

# Job Title: Quality Assurance & Audit Officer

## INTRODUCTION

The Caribbean Development Bank (CDB/the Bank) is seeking to recruit a dynamic professional for the role of Quality Assurance & Audit Officer. The successful candidate will be based at CDB's headquarters in St. Michael, Barbados.

## THE DIVISION

The Internal Audit Division (IAD) is an independent office of the Bank, reporting functionally to the Board of Directors through the Oversight and Assurance Committee (OAC) and administratively to the Office of the President. It has a mandate to provide assurance, consulting and advisory services covering all the Bank's operations. The Division is responsible for ensuring the governance, risk management and internal control systems maintained by the Bank are adequate and effective in safeguarding its assets, the reliability, accuracy and integrity of the systems and related strategies, policies, plans, procedures and records, and their adequacy to effectively accomplish intended objectives.

## THE ROLE

The Quality Assurance & Audit Officer (QAO) will play a vital role in enhancing audit quality across the full spectrum of the internal audit function by maintaining and updating audit methodology, conduct internal quality reviews and ensure compliance with Global Internal Audit Standards (GIAS), prepare for independent, external quality assessments, foster a culture of continuous improvement within the Internal Audit Division, ensuring that it remain at the forefront of best practices and industry standards, and participate in the completion of audit projects. The QAO will work closely with CDB staff and external partners to ensure the delivery of quality, accuracy and efficiency of internal audit projects, design improvement initiatives and strategies to mitigate potential risks to audit effectiveness.

Travel within the region is required.

## KEY RESPONSIBILITIES

The job will require the QAO to:

**Develop, implement and monitor the CDB's Internal Audit Quality Assurance Framework** - Design, establish, perform and continuously update a comprehensive quality assurance framework for internal audit, ensuring alignment with IIA Standards and industry best practices. Ensure the framework supports the CDB's strategic objectives and enhances the overall effectiveness of the internal audit function.

**Conduct Reviews and Assessments across assurance, consulting and advisory audit projects** - Perform reviews and assessments of audit processes and outcomes to ensure efficiency, effectiveness, accuracy and compliance with GIAS and IAD Policies.

**Ensure Compliance and Recommend Improvements** - Monitor compliance with GIAS and internal policies, identify areas for improvement, and propose actionable solutions to enhance audit quality. Provide and recommend training and guidance to audit staff on quality assurance practices, fostering a culture of continuous learning and professional development.

**Prepare Reports and Coordinate quality assurance Assessments** – Contribute to compilation of detailed reports on audit quality, present findings to senior management, and coordinate internal and external independent assessments. Identify and implement process improvements to enhance controls, minimize risks, and improve operational efficiency

**Audit Planning and Execution:** Participate in the development and coordination of the Annual Risk-based Audit Work Programme and conduct audit assignments in accordance with Global Internal Audit Standards.

**Reporting and Communication:** Contribute to the preparation and consolidation of audit findings, monthly reports, and written opinions on the adequacy and effectiveness of controls, and present these to management and the OAC.

**Team Leadership and Development:** Contribute to development of performance targets, evaluate team performance, and develop, coach, and mentor team members to build a high-performing audit team.

## QUALIFICATIONS

The successful candidate should have:

- A postgraduate degree in Accounting, Finance, Business Administration, Economics, or a related field (e.g., internal or external audit, compliance, economics, social sciences).
- Possession of or pursuing a professional certification such as CIA, CGA, CPA, CFSA would be an advantage.
- At least seven (7) years of progressively responsible experience in: internal or external audit, accounting, or compliance performing quality assurance reviews, and leading audit projects.
- Knowledge of internal auditing standards and procedures including planning, test and sampling methods involved in conducting audits.
- Possession of or pursuing a professional certification, such as CIA or CFSA would be an advantage.
- Experience with audit software and tools.

## Function-specific Competencies

The QAO must demonstrate:

- Proficiency in internal auditing techniques on governance, risk management, control systems, project control, and applications of internal auditing standards.
- The ability to apply data analytics, develop quality assessment models, and audit application
- The ability to exercise mature judgment, tact, and integrity.
- The ability to build and maintain effective working relationships with people of different national and cultural backgrounds.
- Experience with data analytics and audit software, such as Pentana, Teammate, Audit Command Language, Teammate Analytics, GRC.
- Knowledge of industry-specific regulations and compliance requirements.
- Strong project management skills.
- The ability to work in a hybrid environment with a combination of remote and on-site work.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal abilities.
- Proven leadership and management experience.
- Knowledge of data analytics and audit technology.

## BEHAVIOURAL COMPETENCIES

Competency	Definition
<b>Acting as a Champion for Change</b>	Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment; and supports people in their efforts to try new things.
<b>Acting Decisively</b>	Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.
<b>Acting Strategically</b>	Aligns day-to-day activities around broader organisational goals and objectives; prioritises resources based on the strategic objectives of the

Competency	Definition
	organisation; recognises and rewards people based on how their actions support the broader needs of the organisation.
<b>Championing Customer Needs</b>	Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
<b>Communicating Effectively</b>	Consistently communicates with clarity and thoroughness to optimise audience understanding. Communicates information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills.
<b>Delivering High Quality Work</b>	Critically reviews work processes to ensure quality; addresses problems that could impact quality; makes sure project deliverables and services meet all requirements and expectations; does not make the same mistakes twice.
<b>Displaying Technical Expertise</b>	Keeps his/her technical skills current; effectively applies specialised knowledge and skills to perform work tasks; understands and masters the technical skills, knowledge, and tasks associated with his/her job; shares technical expertise with others.
<b>Driving for Results</b>	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

## TERMS OF APPOINTMENT

This role is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications is **August 4, 2025** at 11:59 pm AST.

**The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.**

**The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.**

