Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

2. **FUNCTIONS OF THE POST**

   The Director, Internal Audit serves as the Organisation’s Chief Auditor. He/she is authorised in accordance with the Internal Audit Charter, to direct a broad, comprehensive programme of internal auditing within the Secretariat, and in Community Organisation(s)/Institution(s)/Entity (ies), as might be required.

3. **QUALIFICATIONS AND EXPERIENCE**

   Candidates should possess membership in one of the following Professional Accountancy bodies:

   - Institute of Chartered Accountants (ACA)
   - Association of Chartered Certified Accountants (ACCA)
   - Certified Public Accountants (CPA), USA
   - Certified Public Accountants (CPA), Canada

   The possession of the Certified Internal Auditors (CIA) qualification would be an advantage.

   The position requires at least ten (10) years post qualification experience in auditing and accounting, five (5) of which must be in a managerial audit capacity in organisations/institutions, such as:

   - International organisation
   - Regional organisation
   - Government Agency
   - Audit/Accounting Firm
   - Industrial/Commercial Entity

   In addition, candidates should have:

   - Strong written and verbal communication skills
   - Strong interpersonal skills
4. **DUTIES AND RESPONSIBILITIES**

Under the direction of the Audit Committee, the Director, Internal Audit will be required to:

**Key Result:**

IMPROVED risk management, control and governance processes.

**Activities**

1.1 **ESTABLISH** policies for the auditing activity and **DIRECT** its technical and administrative functions;

1.2 **DEVELOP** and **EXECUTE** a comprehensive audit programme for the evaluation of financial management controls across Programme areas;

1.3 **EXAMINE** and **REPORT** on (i) the economy, efficiency and effectiveness in the management of Secretariat resources; and (ii) compliance with established policies and procedures;

1.4 **DIRECT** audit staff in the planning, organising, executing and monitoring of internal audit operations including setting performance targets, evaluating staff; training and taking corrective action to address performance problems of audit staff; and assist in hiring of audit staff,

1.5 **DEVELOP** the annual work programme and plans, taking into consideration inputs from Executive Management and the Audit Committee;

1.6 **DIRECT** the overall performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence and documenting processes and procedures;

1.7 **ADVISE** the Secretary-General of the results of all assurance and consulting engagements and making presentations on audit issues to management as required by the Secretary-General;

1.8 **RECOMMEND** improvements in management controls designed to safeguard Secretariat resources, promote growth and ensure compliance with the policies of the Secretariat;

1.9 **FOLLOW–UP** on recommendations made, where corrective action has not been taken or is considered inadequate, until matters are satisfactorily resolved;

1.10 **CONDUCT** special audits as requested by the Secretary-General or the Audit Committee;

1.11 **REPORT** periodically to Executive Management and the Audit Committee on Internal Audit’s activity, purpose, responsibility and performance relative to the plan.
1.12 **DEVELOP** and **MAINTAIN** productive relationships across the Secretariat.

1.13 **CONTRIBUTE** to a positive and professional image of the CARICOM Secretariat, at all times, in keeping with its Core Values.

5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

6. **EDUCATION GRANT**

The officer shall be eligible for the payment of an education grant in respect of children (including step children and legally-adopted children) who require reasonable education facilities that are not available at the assigned duty station or whose education the officer would not want to disrupt in relocating to take up this appointment.

The grant shall apply to children under the age of twenty-three years and shall not exceed seventy-five per cent of the cost of tuition (including text books), room and board up to a maximum total of EC$16,200.00 per year per child for a maximum of two children at any one time. The grant is payable for a maximum of five years.

7. **SETTLEMENT GRANT**

On assumption of duty in Guyana, the officer shall be paid a settlement grant in respect of the staff member, his or her spouse and each eligible child or other approved dependent. The number of dependents eligible for Settlement Grant shall not exceed six (6) persons.

8. **RECRUITMENT AND APPOINTMENT**

Appointment may be on contract or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the Secretariat.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen years, unmarried and dependent on the officer) and for such other dependents as may be approved by the Secretary-General, provided that the number of children and other dependents does not exceed six (6) in all.
In addition to passages, the officer will be granted the following transportation allowances:

(i) ocean freight charges, including insurance, for shipping personal and household effects to Guyana, not exceeding 1250 cubic feet, plus a motor car (if the officer already owns one); 

(ii) the cost of transporting in a single shipment baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence in Guyana; and 

(iii) the cost of packing and crating personal and household effects.

9. **LEAVE**

The officer will be eligible for the grant of vacation leave at the rate of thirty (30) working days a year and a leave grant after every twelve months of service in respect of the officer, spouse and up to two dependent children.

10. **PRIVILEGES AND IMMUNITIES**

The officer will be granted the privileges and immunities extended to officials of the Caribbean Community in accordance with Article 8 of the Community’s Headquarters Agreement with the Government of Guyana.

11. **GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE**

The officer will be required to participate in the Secretariat’s group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

12. **SUPERANNUATION**

An officer on contract shall, subject to his/her services being satisfactory and having completed at least six (6) months of the contractual term of employment be eligible for the payment of a gratuity. The gratuity shall be at the rate of twenty per cent of the officer’s basic salary, calculated for each day of completed service and shall be payable at the end of the officer’s contractual period (including for this purpose any period of extension or approved leave). Where the appointment is on secondment, the Secretariat will pay to the officer’s substantive employer, over the period of secondment, a contribution not exceeding twenty-five per cent of the pensionable salary normally payable to the officer by that employer so as to maintain the pensionable status of the officer in the substantive employment.
13. **APPLICATIONS**

Applications in English Language with full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant’s work), and other relevant information, should be addressed to:

The Executive Director, Human Resource Management, 
Caribbean Community Secretariat,  
Turkeyen, Greater Georgetown, Guyana

and sent by email to applnhrm@caricom.org

14. Applicants **must** complete the **Profile Summary Form** included with the website notices.

15. The deadline for the submission of applications is **24 April 2016**.