

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Internal Auditor I



Opening Date:	23 rd February, 2021
Closing Date:	9 th March, 2021
Location:	Road Town, Tortola
Ministry/Department:	Internal Audit Department
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment
- ✓ grow your knowledge and experience
- ✓ develop and utilize new skills

RESPONSIBILITIES

1. Plan and review work for audits.
2. Assess internal controls and make recommendations in accordance with defined procedures.
3. Identify, assess and compile various data obtained from interviews, audit visits and observations to ensure accuracy.
4. Attend meetings, workshops and training sessions as instructed to ensure your awareness of any change in policies or procedures which may be relevant to the role.
5. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Bachelor's degree in Accounting or related field
- Three (3) years working experience in a related area
- Good knowledge of Government structure, policies and procedures
- Good knowledge of relevant laws, regulations and policies
- Good knowledge of accountancy principles and procedures
- Good knowledge of relevant auditing software and programmes
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment
- Fieldwork

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources at the address provided below by the closing date.

Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrcbvi@gov.vg