



Applications are invited for suitable qualified candidates to fill the following positions within the **Internal Audit Unit** at the National Land Agency.

**AUDITOR (LEVEL 6, BAND 7)  
(VACANT POST)**

This position reports to the Chief Audit Executive.

**Job Purpose**

- Under the direction of the Senior Auditor, the Auditor examines transaction, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules; reports on internal controls and where necessary, recommends appropriate measures to be taken.

**Key Responsibilities:**

*Technical/Professional Responsibilities*

- Prepares Risk-based audit work programs and audit reports for assignments with moderate to intermediate complexities;
- Conducts operational audits, financial audits, technological audits and any special assignments in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
  - Following the relevant audit procedural program; and
  - Applying internal audit procedures and techniques.
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertains and evaluates operational processes and systems of internal control;
- Ensures that output of assigned Audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements;
- Ensures that working papers are appropriately prepared, compiled and submitted for reviews;
- Compares, analyzes and interprets facts and figures promptly;
- Corresponds orally and in writing with respect to the results of audits to the Senior Auditor/CAE or according to established procedures;
- Consolidates overall audit findings and prepare working papers highlighting deficiencies, causes, implications and make recommendations;
- Checks assigned financial statements according to defined procedures;

- Conducts pre-audit functions and activities involving the assessment of leave, resignations, gratuity payments in accordance with the FAA Act and Instructions;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attends related meetings to present audit findings and results as instructed and prepare relevant reports for the Senior Auditor/CAE;
- Conducts special audits and special assignments as directed;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

#### *Management/Administrative Responsibilities*

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and program documents as required;
- Maintains customer service principles, standards and measurements.

#### *Human Resource Responsibilities*

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals;
- Keep abreast of trends and changes in the discipline.

#### *Other Responsibilities*

- Performs all other duties and functions as may be required from time to time.

### **Required Skills/ Competencies**

*The incumbent should be able to demonstrate:*

#### *Core*

- Interpersonal skill
- Teamwork and cooperation
- Compliance
- Adaptability
- Oral communication skills
- Initiative
- Time Management
- Written communication skills
- Integrity
- Customer and Quality Focus

#### *Technical*

- Strong analytical and problem-solving skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications
- Good knowledge of Audit Principles and Techniques, ICT Auditing;

- Good knowledge of auditing, accounting and public administration;
- Good 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;
- 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 computerized systems and software, with an emphasis on the MS Office suite and projects.
- Integrity, confidentiality and good ethical standards

**Minimum Required Qualifications and Experience:**

- Undergraduate degree in Management or Accounting (with auditing as a major course) from a recognized institution or ACCA Level 2
- At least two (2) years' working experience in auditing and accounting

**Remuneration Package:** - Salary Range: \$ 3,501,526.00 - \$ 4,709,163.00 p.a.

A letter of Application accompanied by a *Résumé* should be submitted no later than **Tuesday, July 1, 2025**, 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.](#)**