



## 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.

**Senior Auditor (FMG/AS 3)**  
**(Vacant) – Two (2) Positions**  
**(Salary: \$5,198,035.00 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
- Meeting attended
- Individual work plan prepared.

### **KEY RESPONSIBILITY AREAS INCLUDES:**

#### **Management / Administrative Responsibilities**

- 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 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.

### **Human Resource Management**

- Participates in the welfare and development of direct reports through the preparation of performance appraisals;
- Provides leadership to junior staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and on the job training and providing assistance and support as needed to improve performance;

- Recommends training for direct reports through the Chief Internal Auditor;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Recommends training for staff to the Human Resource Division through the Chief Internal Auditor

### **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**

- Audit programmes developed in keeping with Audit standards and guidelines;
- Working papers prepared on TeamMate in keeping with established guidelines and produced within the specified timeframe;
- Risk assessment conducted in accordance with International Audit Standards;
- Guidance provided to direct reports is in keeping with established principles and audit standards and produced within the specified timeframe;
- Audit reports are prepared in accordance with the Financial Administration and Audit Act, FAA Act (Financial Instructions), Audit Manual and Audit Standards and submitted to the Audit Supervisor within the specified timeframe.;
- Weekly/Monthly updates provided within the stipulated timeframe.
- Individual work plan prepared in alignment with operational plan of the Unit and submitted within the specified time frame.
- Give guidance to junior auditors in keeping with established principles and the audit standards and produced within the specified timeframe;
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to;
- Confidentiality and integrity are exercised in the execution of duties.

## **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, 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.**