



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 246

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1st June, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Senior Auditor (Level 8)** in the **eGov Jamaica Limited**, salary range \$5.59 million – \$7.52 million per annum and any allowance(s) attached to the post:

Job Purpose

We are seeking to identify a Senior Auditor who will participate in the planning of audits to be executed under the supervision of the Department Head – Internal Audit. The incumbent should be able to analyze the Company's information security controls in order to identify vulnerabilities in applications, network infrastructure and operating systems.

- Conducts audit reviews by consistently reviewing and evaluating the effectiveness and efficiency of the systems of control;
- Assists in the mentorship of Junior Staff;
- The successful candidate must be a good analyst with a critical approach and good knowledge of auditing processes. He/she should have good expertise in Risk Management and compliance as well as high reliability and strong organizational skills.

Key Responsibilities

- Assesses the reliability, integrity, and security of information/operational systems;
- Assesses that management controls are reliable, adequate, and effective;
- Ensures compliance with policies, standards, laws, and regulations which could have a significant impact upon IS systems or operations;
- Assesses the effectiveness in the accomplishment of objectives and goals of Information/Operational Systems;
- Assess the economy and efficiency in the use of IS/Operational resources;
- Conducts post-implementation audits;
- Plans the scope of audits and preparation of audit programmes. Obtains, analyzes and appraises evidentiary data;
- Prepares formal written reports;
- Appraises the adequacy of corrective actions taken by auditee;
- Ensures the completion and security of working paper files;
- Conducts Risk Assessment;
- Assists in the mentorship of Junior Auditors;
- Assists in audit training as needed;
- Performs any other job enrichment duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Knowledge of Government Procurement Policies
- Good knowledge of the various auditing standards such as ISACA IS Audit and Assurance Standard and Guidelines and Institute of Internal Auditors (IIA) Standards and Guidelines
- Knowledge of Business Operations
- Report writing skills
- Advanced knowledge of best practices in IT controls, data privacy and business (Operational) continuity
- Excellent Auditing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Management, or equivalent from an accredited tertiary institution;

- Two-three (2-3) years' experience directly related to the duties and responsibilities specified;
- Possess Certified Information Systems Auditor (CISA) Certification.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 14th June, 2023 to:**

**Director,
Human Resource Management and Administration
eGov Jamaica Limited
235b Old Hope Road
P.O. Box 407
Kingston 6**

Email: recruitment@egovja.com

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**