



# CIRCULAR MEMORANDUM

## NO. 75 OF 2021

**MY REF:** STAFF/GEN/22/01/21 (19)

**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 NOTICES – FIVE (5) POSITIONS OF SUPERVISOR OF AUDIT, OFFICE OF THE AUDITOR GENERAL**

**DATE:** 18<sup>th</sup> October 2021

Applications are invited from suitably qualified persons to fill five (5) positions of **Supervisor of Audit, Office of the Auditor General**.

**1. ACCOUNTABILITY OBJECTIVE:**

Responsible for supervising staff and leading the conduct of assigned audits of the various Ministries/Departments, Local Government Authorities and Statutory Bodies, ensuring that all audits are carried out in accordance with extant legislation, regulations, policies, auditing standards and agreements including the Financial and Stores Orders of Belize; as well as providing professional development and other related training for staff.

**2. NATURE AND SCOPE:**

The Supervisor of Audit is required to lead the audit process through the formulation of Audit Plans and the supervision and guidance of staff in the completion of scheduled audits and the generation of final audit reports for the various Ministries/Departments, Local Government Authorities and Statutory Bodies under review. The incumbent ensures that all auditing activities are carried out in strict compliance with all existing legislation, regulations, policies and procedures, auditing standards and agreements including the Financial and Stores Orders of Belize. The incumbent also reviews audits conducted by duly appointed auditors of statutory bodies/agencies to ascertain compliance with the prescribed auditing control framework and enable proper reporting on the activities of such entities to the National Assembly.

The Supervisor of Audit is a resource person and technical expert, and is, therefore, required to facilitate on-the-job, in-house staff development and other related trainings for new and existing staff members. Additionally, the incumbent is expected to represent the Office of the Auditor General at national and international conferences, seminars, trainings, and related events from time to time.

The incumbent supervises support staff within the Office and is expected to oversee their development in all the requisite areas. The position is also expected to maintain a high degree of integrity, confidentiality, and professionalism in the conduct of his/her duties and responsibilities. In addition, the incumbent must display the communication skills required to interact with senior and junior personnel within the Public Service, representatives of local



government authorities and statutory bodies; as well as representatives of outside agencies and organizations both locally and internationally.

### 3. ANALYSIS OF POSITION

#### A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **COLLABORATES** with other senior managers in the development of annual work plans and methodologies to ensure that the Office of the Auditor General fulfils its mandate.
2. **DEVELOPS**, administers, and monitors audit plans for assigned Ministries/Departments, Local Government Authorities which includes City, Town and Village Councils and Water Board and Statutory Bodies.
3. **LEADS** in the conduct of assigned audits; supervises audit team and provides guidance on matters relating to the audit process to ensure that audits are effectively and efficiently managed, completed within the allotted timeframes and that the quality is in compliance with the Office's Auditing Standards.
4. **OVERSEES** the conduct of surprise cash surveys, special investigations, audits of capital works and related activities as required by the Audit General and prepares reports on such activities.
5. **REVIEWS** work performed by staff for completion and accuracy and writes audit reports for assigned Ministries/Departments, Local Government Authorities and Statutory Bodies; prepares draft paragraph for annual report clearance sheet.
6. **CHECKS** Annual Statements of Accounts prepared by the Accountant General and reports on the findings.
7. **ASSISTS** with the reviewing of reports of audits conducted by duly appointed auditors of statutory bodies/agencies by examining the working papers, reports and other documents submitted, to ascertain compliance with the Office's control framework and to enable informed reporting to the National Assembly.
8. **FACILITATES** on-the-job, in-house staff development and other related trainings to develop staff competencies to make sure that the office maintains a cadre of adequately skilled personnel to conduct audits.
9. **REPRESENTS** the Office at national and international conferences, seminars and trainings as required.
10. **MAY** give evidence at Public Accounts Committee meeting as required by Auditor General.
11. **PERFORMS** election and hurricane duties as may be required.
12. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

#### B. QUALIFICATION AND EXPERIENCE

- (a) Have served a minimum of five (5) years as an Examiner of Accounts I

**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 five (5) years as senior management level

## **C. COMPETENCIES/SKILLS**

### **Technical**

- Experience in applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Experience in resource management
- Ability to interpret technical and managerial reports
- Ability to identify and assign resources (Financial and Manpower) to meet objectives
- Ability to plan, organize and monitor work to ensure achievement of desired goals

### **Behavioural**

- Ability to make decisions in a timely manner
- Time management skills
- Ability to demonstrate and maintain effective leadership skills
- Effective teamwork and cooperation
- Effective interpersonal communication

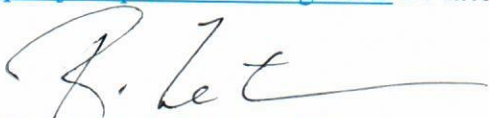
## **4. REPORTING RESPONSIBILITY**

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

## **5. SALARY**

Government Pay Scale 22 of \$35,286 x 1,480 - \$63,406 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, 29<sup>th</sup> October, 2021.



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

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