



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Chief Internal Auditor
<b>JOB GRADE:</b>	FMG/AS 5
<b>POST NUMBER:</b>	27287
<b>DIVISION/BRANCH:</b>	Audit Division
<b>SECTION/UNIT</b>	-
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	4 Audit Supervisor FMG/AS 4 1 Audit Specialist FMG/AS 4

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	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

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## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Permanent Secretary, the Chief Internal Auditor provides independent and advisory appraisals on internal controls systems used by the Ministry, and its department/agencies to achieve its objectives/mandate.

In addition, the Chief Internal Auditor has responsibility over the management of the internal audit function that examines accounting systems, internal controls, risk management and governance processes for the ministry's portfolio.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Operational plan developed.
- Risk assessment conducted;
- Audit programmes developed;
- Audit plan prepared;
- Audit budgets prepared;
- Working papers prepared;
- Audit reports produced;
- Audit policies and procedures reviewed and revised;
- Guidance and advice provided;
- Monthly reports on activities consolidated and issued;
- Quarterly reports on activities prepared and submitted.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative**

- Reviews and revises the organization's audit policies and procedures in accordance with auditing standard;
- Participates in the Ministry's Strategic Planning Process;
- Leads the development of the Divisions Operational Plan;

- Prepares and monitors the divisions budget;
- Represents the Ministry at meetings, conferences and other functions as directed;
- Provides guidance and advice to the Permanent Secretary and managers on internal audit matters.
- Prepares and compiles monthly and quarterly reports on activities undertaken;

#### **B.) Technical /Professional**

- Conducts risk assessment to determine audit areas;
- Prepares audit programmes for the examination and assessment of the audit area;
- Reviews and signs working papers for all audits undertaken by the Audit Division;
- Writes audit reports, stating deficiencies, implications and make recommendations and submit to the Permanent Secretary;
- Meets with Permanent Secretary and department heads to discuss audit findings;
- Follows up division heads' responses to audit reports to ensure deficiencies are corrected, improved and procedures are implemented and internal controls are being adhered to;
- Liaises with external auditors where appropriate in the preparation of an audit plan;
- Attends operational meetings where the audit division has a key role in the development and verification of systems;
- Ensures the security of audit files;
- Ensures the compliance by divisions with Internal Auditing Standards.

#### **C.) Human Resource Responsibilities**

- Ensures the development and welfare needs of staff are identified and addressed;

- Monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to staff 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;
- Recommends leave for staff in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Division, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff.

#### **D.) Other Responsibilities**

- Performs other related duties that may from time to time be assigned by the Permanent Secretary.

#### **4. PERFORMANCE STANDARDS**

- Operational plan developed in keeping with the strategic objectives of the Ministry;
- Risk assessment conducted in accordance with auditing standards and organization policy;
- Audit programmes developed in keeping with Audit standards and regulations;

- Audit plan prepared in a timely manner;
- Audit budget prepared within the specified timeframe;
- Working papers prepared in keeping with established guidelines;
- Audit reports produced are comprehensive and accurate and prepared with prescribed time frame;
- Audit policies and procedures reviewed and revised in accordance with auditing standards;
- Guidance and advice provided are accurate;
- Quarterly reports on activities undertaken are accurate and comprehensive and submitted in the stipulated timeframe.

## 5. INTERNAL AND EXTERNAL CONTACTS:

### i) Internal Contacts

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain/give advice, receive directives, and guidance, discuss audit queries, provide feedback.
Chief Medical Officer	Matters relating to audit queries
Divisional Directors	Follow-up-response to audit queries
Other members of staff in the Division	Discuss issues in relation to relevant activities
Regional Health Authorities	Matters relating to audit queries

### ii) External Contacts

Contact	Purpose of Communication
Auditor General's Department	Matters relating to the Internal Auditing Standards
Internal Audit Directorate staff, Institute of Internal Auditors Local Chapter, other Government Auditors	Discussions relating to Auditing Standards, Best Practice, Career Path and Training

## **6. REQUIRED COMPETENCIES:**

### **Core**

- Excellent presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Excellent research, analytical, and problem solving skills;
- Excellent networking and relationship-building skills;
- Negotiating skills;
- Ability to exercise sound judgement and attention to detail;
- Uses initiative;
- Strong leadership skills;
- Excellent skills in teamwork and cooperation;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

### **Technical**

- Sound knowledge of the Ministry's policies and procedures;
- Excellent knowledge of Public Service Regulations, Staff Orders, Financial Administration and Audit Act and other regulations and procedures governing the Public Sector;
- Excellent knowledge of auditing standards and procedures and techniques including value for money audits;
- Excellent knowledge of the fundamentals of accounting, finance, commercial law, taxation;
- Proficiency in the use of relevant computer software and computer applications including ACL.

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics from a recognized University e.g. UTECH, UWI;
- ACCA Fundamentals;
- Six (6) years and over auditing experience and relevant experience in the specialized area;
- Successful completion of relevant government auditing courses and Professional audit training would be an asset.

**8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Required to work beyond normal working hours whenever the need arises.

**9. AUTHORITY TO:**

- Recommend audit policies and procedures;
- Signs off on audit working papers.
- Signs audit reports.
- Determines audit actions.
- Authorizes the validation of any system revised or implemented.

**10. WORKING CONDITIONS:**

- Normal office conditions.