



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Internal Audit Unit of the Ministry of Industry, Investment and Commerce *for the period January 6, 2026 to March 31, 2026.*

CHIEF INTERNAL AUDITOR (FMG/AS 4-Pay Band 10) – NOT VACANT

Salary Range: \$6,333,301 – 8,517,586 per annum

JOB PURPOSE

Under the general direction of the Permanent Secretary, investigates and reports on the extent to which internal policies and procedures are adhered to and internal controls are adequate and functioning to maintain the integrity of the organization and its operations.

KEY OUTPUTS

- Audits conducted, progress noted and audit reports produced
- Audit plan prepared and executed
- Internal audit charter developed and enforced
- Internal audit manual developed
- Working papers prepared and reviewed
- Audit budgets prepared and submitted
- Operational plan developed
- Efficient and productive staff
- Technical advice provided on internal financial matters and operational procedures.
- Ministry represented at meetings and events
- Training recommended for staff's professional development
- Audit files secured

MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES

- Reviews and revises the organization's audit policies and procedures in accordance with auditing standards: confers, with the Permanent Secretary.
- Participates in the organization's operational strategic planning process – prepares and monitors the Department's operational plan and budget ensuring



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the work of the Department is carried out according to plan and agreed targets achieved.

- Represents the organization at meetings, conferences and functions as directed.
- Provides guidance/advice to the Permanent Secretary and Managers on internal matters.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Conducts risk assessment to determine audit areas
- Liaises with external auditors where appropriate in the preparation of an audit plan
- Manages the preparation of audit programmes for the examination and assessment of the audit area.
- Conducts site visits as necessary to monitor audit progress and/or provide guidance and on the job training.
- Reviews and signs off on working papers for all audits undertaken by audit department.
- Prepares audit report stating level of compliance, deficiencies and implications, makes recommendations and submits report to the Permanent Secretary and Department Heads. Meets with the Permanent Secretary and Department Heads to discuss audit findings.
- Follow-up department heads responses to audit reports to determine whether deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to.
- Attends operational meetings where the audit department has a key role in the development and verification of systems.
- Ensures security of audit files.
- Ensures the compliance by the departments with Internal Auditing Standards.

HUMAN RESOURCE RESPONSIBILITIES

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes.
- Provides leadership to staff through effective objective setting, delegation and communication.
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed.
- Participates in the recruitment of staff for the Department.
- Ensures that staff is aware of, and adhere to, the policies, procedures and regulations of the Division and the Ministry.



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- Ensures that proper working conditions exist for staff.

OTHER RESPONSIBILITIES

- Performs other related functions assigned from time to time by the Permanent Secretary.

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframes to standards.
- Risk assessment is conducted in accordance with auditing standards and organization policy.
- A team approach is adopted with Department Managers in resolving issues of internal controls.
- Audit reports are comprehensive, accurate and submitted within established timeframe.
- Audit recommendations lead to improvements in the conduct of business.
- Confidentiality and integrity are exercised in the conduct of audits.
- Adequate controls and tracking systems are implemented.
- Audit staff is competent and productive.
- Operational plan is prepared within established format and timeframe and supports the strategic objectives of the organization.
- Welfare of staff is clearly identified and addressed.
- Follow-up mechanism is implemented according to established guidelines.
- Adherence to Ministry's/Division's rules and regulations and Auditing Standards and Code of Ethics.

REQUIRED COMPETENCIES

Core Competencies:

- Excellent presentation, oral and written communication skills.
- Good interpersonal skills.
- Ability to lead and work in teams.
- Confidentiality and integrity.
- Demonstrate experience in managing people and other resources.
- Compliance with the ministry rules and regulations.

Technical Competencies:

- Excellent knowledge of accounting principles and practice.
- Excellent knowledge of auditing standards and procedures including value for money audits.



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- Excellent knowledge of the organization's policies and procedures.
- Proficiency in the use of relevant computer applications.
- Good problem solving skills and tenacity.
- Compliance with Auditing Standards and procedures.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Professional Accounting Designation or Bachelor's Degree in Management Studies/ Accounting, at least ACCA Level 3 or equivalent qualification.
- Certificate in Government Accounting (MIND)
- Four (4) years' experience in private or public sector at a supervisory level.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, however, may have exposure to 10-15% of aggression/hostility.
- Will be required to travel to external sites to conduct audits

AUTHORITY

- Recommends audit policies and procedures
- Signs off audit working papers
- Signs audit reports
- Determines audit action
- Authorizes the validation of any system revised or implemented
- Recommends leave, disciplinary action and promotion of direct reports according to established human resources policies
- Authorizes budgetary expenditure of the Internal Audit Unit

**Applications accompanied by resume should be submitted no later than
January 5, 2026 to:**

**The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

Please note that we thank all applicants, however only those short-listed will be contacted.