



CIRCULAR MEMORANDUM NO. 76 OF 2021

MY REF: STAFF/GEN/22/01/21 (18)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – DEPUTY AUDITOR GENERAL, OFFICE OF THE AUDITOR GENERAL

DATE: 18th October 2021

Applications are invited from suitably qualified persons to fill the post of **Deputy Auditor General, Office of the Auditor General**.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for assisting the Auditor General in the overall administration of the Office, ensuring the effective implementation of auditing standards and procedures which facilitates the achievement of set goals and objectives of the organization, in accordance with the Finance and Audit (Reform) Act, Chapter 15 of the Laws of Belize.

2. NATURE AND SCOPE:

The Deputy Auditor General is responsible for contributing towards the organization's strategic direction by facilitating the execution of audits of all accounts of the Ministries/Departments of the Government of Belize, Statutory Bodies, Local Government Authorities, which includes, City Councils, Town Boards, Village Councils and Water Boards. The Deputy Auditor General must ensure that policies, strategies, and practices are developed and implemented to productively execute all the functions and responsibilities of the Office. The incumbent must assist in the monitoring of quality standards and conduct reviews of current activities to ensure compliance with accounting standards and office practices.

The Incumbent is responsible for supervising the day-to-day administration of the auditing process and provide leadership and technical support to the audit teams and supervisors. The officer deputizes for the Auditor General in his/her absence. The incumbent assist in the training process ensuring that staff's training and development needs are address and met. The dissemination of resource materials, including guides and publication to aids the public and external stakeholder in the Auditing process. Assisting in conducting annual budget appropriation for the office and preparing management reports that details the activities of the Office is also a key function of the incumbent.

The Deputy Auditor General must process examination reports and produce subsequent correspondence for analysis. The position reports the Auditor General and should possess excellent management and leadership skills which fosters teamwork and display sound judgement and the communication skills required to interact with stakeholders, colleagues and subordinates and be effective in motivating staff toward productivity and success in the achievement of the office's strategic goals and objectives.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **SUPERVISES** the day-to-day activities of the Office of the Auditor General ensuring to provide guidance and technical advice to the Auditing teams and supervisors ensuring that all work activities are aligned with Auditing standards and procedures.
2. **ASSISTS** in the development and implementation of Auditing Policies, Standards and Procedures that guides the daily activity of the Office of the Auditor General in the achievement of the organization's goals and objectives in alignment with the Finance and Audit reform act.
3. **MONITORS** quality assurance by reviewing and approving audit plans and programs, conducting review of files, management letters and draft reports submitted by the Audit teams to determine if proper procedures were adhered to in accordance with accounting standards and office practices and policies.
4. **PROVIDES** technical advice and assistance to Auditing teams in the completion of technical aspects of their work and conducts reviews of submitted work to ensure adherence to standardize policies and procedure.
5. **CONTRIBUTES** toward the planning and assessment of human resource management needs of the office including the identification of new positions and collaborates with the Senior Managers for the creation of such positions to ensure the Organization's ability to achieve its strategic objectives
6. **ASSISTS** in production of an annual Audit Report on the state of Belize's finances, which details the accounts of all Government Authorities, Statutory Bodies and Councils to ensure transparency and effectiveness.
7. **PROVIDES** leadership to staff through effective delegation, communication, coaching, performance management, training, assistance, and support in order to enhance/improve their job competencies.
8. **FACILITATES** staff development internal and external trainings that leads to the delivery of sound auditing principles and competencies aligned with established Accounting auditing principles and standards.
9. **REPRESENTS** the office of the Auditor General at various national and international conferences, seminars, trainings, and related matters; assists with the facilitation of Public Accounts Committee meetings.
10. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.
11. **DEPUTIZES** in the absence of the Auditor General to ensure the continuation of the operation of the office.

B. QUALIFICATION AND EXPERIENCE

- (a) Have served a minimum of five (5) years as a Supervisor of Audit, Income Tax, General Sales Tax, Customs and Excise

AND

- (b) Be in possession of a Master's Degree in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy

OR

- (c) A Bachelor's Degree in relevant field above plus eight (8) years as senior management level

AND

- (d) Hold a Certificate from either the Government Accountability Office (GAO) or Canadian Comprehensive Auditing Foundation (CCAF) or be a Certified General Accountant (CGA) or Certified Public Accountant (CPA) or be a member of the Association of Certified Chartered Accountants

C. COMPETENCIES/SKILLS

Technical

- Knowledge of applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Experience in resource management
- Demonstrate and maintain effective leadership skills
- Ability to interpret technical and managerial reports

Behavioural

- Ability to make decisions in a timely manner
- Time management skills
- Organizational commitment
- Integrity
- Effective teamwork and cooperation
- Effective interpersonal communication

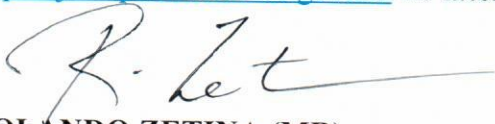
4. REPORTING RESPONSIBILITY

The Deputy Auditor General will report to the Auditor General, Office of the Auditor General.

5. SALARY

Government Pay Scale 23 of \$36,554 x 1480 - \$64,674 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Friday, 29th October, 2021.**



**ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER**

- c:** *Director, CITO,
President, Public Service Union of Belize President,
Association of Public Service Senior Managers*