



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

AUDITOR (FMG/AS 2) - VACANT INTERNAL AUDIT DIVISION

JOB TITLE :

Under the general supervision of the Senior Auditor (Operations), the Auditor is responsible for conducting operations audits within the Ministry of Education, its Regional Offices and Agencies to determine compliance with the provisions of relevant laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems and where necessary recommend appropriate corrective measures to be taken.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Accounts, Finance, Business Administration or Economics,
OR
- ACCA Fundamentals or equivalent;
OR
- Associate Degree, AAT, CAT or equivalent qualifications with at least Two (2) years' auditing or accounting experience.

REMUNERATION PACKAGE:

Salary Scale: \$4,266,270 to \$5,737,658 per annum
Pay Band 8





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26-42

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 65883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, APRIL 17, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

| | |
|-------------------------|----------------------------------|
| JOB TITLE: | Auditor (Operations & Projects) |
| JOB GRADE: | FMG/AS 2 |
| POST NUMBER: | 6559 |
| DIVISION/BRANCH: | Internal Audit Division |
| SECTION/UNIT: | Operations & Projects |
| REPORTS TO: | Senior Auditor |
| MANAGES: | N/A |

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

Received in Human Resource Division

Date Created/revised

Strategic Objectives of the Internal Audit Division

To provide assurance to the Permanent Secretary (through the Audit Committee) on the appropriateness and effectiveness of management systems (e.g. policies, procedures, budgetary targets, performance management) established to facilitate the achievement of the goals and objectives of the Ministry of Education, Skills, Youth & Information.

Job Purpose

Under the general supervision of the Senior Auditor (Operations), the Auditor is responsible for conducting operations audits within the Ministry of Education, its Regional Offices and Agencies to determine compliance with the provisions of relevant laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems and where necessary recommend appropriate corrective measures to be taken.

Key Outputs:

- Interviews conducted
- Financial records verified/systems appraised/audited
- Audits activities conducted
- Working papers prepared
- Time sheet prepared
- Annual Work Plan prepared
- Data collected

Key Responsibility Areas:

Technical / Professional Responsibilities

- Assists with audit planning by collecting/analyzing data/information.
- Assists with conducting entrance/exit interviews.
- Conducts assigned audit activities in accordance with the instructions given by the Senior Auditor and the prescribed audit programme
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures
- Prepares working papers highlighting audit findings and conclusions and submits for review;
- Clears any supervisory queries on the working papers submitted.
- Drafts audit reports highlighting deficiencies, implications and makes recommendations
- Prepares and organizes working paper files(current/permanent)
- Provides technical guidance to the junior auditor/s on the team or on the same assignment.
- Prepares individual timesheet
- Performs any other related duties as assigned from time to time.

Performance Standards:

- Confidentiality and integrity are exercised in the performance of duties
- Working papers and reports are accurate, comprehensive, concise and prepared in accordance with accepted auditing guidelines
- Working papers and draft reports are submitted within established timeframe
- Audit activities conducted in keeping with auditing standards

Internal and External Contacts (specify purpose of significant contacts):

| Contact (Title) | Purpose of Communication |
|--------------------------------|--|
| Heads of Departments/Divisions | To present audit findings and recommendations |
| Regional office personnel | To gather information, to present audit findings and recommendations |

Contacts external to the organisation required for the achievement of the position objectives

| Contact (Title) | Purpose of Communication |
|--------------------------------------|---|
| Board Chairmen clerical officers and | To present audit findings and recommendations |
| Managerial/line staff | To present audit findings and recommendations |
| Principals | To present audit findings and recommendations |
| Vice- Principals, | To present audit findings and recommendations |
| Bursars | To present audit findings and recommendations |
| Clerical Officers | To present audit findings and recommendations |

Required Competencies:

Core

- Good analytical skills
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Excellent planning and organizing skills
- Ability to work on own initiative or as a member of a team
- Meticulous attention to detail

Technical

- Sound knowledge of FAA Act, Government Laws, Regulations, and other instructions.
- Sound Knowledge of current accounting /auditing principles and techniques
- Knowledge of computer assisted audit techniques (CAATS) and value for money/operational audits
- Proficiency in Microsoft Office Suite

Minimum Required Education and Experience

- First Degree in Accounts, Finance, Business Administration or Economics

OR

- ACCA Fundamentals or equivalent
- OR**
- Associate Degree, AAT, CAT or equivalent qualifications with at least Two (2) years' auditing or accounting experience.

Authority to :

- Access relevant files
- recommend vacation leave
- To recommend corrective measures

Specific Conditions associated with the job

- May be required to work beyond normal working hours
- Required to travel island wide to perform audits at agencies of the Ministry and projects
- May have to work in less than adequate physical conditions
- May be exposed to personal security risks

Validation of Job Description

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

Received in Human Resource Division

Date Created/revised