

**HOUSING AGENCY OF JAMAICA LIMITED  
(HAJL)**

Invites applications for the following position

**INTERNAL AUDITOR**

Job Summary:

The Internal Auditor under the directives of the Senior Manager, is responsible for the execution of the Internal Audit Programme activities. The role is to ensure that all the business processes of the Agency are risk-management compliant. The operating processes includes (but not limited to) assessing certain areas for compliance with relevant laws and evaluating how effective the department has been at implementing and practices these controls mechanisms.

Key Responsibilities:

Management/Administrative:

- Assists with the preparation of the Operational Plans and Budget for the Auditing Department.
- Assists with the development/review of operating policies and procedures to guide the operations of the Auditing Department and the execution of audit.
- Contributes to the preparation of the Department's Annual Audit Plan
- Maintain Filing System for Audit Files, whilst ensuring that all the required security standards are observed.
- Represent the Audit Department and the Agency at internal and external meetings and other functions as directed.
- Assists with the consolidation and compilation of all final Audit Reports, internal and/or external.
- Prepare and submit technical and/or professional activities and other reports as required.

Technical/Professional:

- Plan the scope of audits and prepares Audit Programmes to direct the conduct of the audit review to meet the Department's Audit Objectives.
- Execute and oversee ongoing Risk Assessment in planning an audit review and propose other areas for examinations as a result of findings from the assessment/s.
- Examine both financial and operational records (manual and technological) to determine compliance with the relevant laws, regulations, guidelines, policies, and procedures.
- Design and administer Internal Control Questionnaires to assess the adequacy of the systems of internal control in the operations to achieve established Department Audit Objectives.
- Conducts special audits and special assignments as directed.
- Prepare and submit for review Audit Reports with proposed recommendations.
- Convene meetings to discuss with Division/Department audit findings and recommendations for corrective action/s.
- Maintains working papers ensuring any review query is cleared before closure.
- Keep abreast of trends and changes in Internal Audit standards and practices and assists with compliance with same.

Minimum Required Qualifications and Experience:

Education/Experience

- Bachelor's Degree majoring in Accounting or professional accreditation in Accounting or Audit from an accredited tertiary institution.
- Certified Information System Auditor (CISA), ACCA Certification or its equivalent.
- Knowledge of CAAT such as Audit Command Language (ACL) software or similar auditing software.
- Minimum of three (3) years auditing experience working on audit assignments in a similar capacity.

## Required Knowledge, Skills and Competencies

### Core:

- High level of professionalism, and integrity.
- Ability to work independently, build and maintain professional relationships.
- Ability to manage deadlines.
- Attributes: High level of initiative and drive; Elevated level of Confidentiality

### Technical:

- Knowledge of Accounting and Audit processes, practices, and principles.
- Knowledge of the operations of Government of Jamaica Accounting and Auditing policies and procedures.

### Special Conditions:

- Holder of a valid General Driver's License and a Motor Vehicle within good condition.
- Working beyond the normal work hours assigned.
- Maybe required to work on weekends (where necessary).

Applications and resumes` should be sent to [HRManager@hajl.gov.jm](mailto:HRManager@hajl.gov.jm) no later than  
**Monday, October 10, 2022**, addressed to:

Senior Manager,  
Human Resources Management and Administration  
Housing Agency of Jamaica Limited  
13 Caledonia Avenue  
Kingston 5

**HAJL thanks all applicants for their interest; however, only those short-listed for an interview will be contacted.**