



## Career Opportunity – Advertisement

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

**Audit Supervisor (FMG/AS 4)**  
**(Vacant) – Two (2) Positions**  
**(Salary: \$6,333,301.00 per annum)**

### JOB PURPOSE

Reporting to the Chief Internal Auditor, the Audit Supervisor is responsible for planning, coordinating and directing assigned audit teams to conduct independent appraisals and advisory services on the internal controls, risk management and governance processes for the Ministry of Health and Wellness, Departments, Regional Health Authorities, Agencies and Councils. The incumbent will aim to determine compliance with legislation, policies, objectives and regulations, and assess the efficiency, economy, and operational effectiveness and identify any possible weaknesses in the established systems and recommend solutions or corrective measures where applicable.

### KEY OUTPUT

- Audit policies, procedures and standards appraised;
- Operational, compliance and financial and performance audits conducted;
- Risk assessment analysis conducted.
- Audit systems documented;
- Audit procedures and programmes developed;
- Working papers reviewed;
- Technical Advice provided;
- Audit reports produced and monthly reports reviewed;
- Staff Performance Appraisal conducted;
- Audits and time budgets reviewed
- Individual work plan developed

### KEY RESPONSIBILITY AREAS INCLUDES:

#### Management / Administrative Responsibilities

- Participates in the development of the Unit's budget;
- Participates in the development of the Unit's Strategic and Operational Plan;

- Participates and attends meetings on behalf of the Ministry
- Reviews files maintained for staff, purchase and budget;
- Maintains current and permanent files;
- Prepares Individual Work Plan (PMAS) in alignment with the Operational Plan of the Unit and submit it to the Chief Internal Auditor for discussion and review.

### **Technical Responsibilities**

- Ensures the effectiveness of Internal Controls and the accuracy of financial records in the Ministry, its Departments and Agencies (MDA's);
- Identifies areas within the Ministry, Departments and Agencies (MDA) to be audited during the year;
- Prepares audit procedures and sets performance targets;
- Leads and manages the teams within the Internal Audit Unit in the achievement of the stated objectives;
- Assesses the results of the audit;
- Develops Risk matrix and Audit programme as it relates to each assignment
- Liaises with external Departments/Agencies being audited to ensure compliance with audit procedure, clarify (where necessary) any problem arising and conduct on the job training.
- Ensures that the Chief Internal Auditor (CIA) is appraised of deficiencies in the effectiveness of Internal Control Systems within the Ministry, its Departments and Agencies;
- Prepares and submits timely and accurate report on deviations or departure from the approved system of controls and recommends changes for a more effective and efficient system on a quarterly basis;
- Reviews working papers/reports of direct reports and manage the preparation and submission of final reports on findings, recommendations, and or other relevant comments;
- Assists the Chief Internal Auditor (CIA) in the preparation of the risk-based audit plan, which fulfills the responsibility of the division, scheduling and assigning work and estimating resources needed;
- Supervises auditing of the Ministry's head office, departments, agencies, and determines the scope of investigations required;

- Participates in the preparation of the quarterly reports;
- Prepare monthly reports on team activities;
- Analyze 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 an audit;
- Make recommendations on the systems and procedures being reviewed, reports on the findings and recommendations and monitors management's response and implementation;

### **Human Resource Management**

- 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 teamwork, employee empowerment and commitment to the Unit's goals;
- Fosters an atmosphere of trust, high ethical and confidential standards;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guide the operations of the Ministry/Division;
- Recommends leave for staff supervised in keeping with established Human Resource policies and procedures;

- Participates in the recruitment of staff for the Division, and recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Review annual work plans (PMAS) for auditors.
- Conducts monthly and other ad hoc meetings with staff.

### **Other Responsibilities**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

### **PERFORMANCE STANDARDS**

- Participates and contributes to the strategic and operational plan developed in keeping with the strategic objectives of the Ministry within a specific timeframe;
- Technical Advice, direction, supervision provided accurately and advice given in keeping with audit standards and in a timely manner;
- Audit policies, procedures and standards appraised/reviewed in accordance with auditing standards;
- Operational, compliance, financial and performance audits conducted in keeping with International Audit Standards according to the risk-based audit plan;
- Risk assessment analysis conducted in accordance with International Audit Standards;
- Audit systems documented within the specified timeframe;
- Audit procedures and programmes developed in keeping with Audit standards and regulations;
- Working papers prepared on TeamMate by team reviewed in keeping with established guidelines;
- Audit reports are comprehensive, accurate and produced within the agreed timeframe to standards set by the Institute of Internal Auditors;
- Observation of the International Audit Standards in the performance of audit duties;
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to.

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics
- ACCA Fundamentals or equivalent; plus over five (5) years auditing experience and relevant 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, July 3, 2026 to:**

**Senior Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
40 Knutsford Boulevard  
Kingston 5  
[jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)**

**The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only shortlisted candidates will be contacted.**