



THE UNIVERSITY OF THE WEST INDIES

POST OF UNIVERSITY CHIEF INTERNAL AUDITOR

Applications are invited from suitably qualified persons for the post of University Chief Internal Auditor, The University Audit and Advisory Services, Vice-Chancellery.

MAIN PURPOSE AND SCOPE OF THE JOB:

The incumbent will be responsible for the leadership and oversight of the University Audit and Advisory Services Departments. S/he supports the activities of the Campus and the University Audit Committees in the provision of reliable independent reporting on the state of the governance, risk management and internal controls of the University. The incumbent also has overall ownership of the macro audit planning for The UWI and recommends the annual and multi-year audit plans to Senior Management and the Audit Committee.

Key Job Elements:

- Lead and manage the University's Audit and Advisory Services.
- Recommend to the University Management and Audit Committees priorities for conducting: Procedural systems audit, Operational audits, Information systems audit as well as fraud and malfeasance investigations *inter alia*;
- Assign audit projects to team to verify that:
 - Risk mitigation strategies are in place to achieve the strategic objectives of the University;
 - Systems, methods, records and procedures are adequate, effective and efficient;
 - Internal controls are adequate, in place and operating as planned;
 - Existing University policy and procedures and applicable statutory obligations are complied with; and
 - The University is controlling its resources by utilizing established procedures generally accepted accounting practices; and good business practices;
- Ensure that useful recommendations are provided to faculties and divisions designed to improve controls and/or reduce costs and or increase efficiency and effectiveness;
- Issue periodic reports of the University and Campus Audit Committee as a resource person including an annual meeting without senior University administrators;
- Serve on committees and task forces as designated by the Vice-Chancellor or University Bursar;
- Prepare and recommend to Senior Management the department's budgets;
- Establish and monitor audit methodology including operating procedures and audit check lists to guide staff in undertaking reviews and investigations in an effective and efficient manner and in compliance with professional standards;
- Liaise with auditors at other Universities and public institutions with respect to areas of common interest and development of audit techniques and procedures;
- Promote the services of The University Audit and Advisory Services through meetings with academic and senior administrators;
- Develop, train and assess the performance of staff;
- Ensure that departmental manual and files are appropriately protected and that staff records are maintained including time records to assist in the analysis of work performed;
- Supervise and /or conduct sensitive audits where necessary;
- Provide guidance on matters to the external audit or personnel in those systems requiring significant controls.
- Perform any related duties that may be assigned by the Vice-Chancellor or his designate.

Qualifications and Experience:

- MSc in Accounting, Finance, Risk Management or a related field **and** relevant professional qualification (CIA, CISA, ACCA etc.)
- Membership in recognized relevant professional bodies;
- At least 5 years post-qualification audit experience of which at least 3 years must have been at a senior management level in external or internal auditing or accounting;
- Interviewing and interrogation expertise is desirable;
- Applicants with academic or University administrative experience will enjoy an advantage.

Competencies include:

• Auditing	• Quality Focus
• Impact and Influence	• Team Leadership
• Analytical Thinking	• Decision Making
• Interactive Communication	• Impact and Influence
• Using Information Technology	• Client Focus
• Strategic Thinking	• Continuous Learning
• Resource Management	• Organizational Awareness

Full details of the remuneration package may be obtained from the Office of Administration by contacting us at **email: hrapplications@uwimona.edu.jm**). Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA, W.I., E-mail: hrapplications@uwimona.edu.jm**

The closing date for receipt of applications is **December 31, 2024**.

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 76 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.