

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

Audit Assistant - (Level 6)
Internal Audit Unit
Pay Scale: \$3,676,602, - \$4,944,621

Summary of Position:

The incumbent assists the Internal Auditor in planning, executing and reporting on a range of audits across the organization with the objective of supporting ongoing efforts to ensure effective corporate governance. The job involves ensuring that the organization's information technology systems, processes, and controls are compliant with relevant regulatory, legal, and industry standards and that they operate effectively and efficiently. The incumbent is also responsible for ensuring the quality of an organization's IT systems or databases.

Major Duties and Responsibilities:

Within the delegated authority and under appropriate supervision, the incumbent will be responsible for performing the following audit duties:

Audit

- Conducts IT and systems, performance, operational, financial and compliance audits in accordance with accounting principles and audit standards and procedures.
- Plans, leads, and executes risk-based IT audits and consultation projects within a team based agile auditing approach using established internal and IT auditing standards.
- Conduct IT risk assessment by understanding business objectives, internal controls, enabling technology, and IT infrastructure.
- Ensures audit documents (narratives, process flows, risk assessments, programs, workpapers, etc.) and reports, with minimal revisions required, capture the procedures performed, support conclusions reached, identify internal controls and control weaknesses, and provide value-added recommendations.
- Delivers reports to communicate observations, issues, risks, and recommendations.
- Audit computer systems to minimize risks.
- Participate in technology audits and technology project reviews.
- Required to be at the forefront of IT auditing and information systems auditing.

- Evaluate controls designed to prevent or detect fraud, including management override of controls.
- Schedule and conduct presentations at meetings with auditees and management as needed.
- Perform audit work over various technologies utilized by the company and various IT functions. Assess both the design and operating effectiveness of internal controls.
- Contribute to identification of department operational efficiencies and changes in auditing operations.
- Evaluate controls designed to prevent or detect fraud, including management override of controls.
- Schedule and conduct presentations at meetings with auditees and management as needed.
- Setting audit objectives, gathering data by interviewing department employees or comparing current procedures to IT department standards and creating actionable plans to improve IT systems.
- Participate in audit teams and department committees.
- Assists with the preparation of an annual risk- based internal audit work plan by identifying and evaluating the organization's audit risk areas and provides input to the development of same.
- Documents financial and operational systems of the BSJ, using flowcharts and/or narrative.
- Identification and documentation of internal control weaknesses, risk exposures or other unsatisfactory conditions.
- Communication with Divisions unit / branch / auditable entity line management to obtain information or clarify understanding of operations and audit test results.
- Conducts audit procedures aimed at examining, analyzing and assessing the adequacy and cost effectiveness of the systems and internal controls.

Conducts audit tests and other procedures to assess whether:

1. systems and practices comply with the BSJ's policies, rules and regulations and with the guidelines provided by the Ministry of Finance.
 2. assets are adequately safeguarded.
 3. resources are used economically and efficiently.
- Executes work required per audit programmes to determine the quality and effectiveness of internal controls and compliance with regulations through interviews, inspection of documents, analysis of data and observation of procedures and prepare working papers to support work done.
 - Execution and preparation of working papers for audit tests executed.
 - Execute follow up procedures to confirm the implementation of management responses to previous audit observations.
 - Identifies, develops and documents audit findings that are supported by relevant and sufficient audit
 - evidence and makes recommendations for improvement.

- Drafts audit reports which outline audit findings in the format: condition, criteria, cause, effect and recommendation.
- Attends tender openings to assess if the process is being carried out in accordance with guidelines stipulated in the Government Procurement Handbook.
- Observes Annual Stock Counting exercise.
- Attends quarterly Audit Committee meetings and assists with the reporting on audit findings or any other matter requested of the Audit & Risk Management Committee.
- Assists with the preparation of Monthly Internal Audit report.
- Assists in hosting opening and closing meetings with auditees.
- Assist with the preparation of PowerPoint for annual Management Review.
- Any other related activities which may be necessary in achieving the above objectives.

Unusual requirements/working conditions:

- May be required to work overtime from time to time.
- Occasional travel may be required

Minimum Educational Requirements:

- Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM or Certified Information Systems Security Professional (CISSP)
- Bachelor's degree in information technology or computer information systems
- ISO Certification 9001/14001/17025
- Membership in the Institute of Internal Auditors (Local Chapter) or any Professional Audit Association would be an asset.
- Knowledge of basic audit standards and processes, systems design, system operations, end user computing technologies, and audit software
- Knowledge of cybersecurity and IT infrastructure

Experience:

- Bachelor's degree in computer science, Management Information Systems, or another Business-related field is required.
- At least two years of experience in financial, operational and/or compliance auditing or external auditing preferred.
- Previous experience in the field and be a certified information systems auditor.
- Knowledge of cybersecurity and IT infrastructure.
- Prior experience in internal/external auditing, operations, accounting or business analysis would be an asset.
- Applying IT and Cybersecurity control frameworks including CIS 18, NIST, COBIT, ISO 2700.

Knowledge, Skills and abilities:

- Proficient in finding creative solutions to complex problems
- Excellent verbal and written communication skills
- Strong teamwork and interpersonal skills
- Detail-oriented and analytical thinker
- Proficiency in Microsoft Office Suite and other applications
- Ability to identify, assess and advise on risks for technology projects
- Knowledge of and skill in applying internal auditing and accounting principles, practices, systems and techniques.
- Knowledge of the FAA, Public Bodies Management and Accountability Acts.
- Sound knowledge of Government Procurement Policy and other regulations.
- Computer skills, including word processing, spreadsheet, systems documentation, audit packages.
- Skill in collecting and analyzing data, evaluating information and systems, and drawing logical conclusions.
- Ability to meet stipulated deadlines.
- Ability to pay attention to detail.
- Skill in effective verbal and written communications, including skill in presenting findings and recommendations for improvement.
- Ability to prepare audit reports.
- Ability to establish and maintain harmonious team-oriented working relationships with co-workers and external personnel and work effectively in a professional team environment whilst maintaining independence and objectivity.

Applications must be submitted no later than

30 October 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm