

Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Ministry of Health and Wellness, Executive Management, Internal Audit Unit.**

Audit Supervisor (FMG/AS 4) (vacant) (3 posts)

Salary Scale: \$6,333,301 per annum

JOB PURPOSE

Reporting to the Chief Internal Auditor, the Audit Supervisor provides advisory services on the internal controls, risk management and governance processes of the Ministry of Health and Wellness and its department, Regional Health Authorities, Agencies and Councils to determine compliance with legislation, policies, objectives and regulations, and assessing their efficiency, economy, and operational effectiveness and identifying and possible weakness in the established system with a view to making recommendations for possible solutions.

KEY OUTPUT

- Direction, supervision and advice given;
- Audit policies, procedures and standards appraised;
- Operational, Compliance, Financial, and Performance audits conducted
- Risk assessment analysis conducted.
- Audit systems documented;
- Audit procedures and programmes developed;
- Working papers reviewed;
- Audit reports produced;
- Monthly reports on team activities produced.

KEY RESPONSIBILITY AREAS INCLUDES:

A. Management/Administrative

- Participates in the preparation of the division's budget;
- Participates in the development of the Division's Operational Plan;
- Prepares and submits Monthly Reports on team's activities;
- Maintains staff, purchase and budget files;
- Maintains current and permanent files.

B. Technical /Professional

- Assists the Chief Internal Auditor (CIA) in the preparation of the audit plan, which fulfils the responsibility of the division, scheduling and assigning work and estimating resources needed.
- Supervises auditing of the Ministry's head office, departments, agencies, and determine scope of investigations required;
- Directs and supervises all team members in the performance of assignments and gives general advice;
- Conducts audit to assess the effectiveness of controls, accuracy of financial records, and efficiency of operations;
- Analyse data obtained for evidence of deficiencies in control, duplication of effort, extravagance, fraud or lack of compliance with laws, government regulations, management policies or procedures;
- Conducts operational, compliance, financial and performance audits and assess the control environment;
- Performs risk assessment to determine the scope of the audit;
- Documents systems and prepare audit procedures and programmes to effectively conduct audit in audit areas;

C. Human Resource Responsibilities

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;

- Identifies training/development needs of staff and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Division;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics/ACCA Level 2 or equivalent
- Over five (5) years auditing experience and relevant experience in the specialized area with at least three (3) years' experience at the supervisory level;
- Successful completion of relevant government auditing courses and Professional audit training would be an asset.
- Should have or be pursuing CISA certification.

Applications with résumés are to be submitted no later than Friday November 15, 2022 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.