

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.**

Senior Auditor (FMG/AS 3) (3 posts) (vacant)

Salary Scale: \$5,198,035 per annum

JOB PURPOSE

To provide appraisal reports on the accounting systems, internal controls, risk management and governance processes for the Ministry of Health and Wellness and its department/agencies to determine compliance with legislation, policies, objectives and regulations, and assess their efficiency, economy, and operational effectiveness and identifying any possible weaknesses in the established systems, with a view to making recommendations for possible solutions.

KEY OUTPUT

- Risk assessment conducted;
- Audit programmes and audit/assignment conducted;
- Working papers prepared on TeamMate;
- Weekly and Monthly updates submitted on audits/assignments for the teams;
- Draft audit reports prepared and submitted to Audit Supervisor
- Individual work-plan prepared.

KEY RESPONSIBILITY AREAS INCLUDES:

Management/Administrative

- Participates in the development of the Unit's Risk-Based Audit Plan and budget.
- Participates in the development of the Unit's Strategic and Operational Plan.
- Participates and attends meetings on behalf of the Ministry.

Technical/Professional Responsibilities

- Develops audit programmes with the aim of improving efficiency and effectiveness;
- Conducts operational, financial, compliance and performance audits to assess the adequacy of accounting systems, internal controls, risk management and governance processes of the Ministry and its portfolio entities with the aim to provide reasonable assurance and advice to management;
- Examines records and interviews employees to ensure the recording of transactions and compliance with laws and regulations;
- Makes recommendations based on audit findings and submits to Audit Supervisor and Chief Internal Audit;
- Prepares working papers on TeamMate for submission to the Audit Supervisor;
- Conducts Risk assessment to determine the scope and audit areas;
- Performs verifications as required and requested by management;
- Follow up as directed and respond to Audit findings to determine whether the recommendation were adhered to.
- Develops and documents Internal Audit procedures;
- Review working papers of junior auditors on teammate;
- Gives guidance to the junior auditors within the team and provides weekly and monthly updates on team activities for submission;
- Ensure that working papers of junior auditors are prepared using auditing tools (TeamMate & ACL) and submitted for review;
- Prepares audit reports with sound, value-added recommendations for weaknesses found and submits to the Audit Supervisor.
- Clarifies any queries on working papers and reports prepared.
- Prepare Individual Work Plan (PMAS) and submits to the Audit Supervisor for discussion and evaluation.

Other Responsibilities

- Performs other related duties that may from time to time be assigned by the Chief Internal Auditor or Audit Supervisor.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

Applications with résumés are to be submitted no later than Friday, November 15, 2024 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.