



Ministry of National Security

VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

AUDIT SUPERVISOR (FMG/AS 4) INTERNAL AUDIT UNIT

SALARY SCALE: \$2,777,255.00 - \$3,301,284.00

TRAVELLING ALLOWANCE: WITH MOTOR VEHICLE \$1,341,624.00 PER ANNUM

WITHOUT MOTOR VEHICLE: \$536,652.00 PER ANNUM

JOB PURPOSE:

Plans and supervises audit assignments by ensuring proper management and adherence to standards, policy, applications, systems and control.

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

KEY RESPONSIBILITIES:

- Develops and manages a comprehensive audit schedule of annual audit coverage within areas assigned by the Chief Internal Auditor.
- Schedules projects and staff assignments to ensure compliance with organizational needs.
- Reviews and approves the scope and audit approach of each audit project for assigned areas of audit cognizance
- Directs audit projects to ensure that professional standards are maintained in the planning and execution and in the accumulation of evidentiary data.
- Identifies factors causing deficient conditions and recommends appropriate intervention
- Appraises the adequacy of the corrective action taken to improve deficient conditions.
- Conducts pre-audits of medical, overseas travel and special payments files.
- Ensures conformance with acceptable audit standards, plans, budgets, and schedules.
- Accumulates data, maintains records, and prepares reports on the administration of audit projects and other assigned activities.
- Coordinates the program with the Auditor General Departments.
- Supervises the work of auditors engaged in the reviews of organizational and functional activities.
- Conducts on the job training for Auditors.
- Conducts annual & bi-annual performance review of staff.

REQUIRED COMPETENCIES:

- Excellent knowledge of auditing standards and procedures.
- Excellent knowledge of the organization's policies and procedures.
- Tenacity
- Working knowledge of ACL or SPSS Software
- Ability to conduct risk assessment
- Excellent supervisory skills
- Ability to prepare complete and accurate accounting reports and statement.
- Skills in reviewing work for accuracy and completeness

SPECIALIZED TRAINING:

- Supervisory Management
- Budget Preparation.
- Audit Planning & Operational Planning

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Willingness to travel island wide
- Exposure to toxic substances and dangerous weapons

MINIMUM QUALIFICATION & EXPERIENCE:

- Bachelor Degree preferably in Accounts, Finance, Business Administration, Management or Economics
- ACCA Fundamentals or equivalent
- Minimum Five (5) years auditing experience.
- Successful completion of relevant government auditing courses and Professional audit training would be an asset

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, July 13, 2018**, to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor, NCB North Tower
2 Oxford Road
Kingston 5

Email: jobopp@mns.gov.jm

Subject: Audit Supervisor (FMG/AS 4)

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