

**POST AND TELECOMMUNICATIONS DEPARTMENT (PTD)  
CAREER OPPORTUNITY**

**CHIEF INTERNAL AUDITOR (FMG/AS 4) (Vacant)**

**Salary range \$2,888,345.00 - \$3,433,335.00 (p.a.) and allowances attached to the post**

**Job Summary**

The Chief Internal Auditor manages the internal audit function of the Department by establishing and implementing internal audit programmes, which examines and evaluates the adequacy of management controls systems provided to accomplish the objectives of the Department in its operations.

**Key Responsibilities**

- Leads Internal Audit's annual risk assessment planning process to develop the Audit Plan and ensures the Plan is responsive to and aligned with the risk profile of the Department.
- Leads the process for the review of the operational effectiveness and efficiency of programmes and activities executed by the PTD;
- Develops Audit Plans in consultation with audit team leaders to include the priority level of each assignment, time scheduled and the deployment of staff;
- Monitors audit findings and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Prepares and submits quarterly reports on audits conducted to the Ministry of Finance and Public Service and Audit Committee.

**Required Knowledge /Competencies**

- Excellent knowledge and understanding of GoJ administration system, procurement policies and procedures, the Financial Administration and Audit Act and Financial Instructions, GoJ, the Staff Orders and the Public Service Regulations and other applicable regulations;
- Sound knowledge of general accepted Auditing Standards;
- Excellent written and oral communication skills

**Qualification, Experience and Training**

- First Degree preferably in areas specified at AS 2, ACCA Fundamentals or equivalent and over five (5) years' auditing experience and relevant experience in the specialized area.
- Successful completion of relevant government auditing courses and Professional audit training would be an asset.

For additional information, visit our website [www.jamaicapost.gov.jm](http://www.jamaicapost.gov.jm)

Please forward application with resume, no later than **Friday, February 14, 2020** to:-

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road, Kingston, CSO  
Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

*Previous applicants need not re-apply and only short-listed candidates will be contacted.*