

**AUDITOR GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE: Director, IT Audit
JOB GRADE: AUGD AGS 7
POST NUMBER:
DEPARTMENT/UNIT: Information Technology Audit
REPORTS TO: Principal Auditor, IT (AUGD AGS 8)
MANAGES: Senior IT Auditor and IT Auditor

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Deputy Auditor General/Principal Auditor

Date

Received in Human Resource Division

Date

Revised: August 2024

JOB SUMMARY

This position is responsible for supervising the Information Technology audits of assigned Ministries, Departments, Agencies and Public Bodies to ensure that a reasonable opinion can be formed on the entities’ IT controls and their compliance with the applicable legislation and regulations in the achievement of the AuGD’s mandate.

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council	Financial Administration and Audit Act	Public Bodies Management and Accountability Act
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KEY OUTPUTS AND DELIVERABLES

OUTPUTS	DELIVERABLES
IT Audits and analysis conducted according to standard (quality and time)	<ul style="list-style-type: none"> • Work Plan prepared. • Direct Reports’ Work Plan approved. • Risk-based audit plans and reports prepared or reviewed. • IT controls evaluated. • Data Analysis completed. • Working papers prepared and reviewed. • Review and coaching notes prepared and cleared. • Draft Annual and audit reports prepared or reviewed. • Management Response Matrix and PAC Briefs prepared. • Progress of audits monitored and communicated. • Performance/Progress Reports prepared. • Stakeholders engaged. • Meetings attended.
Effective Management of Human Resources	<ul style="list-style-type: none"> • Compliance with relevant ethical requirements. • Training needs identified and interventions recommended and implemented. • Performance Evaluations Reports prepared and/or reviewed. • Staff welfare managed

KEY RESPONSIBILITY AREAS

A. Management/ Administrative

1. Monitors implementation of approved policies and procedures and ensures staff compliance.
2. Prepares and submits routine and special reports, as required.
3. Monitors the execution of audits to ensure compliance with standards.
4. Monitors the delivery of targets as documented on the Work Plan and recommend changes where necessary.
5. Prepares monthly late and absent reports.

B. Technical/Professional

1. Prepares risk-based IT audit plans for assigned entities in accordance with auditing standards and the AuGD's Audit Manual.
2. Directs general IT control reviews to assess the effectiveness of controls related to IT governance, information security, systems development & acquisition, change management and IT operations of the audited entities.
3. Leads the evaluation of application controls through the use of Computer Assisted Audit Techniques (CAATs) and assesses the adequacy and effectiveness of application security controls.
4. Participates in entrance and exit meetings as well as mid-point review meetings.
5. Provides direction to the audit team in the execution of fieldwork to the requisite standards.
6. Reviews and sign off on working papers and draft reports submitted by direct reports in accordance with ISSAIs and AuGD's guidelines and provide technical support, as required.
7. Drafts audit reports and correspondences for review by the Principal Auditor.
8. Facilitates and/or conducts data analytics and visualization on behalf of other audit units.
9. Keeps abreast of changes in policies, guidelines, audit and IT standards and best practices.
10. Prepares management response matrix and PAC briefs.
11. Attends meetings of the Public Accounts Committee, as required.
12. Monitors compliance by audit team with standards stipulated in the AuGD's Audit Manual.
13. Follow up/conduct verification of responses to audit reports, as required.

C. People Management

1. Provides leadership to staff through effective delegation, communication, coaching, performance management, training, assistance and support, as needed.
2. Create awareness of and monitor staff compliance with policies, procedures and regulations of the Department.
3. Oversees the development of Individual Work Plans for staff in the unit.
4. Manages performance through monitoring, coaching, mentoring, training, feedback and ensure that performance evaluation reports are duly completed within stipulated timeframe.
5. Identifies and addresses training and other needs of staff within the Unit.

D. Other Responsibilities

Performs other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS

- Information Technology audits and data analysis assignments completed in accordance with the established standards.
- Quality and accurate reports prepared and submitted within established time frame and conform to established standards.
- Adequate support and guidance provided to direct reports.
- Accurate, technical guidance provided to staff and reviews notes prepared for direct reports.
- Monthly/Quarterly meetings convened with cross functional work teams.
- Risk assessment conducted in keeping with auditing standards.
- Adequate tracking of unresolved audit findings.
- Follows through with stakeholders on audit results and recommendations.
- Working papers are prepared and reviewed in accordance with established standards and agreed time frame.
- Direct reports evaluated in keeping within established time frame.

REQUIRED COMPETENCIES

Leadership	Stakeholder Engagement	Risk Analysis & Mitigation	Professional Judgement & Scepticism
Information Technology auditing standards, concepts and techniques		Oral & Written Communication	Technical & Business Knowledge
Critical thinking and analysis			
Planning & Organizing	Results Orientation	Accuracy	Teamwork & Collaboration

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Six (6) years progressive relevant experience including two (2) years at a supervisory level.
- Bachelor’s degree in a relevant field and or professional certification in Information Systems Auditing
- Working knowledge of international auditing and Information Technology standards.
- Proficiency in the use of IDEA or any other data analytics tool would be an asset.
- Training in Networking, Information Security or project management would be an asset.
- Experience in the use of electronic working papers would be an asset.
- Any equivalent combination of qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment.
- Occasional exposure to adverse working conditions.
- Unusual working hours.
- Performing duties while under pressure.
- Local travel from time to time
- Directing multiple projects.
- Working with multiple teams.

AUTHORITY

- Recommends amendments to audit policies and procedures.
- Recommends the revision or implementation of internal controls.

- Recommends leave, disciplinary action and promotion of direct reports in keeping with established human resource policies.