



## 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:

#### **SENIOR AUDITOR (FMG/AS 3) – TEMPORARY INTERNAL AUDIT UNIT**

**SALARY SCALE: \$4,594,306.00– \$6,178,830.00**

#### **JOB PURPOSE:**

The incumbent is responsible for conducting internal audits of the controls, financial records, administrative procedures of the Ministry of National Security and its Departments/Agencies in the execution of financial and compliance audits in keeping with government and international audit standards.

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

#### **KEY RESPONSIBILITIES:**

- Participates in developing a comprehensive, practical audit programme(s) for the Ministry of National Security and departments/Agencies.
- Liaises with Divisional Heads, Accountable Officers, Audit Manager and Chief Internal Auditor regarding scheduled audits.
- Assist with developing individual work plan.
- Conducts stakeholder meetings/interviews (entrance, exits, system documentation).
- Conducts risk assessments at the engagement level to identify and prioritize risk(s) and develops audit programmes to review the organization's functional activity and operations.
- Conduct audit reviews (*pre—audits*) of assigned organizational and functional activities (*Termina benefit payments*)
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures where applicable.
- Follow-up (as directed) responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to.
- Provides guidance to direct reports regarding assignments and reviews their work (working papers) for sufficiency of scope and for accuracy.
- Reviews draft reports and queries submitted by direct reports.
- Consolidates overall audit findings and prepare combined draft reports.
- Assist in guiding and providing on-the-job training for direct report.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree preferably in Accounts, Finance, Business Administration, Management or Economics, equivalent or;
- ACCA Fundamentals or equivalent and over two (2) but less than five (5) years' experience in audit/specialized area;
- Successful completion of relevant government auditing courses and professional audit training would be an asset.

**SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent knowledge of auditing standards and procedures;
- Excellent knowledge of the organization's policies and procedures;
- Knowledge of the Financial Administration and Audit Act/Instructions and other GOJ policies and procedures
- Knowledge of operating systems and financial software;
- Good knowledge of GOJ Pension Administration
- Knowledge of enterprise risk management;
- Ability to lead and work in teams.
- Knowledge of TEAMMATE and Audit Command Language (ACL would be an asset

Interested persons should forward their applications and résumés **NO LATER THAN Thursday, January 30, 2025** to the:

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

**Subject: Senior Auditor (FMG/AS 3)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**