

CIRCULAR NO. 6/2024

FROM: CHIEF PERSONNEL OFFICER – PUBLIC SERVICE COMMISSION

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS

REF.: PSC 147

DATE: 20TH MARCH 2024

SUBJECT: ADVERTISEMENT FOR THE OFFICE OF AUDITOR – AUDIT DEPARTMENT

Applications are invited from suitably qualified persons from **WITHIN** the Public Service to fill the vacant office of Auditor, Audit Department.

QUALIFICATIONS REQUIRED FOR APPOINTMENT

- A Bachelor's Degree in Accounting, Finance or other relevant field, or Level III Certified Accounting Technician (CAT) or equivalent professional certificate

EXPERIENCE REQUIRED FOR APPOINTMENT

- At least three (3) years experience as Junior Auditor I

SPECIFIC KNOWLEDGE

- Knowledge of Auditing Standards;
- Knowledge of Accounting Standards;
- Knowledge of the Public Service Environment;
- Knowledge of Government Systems and Operational Policies;
- Knowledge of Public Service rules and regulations;
- Knowledge of policies and programmes of portfolio ministries and departments.

DUTIES AND RESPONSIBILITIES

- 1. Plan and execute audit engagements to appraise the adequacy of internal controls and determine the accuracy and reliability of financial reports and records in accordance with established auditing standards;**
- 2. Draft reports on observations and findings in accordance with the auditing standards for management including opinions and recommendations for improvement;**

Perform any other related duties as may be assigned from time to time.

SALARY

The salary payable to the office is at the rate of \$42,172.00 per annum in Grade H, by incremental points to \$62,696.00 per annum.

Applications from interested persons stating age, academic qualifications, length of service, must be transmitted to:-

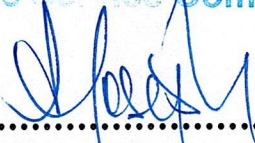
**Chief Personnel Officer
Public Service Commission
Building No. 1
Financial Complex
The Carenage
St. George's
GRENADA**

Applications must be channeled through Permanent Secretaries/Heads of Department to reach the Office of the Public Service Commission **no later than 15th April 2024.**

Further details are accessible via the link below. Please note that ineligible applications will not be acknowledged.

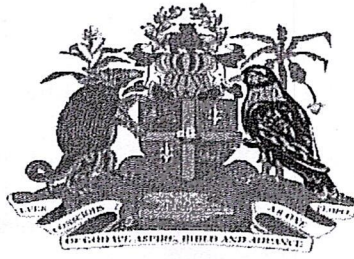
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Public Service Commission



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JACINTA JOSEPH (MISS)
CHIEF PERSONNEL OFFICER

JJ/sb



Government of Grenada

Job Description			
Job title:	Auditor	Job Code:	
Ministry/ Department:	Audit	Division:	
Grade:	H	Unit:	
Supervision Received From: Senior Auditor			
Supervision Given To: None			
Job Purpose: To conduct audits of all Government Departments, Ministries, Statutory Bodies, and recipients of Government monies to determine the level of efficiency and effectiveness and to make recommendations where appropriate.			
Core Functions: <ul style="list-style-type: none">- Investigation and inspection- Data analysis- Planning- Reporting			
Duties and Responsibilities: <ol style="list-style-type: none">1. Plan and execute audit engagements to appraise the adequacy of internal controls and determine the accuracy and reliability of financial reports and records in accordance with established auditing standards.			

- Contribute to the development of audit plans and programs.
- Examine records and reports of Government Ministries, Departments and Statutory Bodies to ascertain accuracy.
- Inspect all tangible assets of Government Ministries, Departments and Statutory Bodies to verify ownership and existence.
- Observe procedures of auditee to determine compliance with relevant regulations, standards, and policies.
- Investigate reports of impropriety within Government Ministries, Departments and Statutory Bodies as requested and submit draft report to Senior Auditor.
- Verify that accounts are produced in accordance with established accounting standards.

2. Draft reports on observations and findings in accordance with the auditing standards for management including opinions and recommendations for improvement.

- Review all observations, findings and supporting documentation from audit team to determine relevance.
- Collate all relevant observations for inclusion in draft report.
- Draft audit report and submit in a timely manner to Senior Auditor for review.
- Follow up on any response on final report issued to auditee.

Perform all other duties and functions that may be required from time to time.

Key Outputs

- Audit plans and programs
- Record of observations and findings
- Draft reports

Performance Indicators

Observations and findings completed in accordance with established standard
 Comprehensiveness of audit plans and programs
 Completeness and relevance of draft reports
 Timeliness of submissions

JOB SPECIFICATION	
Qualification Requirements:	
Bachelor's degree in Accounting, Finance or other relevant field, OR Level III Certified Accounting Technician (CAT) or equivalent professional certificate	
Experience	
At least three (3) years' experience as a Junior Auditor 1	
Core Competencies:	
Action Orientation	Targets and achieves results, creates a results-oriented environment and follows through on action.
Communication	Communicates well, both verbally and in writing. Conveys and shares information and ideas effectively with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely and understands relevant details in presented information.
Creativity/Innovation	Generates novel ideas. Develops or improves existing and new systems that challenge the status quo. Takes risks. Encourages innovation.
Critical Judgment	Exercises sound judgment in arriving at decisions, pursues objectives and finds solutions to challenges.
Customer Orientation	Listens to customers, builds customer confidence, and increases customer satisfaction. Ensures commitments are met, sets appropriate customer expectations and responds to customer needs. Places emphasis on customers' needs and involves customers in the decision-making process to ensure the highest quality service.
Flexibility	Adjusts behaviour willing to respond appropriately to changing circumstances.
Initiative	Takes action to influence events.
Integrity	Demonstrates personal integrity, reflecting high ethical and moral values.
Interpersonal Skills	Engages with others effectively and productively and establishes trust.
Leadership	Motivates, empowers, inspires. Collaborates with and encourages others. Develops a culture where employees feel ownership in what they do and continually improve the organization. Focuses team members on common goals.
Social Perceptiveness	Understands the verbal and non-verbal behaviours and actions of others.

Technical/

Functional Expertise Demonstrates strong technical/ functional proficiencies and knowledge in areas of expertise. Shows knowledge of organization, business and proficiency in the strategic and financial processes, and their implications for the public service.

Teamwork Knows when and how to attract, develop, reward and utilize teams to optimize results. Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts. Develops consensus in creating high performance teams.

Specific Knowledge:

Knowledge of the Auditing Standards

Knowledge of Accounting Standards

Knowledge of the Public Service Environment

Knowledge of Government Systems and Operational Policies

Knowledge of the Public Service rules and regulations

Knowledge of policies and programmes of portfolio ministries and departments

Contacts:

Internal Contacts:

Director of Audit

Deputy Director of Audit

Assistant Directors of Audit

Senior auditor

Junior Auditors

Clerk/Typist

External Contacts:

Government Ministries/Departments

Statutory Bodies

International Agencies

Consultants

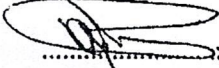
General Public

Note

This job description is designed to give each public officer an explanation of the work that is expected. Job descriptions need to be revised from time to time to reflect the changes that occur. As Grenada's Public Service undergoes change and development, each officer is expected to co-operate with these changes and take a flexible approach to work. This list of key tasks should be seen as a guide to an officer's duties and not a complete list.

PREPARED BY:

DIRECTOR OF AUDIT: Gary Walters

SIGNATURE: 

DATE: 12 February 2024

PERMANENT SECRETARY, DEPARTMENT OF PUBLIC ADMINISTRATION:

SIGNATURE:.....

DATE:.....