



CIRCULAR MEMORANDUM

NO. 40 OF 2025

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FROM: Chief Executive Officer, Ministry of the Public Service, Governance and Disaster Risk Management

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE –DEPUTY AUDITOR GENERAL, OFFICE OF THE AUDITOR GENERAL

DATE: 16th June 2025

Applications are invited from suitably qualified persons to fill the vacant position of Deputy Auditor General, Office of the Auditor General.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for assisting the Auditor General in the overall administration of the Office, ensuring the effective implementation of auditing standards and procedures which facilitates the achievement of set goals and objectives of the organization, in accordance with the Finance and Audit (Reform) Act, Chapter 15 of the Laws of Belize.

2. NATURE AND SCOPE:

The Deputy Auditor General is responsible for contributing towards the organizations strategic direction by facilitating the execution of audits of all accounts of the Ministries/Departments of the Government of Belize, Statutory Bodies, Local Government Authorities, which includes, City Councils, Town Boards, Village Councils and Water Boards. The Deputy Auditor General must ensure that policies, strategies and practices are developed and implemented to productively execute all the functions and responsibilities of the Office. The incumbent must assist in the monitoring of quality standards and conduct reviews of current activities to ensure compliance with accounting standards and office practices.

The Incumbent is responsible for supervising the day-to-day administration of the auditing process and provide leadership and technical support to the audit teams and supervisors. The officer deputizes for the Auditor General in his/her absence. The incumbent assist in the training process ensuring that staff's training and development needs are address and met. The dissemination of resource materials, including guides and publication to aids the public and external stakeholder in the Auditing process. Assisting in conducting annual budget appropriation for the office and preparing management reports that details the activities of the Office is also a key function of the incumbent.

ANALYSIS OF POSITION:

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **SUPERVISES** the day to day activities of the Office of the Auditor General ensuring to provide guidance and technical advice to the Auditing teams and supervisors ensuring that all work activities are aligned with Auditing standards and procedures.

2. **ASISISTS** in the development and implementation of Auditing Policies, Standards and Procedures that guides the daily activity of the Office of the Auditor General in the achievement of the organization's goals and objectives in alignment with the Finance and Audit reform act.
3. **MONITORS** quality assurance by reviewing and approving audit plans and programs, conducting review of files, management letters and draft reports submitted by the Audit teams to determine if proper procedures were adhered to in accordance with accounting standards and office practices and policies.
4. **PROVIDES** technical advice and assistance to Auditing teams in the completion of technical aspects of their work and conducts reviews of submitted work to ensure adherence to standardize policies and procedure.
5. **CONTRIBUTES** toward the planning and assessment of human resource management needs of the office including the identification of new positions and collaborates with the Senior Managers for the creation of such positions to ensure the Organization's ability to achieve it strategic objectives.
6. **ASSISTS** in production of an annual Audit Report on the state of Belize's finances, which details the accounts of all Government Authorities, Statutory Bodies and Councils to ensure transparency and effectiveness.
7. **PROVIDES** leadership to staff through effective delegation, communication, coaching, performance management, training, assistance and support in order to enhance/improve their job competencies.
8. **FACILITATES** staff development internal and external trainings that leads to the delivery of sound auditing principles and competencies aligned with establish Accounting auditing principles and standards.
9. **REPRESENTS** the office of the Auditor General at various national and international conferences, seminars, trainings and related matters; assists with the facilitation of Public Accounts Committee meetings.
10. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.
11. **DEPUTIZES** in the absence of the Auditor General to ensure the continuation of the operation of the office.
12. **DEVELOPS** and assist with the strategic management and operational plans of the Office of the Auditor General
13. **ADHERES** to International Standards for Supreme Audit Institutions (ISSAIs) and internal policies of the OAGB.

B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

Recognized Master's degree in Public Finance, Public Sector Management, Accounting, Management Studies, Economics or Business Administration.

Plus

Specialized training in strategic and operational planning and program evaluation, institutional effectiveness and implementing initiatives. Extensive knowledge of international financial reporting and accounting standards; extensive knowledge of and ability to interpret the standards of the International Organization of Supreme Audit Institutions (INTOSAI). Ability to applying relevant legislation, regulations, policies, audit standards and agreements;

ability to communicate effectively, both orally and in writing; ability to interpret technical managerial reports. Experience in resource management; demonstrate and maintain effective leadership skills.

Plus

At least three (3) years' work experience as a Supervisor of Audit. Sound familiarization with Auditing standards and procedures and be a part of the Senior Level Management team

3. CONDITIONS OF SERVICE:

Belize Constitution (Public Service) Regulations, 2014

4. REPORTING RESPONSIBILITY:

The Deputy Auditor General will report to the Auditor General.

5. SALARY:

Government Pay Scale 23 of \$40,615 x 1,644- \$71,851 per annum.

Interested persons in possession of the required qualification and have the aptitude for the post, are required to submit a complete application, through the Job search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than 6th July 2025.



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Director, CITO
President, PSU
President, APSSM*