



Applications are invited from suitably qualified candidates to fill the following position within the **Internal Audit Unit**, at the National Land Agency.

**CHIEF AUDIT EXECUTIVE (LEVEL 9 , BAND 11 )  
(VACANT POST)**

This position reports to the Chief Executive Officer/ Commissioner of Lands of the National Land Agency.

**Job Purpose**

Under the leadership and direction of the Internal Audit Committee and the Chief Executive Officer (CEO), the Chief Audit Executive is responsible for establishing and maintaining the Internal Audit vision and culture in the National Land Agency and its Regional Offices. This position is specifically responsible for supporting the accomplishment of strategic objectives and helping to ensure that established GOJ financial, operational and compliance practices, and the related controls, are designed and operating effectively.

This position will ensure that all audit work conforms to the “Standards for the Professional Practice of Internal Auditing”, while building high-performing audit professionals and supporting the Agency’s vision of becoming an organization committed to providing excellent service in Land Titling and Land Information.

**Key Responsibilities**

***Technical/Professional Responsibilities***

- Guides the establishment and maintenance of an Internal Audit philosophy and culture within the Agency and its Regional Offices;
- Leads Internal Audit’s annual risk assessment/enterprise risk assessment and the strategic planning processes to develop the audit plan and ensure the plan is responsive to and aligned with the risk profile of the Agency;
- Leads the development and implementation of the Internal Audit’s action plans related to risk assessment and annual planning, audit execution, audit reporting, audit technology, and Audit Committee reporting;
- Oversees the execution of individual audits defined in the audit plan ensuring the highest level of service quality and client satisfaction;
- Leads the planning and execution of information technology (IT) audit projects designed to provide assessment of internal control processes and operational performance, in accordance with department and professional standards;
- Applies principles, procedures and practices of accounting, financial records/record keeping and audit practices to include in the planning process;
- Develops, implements and recommends appropriate use of auditing techniques as well as tests and sampling methods in the conduct of audits;
- Oversees the progress of Audits and review compliance with Audit procedures and provide guidance/clarity as applicable;
- Implements and maintains a quality assurance and improvement program which covers all aspects of Internal Audit;
- Leads quality self-assessments, compliance monitoring and risk management activities for the Internal Audit Unit;

- Conducts periodic reviews of the output of Senior Auditors, Auditors and Assistant Auditor in accordance with their Work Plans, completion of assignments and compliance with established policies and procedures;
- Conducts and/or supervises special audits on request;
- Issues all Internal Audit reports ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management;
- Meets regularly with the Audit Committee to report the status of Internal Audit's ongoing monitoring activities, educate/inform the committee of emerging risks and/or exposures that should be considered, and serve as a "thought leader" with respect to risk management and internal control best practices;
- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention;
- Collaborates with the Strategic Planning Unit in the development of the Agency's frameworks and culture for the risk management function;
- Provides expert advice or assistance to resolve complex and or sensitive matters;
- Leads the process to track, follow-up, and ultimately close all open audit issues leveraging the Audit Committee, if necessary;
- Communicates with the CEO/Senior Directors to identify specific areas of concern to be audited during a specified period;
- Actively participate in executive management meetings and/or committees to ensure that Internal Audit is well-informed of key business developments that could have an impact on audit priorities and/or plans;
- Develops and maintains strong working relationship with the Auditor General and other external auditors (where applicable) to ensure effectiveness of service delivery and appropriate resolution of findings/issues identified;
- Oversees Internal Audit's participation in critical business and technology initiatives and projects ensuring that audit's perspective is effectively voiced and appropriate controls are designed and implemented on a proactive basis;
- Maintains audit technology platform leveraging support from the Internal Audit Directorate - MoFPS and ICT Authority as needed;
- Coordinates the activities of external auditors (where applicable) including how best to leverage the work performed and results produced from Internal Audit's work;
- Monitors and evaluates the performance of the Internal Audit Division ensuring that work is executed in accordance with established professional standards, GOJ requirements and remain abreast of emerging trends and best practices that can be incorporated into the function;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.
- Provides guidance/advice to the CEO on internal audit matters

#### ***Management/Administrative Responsibilities***

- Directs the alignment of the Unit's corporate/operational plans and budget with the Agency's strategic objectives and priority programmes;
- Maintains mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Unit in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and coordinates the development of the strategic direction of the Agency;
- Represents the Agency at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora as needed;
- Prepares reports and project documents as required;
- Prepares and delivers Internal Audit presentations as needed;

- Identifies and incorporates the interests and needs of customers in business process design.

### ***Human Resources Responsibilities***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Coordinates the development of individual work plans to ensure their alignment to the Agency's Strategic Objective and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitor and evaluate the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

### ***Other Responsibilities***

- Performs other related duties assigned from time to time by the Chief Executive Officer.

### **Required Competencies/Skills**

The post-holder should be able to demonstrate:

- Excellent adaptability, teamwork, leadership and management skills
- Excellent judgment, decision making, time management, analytical and problem solving skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to prioritize amongst conflicting demands and make decisions
- Excellent strategic planning, coordinating and organizational skills
- Excellent Customer, Quality Focus and integrity

### ***Technical***

- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- In-depth knowledge of Audit Principles and Techniques, including ICT Audit;
- Expert knowledge of the Government of Jamaica's Accounting and Audit standards.
- Expert knowledge of Accounting Principles and Practices;
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of policy monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programs;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;

- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

#### **Minimum Required Qualifications and Experience**

- Postgraduate Degree in Accounting and or ACCA Level 3 qualification
- Diploma in Supervisory Management
- At least five (5) years' experience in auditing or commercial accounting at a senior supervisory level

**Remuneration Package:** - Salary Range: **\$ 7,716,512.00 - \$ 10,377,851.00p.a.**

A letter of Application accompanied by a *Résumé* should be submitted no later than **January 23, 2026** to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

**The Director, Human Resource Management & Development  
National Land Agency  
35 Hope Road  
Kingston 10**

**We appreciate all responses but only short-listed applicants will be contacted.**