organization activities;
- Establishes and implements internal audit programmes to review the Ministry's compliance with approved financial policies, procedures and authorities;
- Develops the annual IT Risk Assessment and Audit Plan aligned with the Ministry's strategic objectives;
- Establishes and implements operational audit programmes to review the extent to which the Ministry has due regard for economy, efficiency and effectiveness;
- Examines the effectiveness of all levels of management in their stewardship of the Ministry's resources and their compliance with established policies, procedures and government regulations and make recommendations for improvement as necessary;

- Authorizes the publication of reports and results of audit examinations, including recommendations for improvement;
- Determines and authorizes the prudence of special investigations in accordance with the relevant regulations;
- Attends operational meetings where the Internal Audit Unit has a key role in the development and verification of systems;
- Prepares and submits to the Permanent Secretary, audit reports stating deficiencies, implications and recommendations;
- Conducts special audits as requested by management, including the reviews of presentations made by persons outside the organization;
- Provides technical assistance/advice to the Permanent Secretary on internal audit issues as requested;
- Provides assistance to external auditors and consultants as required;
- Establishes policies for the auditing activity and directs its technical and administrative functions.
- Develops structured Audit Plans to ensure audit coverage of all significant activities;
- Keeps abreast of trends and developments in internal audit management and recommends relevant adoption where appropriate to increase the effectiveness of the audit branch;
- Follows-up on the implementation of audit recommendations and ensures that improvements are made to reduce risks to appropriate levels;
- Represents the Ministry at meetings/conferences and other functions as directed;
- Performs other related functions assigned from time to time by the Permanent Secretary.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- BSc. Degree preferably in Accounts, Finance, Business Administration, Management or Economics; or
- ACCA Fundamentals or equivalent and over six (6) years' experience in audit/specialized area;
- Successful completion of the Government auditing courses and professional auditing training would be an asset

#### **SPECIFIC KNOWLEDGE SKILLS AND ABILITIES**

- Excellent knowledge of accounting principles and practice
- Excellent knowledge of auditing procedures
- Exemplary leadership and people management skills
- Proficiency in the use of relevant computer applications
- Sound knowledge of laws and regulations pertinent to the Ministry and its Departments
- Working knowledge of sampling techniques
- Work knowledge of ACL/SPSS Software
- Operational knowledge of IT and software systems

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Interested persons should forward their applications and resume **NO LATER THAN Friday, December 16, 2022** to the:

Director, Human Resource Management and Administration (Acting)  
 Human Resource Management and Administration Branch  
 Ministry of National Security  
 4<sup>th</sup> Floor North Tower  
 2 Oxford Road  
 Kingston 5  
 Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Chief Internal Auditor (FMG/AS 5)**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**