



THE UNIVERSITY OF THE WEST INDIES

Applications are invited from suitably qualified persons for the post of Audit Quality Manager **in the Office of the UWI Audit & Advisory Services**, at the University of the West Indies, Vice-Chancellery, located at the Regional Headquarters in Kingston, Jamaica.

The Audit Quality Manager reports directly to the University Management Auditor and supervises a small regional team. The ideal candidate should be distinctly analytical in orientation, high-energy, quality focused, an experienced internal audit professional who will be engaged in cross-regional collaboration with the regional internal audit team and other internal audit stakeholders. Occasional regional travel may be required.

Main Purpose of Job:

The successful candidate will support the design and maintenance of internal quality standards for the department and the monitoring of and reporting on, these quality standards. They will also oversee the performance of analytical reviews of internal and external management information and preparation of internal and external reporting for campus/University senior management and the audit committees.

Duties and Responsibilities:

The successful candidate will be expected to:

- Manage the department's internal quality assurance suite of controls & process in line with the Global Standards of the IIA.
- Update and keep current with trends, industry best practices and other applicable international standards. Analyze and monitor the department's compliance with periodic reporting to the Audit Committee.
- Prepare the department's internal and external management reports, through analytical reviews of audit data for management reporting deliverables and assist with the monitoring of key performance indicators for the UWI Audit.
- Prepare the analytical reviews of campus and university management information to support the independent risk assessment process and development of the annual audit plan.
- Provide direct oversight of the Audit Quality Analyst role on the campuses and the Secretary - Regional Audit Committees.
- Provide administrative support to the University Management Auditor and the RHQ Audit team.

Qualifications and Experience:

- BSc or BA in a relevant field of study. Relevant Audit professional qualifications (CIA, CISA, CFE, ACCA etc.) as well as a MSc in a relevant field is desirable.
- 2 to 5 years post experience in a similar role. Experience working in an audit professional practice is desirable.

Competencies and Skills:

- Must be highly proficient in the use of Microsoft Office 365. MOS Expert qualifications in WORD and Excel would be desirable.
- Client Focus and Relationship Building
- Attention to Detail and Analytical Thinking
- Teamwork and Continuous Learning

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 75 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.

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

The closing date for receipt of applications is **July 19, 2024**.

The successful applicant will be expected to assume duties on September 01, 2024.

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