



**CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
POST AND TELECOMMUNICATIONS DEPARTMENT**

<b>JOB TITLE:</b>	Chief Internal Auditor
<b>GRADE:</b>	<b>FMG/AS 4</b>
<b>POST NUMBER:</b>	<b>9376</b>
<b>UNIT:</b>	Internal Audit
<b>REPORTS TO:</b>	Post Master General
<b>MANAGES:</b>	3 Senior Auditors FMG/AS 3 4 Auditors FMG/AS 3; 2 Assistant Auditors FMG/AS 1 Secretary OPS/SS 2

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. This document is validated as an accurate and true description of the job as signified below:

_____ Employee Name	_____ Signature	_____ Date
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_____ Manager/Supervisor	_____ Signature	_____ Date
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_____ Head of Branch/Division	_____ Signature	_____ Date
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Date received in Human Resource Management and Development Branch

### **JOB PURPOSE:**

Under the general direction of the Postmaster General (PMG), the incumbent 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 OUTPUTS:**

- Operational Plans developed
- Annual Audit Work Plan prepared
- Audit budgets prepared
- Auditing Control Mechanisms identified
- Standard Operating Procedures developed
- Working papers reviewed
- Special audits/investigations conducted
- Risk assessment conducted
- Audit reports produced
- Technical advice provided
- Training recommended for staff's professional development
- In-house training for audit staff conducted

### **KEY RESPONSIBILITY AREAS:**

#### ***Management and Administrative***

1. Develops and ensures the implementation of policies and procedures to guide the operations of the Unit within the framework of Government guidelines and international auditing standards (confers with the PMG).
2. Participates in the development and implementation of the strategic direction of the Department.
3. Leads the development and implementation of the Unit's Corporate and Operational Plans and Budget.
4. Ensures that the objectives of the Internal Unit are clearly defined and communicated to the staff.
5. Provides assistance/advice to the PMG on internal audit issues as requested.
6. Develops new policy guidelines in response to changing systems and practices in auditing standards.
7. Develops programs to determine if ethical behavior is consistent with international standards and other related Agencies.
8. Keeps abreast of trends and developments in internal audit management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Unit.
9. Represents the Unit/Department at meetings/conferences and other functions as required.

### ***Technical/Professional Responsibilities***

1. 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;
2. Leads the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the PTD;
3. Manages the process for the review of organizational activities in order to determine its compliance with legislative and policy parameters;
4. Develops Work Plans in consultation with the Heads of Units and Post Offices and Audit team;
5. Develops one year Audit Plans in consultation with audit team leaders to include the priority level of each assignment, time scheduled and the deployment of staff;
6. Oversees the execution of individual audits defined in the Audit Plan ensuring the highest level of service quality and client satisfaction.
7. Reviews and validates the working papers of all audits undertaken by the Internal Auditors;
8. Issues all Internal Audit reports ensuring the reports are clear, concise, identifies root causes with practical solutions, and ultimately provides value to management;
9. Reviews audits reports and makes recommendations for changes in processes and procedures;
10. Monitors Unit Head responses to audit reports to ascertain the level of deficiencies corrected and adherence to internal controls.
11. Manages the preparation and submission of final audit reports with relevant recommendations and ensures timely submission of documents/information requested from the Unit.
12. Monitors audit findings and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
13. Prepares and submits quarterly reports on audits conducted to the Ministry of Finance and Public Service and Audit Committee.

### **HUMAN RESOURCE MANAGEMENT**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Department;
- Conducts training for Audit staff;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

## OTHER RESPONSIBILITIES

- Sit on the Disaster preparedness committee
- Sits on the Motor Bike Committee
- Sits on the Shortage Committee
- Performs other related duties that may be assigned
- Performs any other related duties assigned by Supervisor

## PERFORMANCE STANDARDS:

- Operational Plans developed in the established timeframe and is reflective of the Organization strategic targets and goals;
- Annual Audit Work Plan prepared in accordance with GoJ guidelines and timeframe
- Audit budgets prepared in accordance with GoJ guidelines and timeframe
- Risk assessment conducted in accordance with GoJ guidelines and timeframe
- Auditing Control Mechanisms identified in accordance with GoJ guidelines and timeframe
- Standard Operating Procedures developed in accordance with GoJ guidelines and timeframe
- Working papers reviewed in accordance with GoJ guidelines and timeframe
- Special audits/investigations conducted in accordance with GoJ guidelines and timeframe
- Audit reports produced in accordance with GoJ guidelines and timeframe
- Technical advice provided are sound and timely manner
- Training recommended for staff's professional development in a timely manner
- In-house training for audit staff conducted in accordance with GoJ guidelines and timeframe
- Established deadlines, targets and quality standards are consistently met.
- Confidentiality, integrity and professionalism are maintained in the execution of duties.

## INTERNAL AND EXTERNAL CONTACTS:

### (i) Within the Division/Branch/Section/Unit

INTERNAL CONTACT	PURPOSE
PMG	Professional advice, guidance, reports and directive
Senior Directors	Information sharing, professional advice and reports
Direct Reports	Instructions, guidance, work assignment, advice and sharing information
	Advice sharing information and addressing concerns

### (ii) External Contacts (required for the achievement of the position's objectives)

EXTERNAL CONTACT	PURPOSE
Heads of Units Responsible Officers	Professional advice, guidance, reports, information

	sharing
Audit Committee	Reports, information sharing, professional advice
Internal Audit Directorate	Professional guidance, reports, information sharing
Other MDAs	Information sharing, professional guidance
Auditor General's Department	Professional guidance, information sharing
Relevant persons integral to specific audit assignments	Information gathering

**Required Competencies:** *The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework outlines the meaning of the following grades with '1' being the lowest and '3' or '4' the highest.*

Core	Level	Technical	Level
Oral Communication	4	Use of Technology	1
Written Communication	4	<b>Technical Skills:</b> <ul style="list-style-type: none"> <li>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;</li> <li>Sound knowledge of finance and accounting principles and practices;</li> <li>Sound knowledge of general accepted Auditing Standards.</li> </ul>	2
Managing External Relationships	4		
Teamwork and Cooperation	3		
Customer and Quality Focus	3		
Interpersonal Skills	3		
Initiative	3		
Integrity	3		
Problem Solving and Decision Making	3		
Planning and Organizing	3		
Analytical Thinking	3		
Goal/Result Oriented	2		
Strategic Vision	4		
Leadership	4		
Compliance	2		
Adaptability	2		

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- 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.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Required to travel island wide
- Possession of a valid Driver's License and a reliable motor vehicle

**AUTHORITY**

- Manages the Unit's Budget
- Leads a staff of ten (10) persons
- Signs audit reports
- Determines audit actions
- Recommendations regarding, leave, disciplinary action of direct reports and promotion of direct reports