**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

**Internal Auditor**

The Integrity Commission invites eligible candidates to submit applications for the position of **Internal Auditor.** The Internal Auditor is accountable to the Executive Director for the adequate and effective management control systems in all areas of the Commission’s activities

**The Incumbent’s Operational RESPONSIBILITIES will include, *inter alia*, to:**

**Execution**

1. Establish policies and procedures for auditing activities
2. Direct the technical and administrative execution of the Audit Function in the Commission.
3. Evaluate and recommend improvement of management controls and systems.
4. Examine and ensure compliance with established policies and procedures of the Corporation.
5. Review and appraise accounting and other records to ensure adherence to policies.
6. Conduct special examinations at the request of management, including presentations and quotations from external sources.
7. Appraises the adequacy of the corrective action taken to improve deficient conditions.
8. Supervises procedures for custody and utilization of assets.
9. Establishes and maintains close liaison with external auditors.
10. In collaboration with the Manager of the Division/Department, constantly review and improve the process by which due diligence is done, thereby improving the likelihood of a favourable outcome in keeping with the Commission’s mandate.

**Planning**

1. Contribute to the Integrity Commission’s Strategic Planning process; paying particular attention to the Auditing Related Strategic Objectives and Initiatives.
2. In collaboration with the Executive Director, update annually own Job Accountability and Performance Targets; ensuring alignment to the Integrity Commission’s Strategic Plan and Balanced Scorecard.
3. In collaboration with the Executive Director, develop respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.

**Monitoring and Reporting**

1. Direct the preparation of the Audit monthly performance report; ensuring that the relevant performances, variances, diagnoses and prognoses are in the report.
2. Prepare any other ad-hoc reports as required for submission to the Executive Director and the Audit Sub-Committee within the Board of Commissioners.

**Qualifications:**

Level III ACCA or B.Sc. Accounting with postgraduate studies in Accounts or Auditing.

**Experience:**

Four (4) years’ experience in auditing at a managerial level in an Auditing Firm, or in a Private Sector or Public-Sector organization..

**Skills & Competencies**

* Demonstrates critical competencies in commitment to results, business savvy, leading change and motivating.
* Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
* Translates broad goals into achievable steps.
* Anticipates and solves problems and takes advantage of opportunities.
* Knowledge in human services, finance and human resources, planning and evaluation and governance.
* Excellent Analytical Skills and problem-solving skills.
* Reasoning Power - ability to make on-the-spot assessment of situations.
* High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
* Shares the Commission’s values, mission and vision.
* Consistently displays integrity, modelling behavior, develops people and builds teams.

**Specific Knowledge**

* Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the mandates of the Commission.
* Sound knowledge of tax laws, business law, commercial and trade practices.

**Working Conditions**

* Typical office environment, however some travel required.
* Irregular hours from time to time.
* Occasional exposure to hostile environment.

# EMOLUMENTS PACKAGE

Basic Salary $3,500,000.00 - $4,160,400.00 per annum

Travelling Allowance $894,924.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than **Wednesday, July 15, 2020** at **4:00 p.m. by hand** or **electronically, by 11:59 p.m.** to:

The Human Resource Manager

Integrity Commission

PIOJ Building, 1st Floor

16 Oxford Road

Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**