



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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|-------------------------|---|
| JOB TITLE: | Audit Specialist/ Information Technology Auditor (New) |
| JOB GRADE: | FMG/AS 4 |
| POST NUMBER: | |
| DIVISION/BRANCH: | Audit Division |
| SECTION/UNIT | - |
| REPORTS TO: | Chief Internal Auditor |
| MANAGES: | Senior Auditor FMG/AS 3 Auditor FMG/AS 2 Assistant Auditor FMG/AS 1 |

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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Chief Internal Auditor, the Audit Specialist/Information Technology Auditor is responsible to review and provide feedback, assurances and recommendations about the effectiveness, efficiency, availability, confidentiality and integrity of the systems of the Ministry of Health and its' Departments.

2. KEY OUTPUTS (Results, Deliverables)

- Audit process executed;
- Working papers produced;
- IT audits overseen as directed;
- Reports produced;
- Training to audit staff provided;

3. KEY RESPONSIBILITIES (Activities, Tasks)

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;

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;
- Executes the audit process on a wide variety of computing environment and computer applications and accurately interpret results against defined criteria and do so such that work is completely and efficiently performed in accordance to professional departmental standards;

- Evaluates the organizations ability to protect its information assets and formulate recommendations, which are practical and cost effective;
- Demonstrates proficiency in applying information systems audit and principles, skills and techniques in reviewing and testing computer applications and information systems technology utilized by the Ministry;
- Applies internal control concepts in a wide variety of information technology process and appropriately assess the exposure resulting from ineffective or missing control practices;
- Documents relevant facts and information, which supports the work performed and conclusions drawn so other reviewers can follow the auditors logic and methodology;
- Appreciates the financial, operational and compliance risk which affect information design, modification and processing activities;
- Exhibits creativity and innovation in recommending improvements to departmental audit practices and processes;
- Engages in professional development responsibilities, including completion of a professional certification programme;
- Reviews working papers produced by team members, consolidate overall findings from team members and prepare final reports with recommendations to the Chief Internal Auditor.
- Conducts special investigations as assigned by the Chief Internal Auditor.

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;
- Recommends leave for staff supervised 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 Chief Internal Auditor or requested by the Permanent Secretary.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Audit process executed on a wide variety of computing environment and computer applications in accordance to professional departmental standards;
- Working papers produced by team using "TeamMate Software" reviewed in keeping with established guidelines;
- IT audits overseen as directed within agreed timeframe and in accordance with International Audit Standards;
- Audit reports are accurate and produced within the agreed timeframe to standards set by the Institute of Internal Auditors;
- Monthly reports on team activities are comprehensive, accurate and produced within agreed timeframe;
- Training provided in keeping with audit standards and in a timely manner; to audit staff on identifying high level information system risks;

- Internal control systems are assessed by the standards set by the Institute of Chartered Accountants;
- Follow up procedures are implemented according to established guidelines;
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to;
- Due care and reasonable assurance are observed.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

| Contact (Title) | Purpose of Communication |
|---|--|
| Chief Internal Auditor | Obtain/give advice, receive directives, and guidance, work assignment, discuss audit activities, provide feedback. |
| Other members of staff in the Division | Discuss issues in relation to relevant activities |
| Regional Health Authorities, CEO's and Senior Director's in Department and Agencies | Matters relating to audit activities/ queries |

ii) External Contacts

| Contact | Purpose of Communication |
|--|---|
| Internal Audit Directorate Staff, Institute of Internal Auditors Local Chapter other Government Auditors | Discuss issues relating to Audit Standards, Best Practice, Career Path and Training |

6. REQUIRED COMPETENCIES:

Core

- Excellent presentation, written, oral and communication skills;
- Good report writing skills;
- Good human relations and interpersonal skills;

- Excellent planning, organising and time management skills;
- Strong analytical, decision-making, and problem solving skills;
- Excellent networking and relationship-building skills;
- Negotiation skills:
- Use initiative;
- Ability to exercise sound judgement and attention to detail;
- Strong leadership skills;
- Excellent skills in teamwork and cooperation;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Demonstrated skills in performing Information system audit process;
- Detail knowledge regarding information systems with a general understanding of accounting principles;
- A good knowledge of the Financial Administration and Audit Act (FAA ACT), FAA Act Instruction, Public Service Regulations, Staff Orders and other regulations and procedures governing the Public Service;
- A sound knowledge of auditing standards and procedures, including planning, test and sampling methods involved in conducting audits;
- Sound knowledge of supervisory practices and procedures;
- Current knowledge of developments related to business matters of interest to internal audit, particular new IT audit techniques and practices;
- Proficiency in the use of computer auditing techniques in particular the 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 or equivalent;
- Five (5) 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;
- Incumbent should also have or is pursuing a CISA certification.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises;
- Exposure to confidential information

9. AUTHORITY TO:

- Signs off working papers;
- Signs audit reports.
- Signs Staff Performance Appraisals;
- Makes recommendations for corrective action.
- Signs documents in the absence of the Chief Internal Auditor.

10. WORKING CONDITIONS:

- Normal office conditions.