

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

JOB TITLE: IT Auditor
JOB GRADE: AUGD/AGS 5
POST NUMBER:
DEPARTMENT/UNIT Information Technology Audit
REPORTS TO: Director, IT Audit (AUGD AGS7)
Senior IT Auditor (AUGD AGS 6)
MANAGES: N/A

**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 conducting Information Technology audits in assigned Ministries, Department, Agencies, Municipal Corporations and specified Public Bodies.

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 Data Analysis conducted according to standard (quality and time).	<ul style="list-style-type: none">• Audits executed.• Working papers prepared and submitted.• Review and coaching notes cleared.• Draft audit reports and correspondence prepared.• Meetings attended & Minutes documented.• Work plan completed.• Monthly Progress Reports submitted.• Stakeholders engaged.• Compliance with relevant ethical requirements.

KEY RESPONSIBILITY AREAS

A. Technical/Professional

1. Conducts **Information Technology Audits** in accordance with established policies and procedures.
2. Consults with Senior Auditors to determine overall audit strategy and objectives.
3. Liaises with auditees to obtain an understanding of the business rules, system, processes and procedures.
4. Participates in Planning, Entrance and Exit meetings and takes appropriate Minutes.
5. Prepares working papers and draft audit reports for submission to supervisor.

6. Consults with auditors to determine audit objectives, data extraction point, report format and other required information for data analysis requests.
7. Assists other audit units in conducting data analysis and visualization in various phases of the audit process.

B. Other Responsibilities

Performs any other related duties that may be assigned.

PERFORMANCE STANDARDS

- Audits are completed in accordance with established standards and agreed timeframe.
- Working papers are completed in accordance with established standards and agreed timeframe.
- Audit reports and correspondence are completed in accordance with established standards and agreed timeframe.
- Minutes are complete in accordance with the established standards and agreed timeframe.

REQUIRED COMPETENCIES

Customer and Quality focus	Planning and Organizing	Results Oriented	Professional Judgement and Scepticism
Compliance	Initiative and Adaptability	Verbal and Written Communication	Teamwork and Collaboration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Two years relevant experience.
- Bachelor’s degree in a relevant field **OR** Professional Certification in Information Systems Auditing.
- Experience in the use of electronic working papers would be an asset.
- Knowledge of generally accepted IT frameworks and standards would be an asset.
- Proficiency in the use of IDEA or any other data analytics tool 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.
- Typical working hours.
- Performing duties while under pressure.
- Local travels required.
- Performing multiple tasks at the same time.

AUTHORITY

- Convene meetings with stakeholders.
- Make recommendations based on findings.