



# CIRCULAR MEMORANDUM NO. 58 OF 2025

**MY REF:** STAFF/GEN/22/02/25 (25) Vol. III

**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 – SUPERVISOR OF AUDIT, OFFICE OF THE AUDITOR GENERAL

**DATE:** 22<sup>nd</sup> August 2025

Applications are invited from suitably qualified persons to fill the vacant positions of Supervisor of Audit, Office of the Auditor General.

## 1. ACCOUNTABILITY OBJECTIVE:

To ensure the effective supervision and leadership of audits across various Ministries/Departments, Local Government Authorities, and Statutory Bodies, ensuring compliance with relevant legislation, regulations, policies, auditing standards, and agreements, including the Financial and Stores Orders of Belize. Additionally, the role includes overseeing the professional development and training of audit staff to maintain high standards of audit performance and staff competency.

## 2. NATURE AND SCOPE:

The **Supervisor of Audit** position involves leading and managing audit teams, ensuring audits of Ministries, Local Government Authorities, and Statutory Bodies comply with relevant laws, policies, and auditing standards. The role also includes overseeing staff professional development and training to maintain high auditing standards and staff competency.

## 3. ANALYSIS OF POSITION:

### A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **COLLABORATES** with other senior managers to plan and develop audit scopes, objectives, procedures, methodologies, and annual work plans to ensure that the Office of the Auditor General (OAG) fulfils its mandate; coordinates audit work to ensure timely completion of audits.
2. **DEVELOPS**, administers, and monitors audit plans for assigned Ministries/Departments, Local Government Authorities which includes City, Town and Village Councils and Water Board and Statutory Bodies to ensure practical application of professional audit standards.
3. **LEADS** in the conduct of assigned audits and other investigations; supervises audit team and provides guidance on matters relating to the audit process to ensure that audits are effectively and efficiently managed, work plans are methodical documented, adhere to standards, completed within the allotted timeframes and that the quality of work is in compliance with the OAG's Auditing Standards.
4. **EXAMINES** and analyses management operations, internal control structures and systems, information technology databases and systems, and accounting records to determine reliability,

adequacy, accuracy, efficiency, value added and compliance with all regulations and policies; as well as to minimize waste.

5. **ENSURES** that Ministries/Departments funds are spent for their intended purpose and that expenditures are duly authorized and in compliance with the Government of Belize (GOB) financial regulations.
6. **OVERSEES** the conduct of surprise cash surveys, special investigations, audits of capital works and related activities as required by the Audit General and prepares reports on such activities.
7. **REVIEWS** work performed by staff for completion and accuracy and writes audit reports for assigned Ministries/Departments, Local Government Authorities and Statutory Bodies; prepares draft paragraph for annual report clearance sheet.
8. **CHECKS** Annual Statements of Accounts prepared by the Accountant General and reports on the findings.
9. **ASSISTS** with the reviewing of reports of audits conducted by duly appointed auditors of statutory bodies/agencies by examining the working papers, reports and other documents submitted, to ascertain compliance with the OAG's control framework and to enable informed reporting to the National Assembly
10. **SUBMITS** reports after the completion of each audit to Supervisor, ensuring that such reports are timely, clear and factual; provides feedback and recommendations on risks and improvements to operational efficiencies and processes to auditees and senior management.
11. **FACILITATES** on-the-job, in-house staff development and other related trainings to develop staff competencies to make sure that the office maintains a cadre of adequately skilled personnel to conduct audits.
12. **REPRESENTS** the OAG at meetings, national and international conferences, workshops, seminars, trainings, and other fora on matters related to audit as may be required.
13. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.
14. **PERFORMS** election, shelter management, hurricane and related duties as may be required.
15. **MAY** testify at the Public Accounts Committee meeting to make clarifications in regard to audit findings as required by Auditor General.
16. **DEVELOPS** and assists with the strategic management and operational plans of the Office of the Auditor General.
17. **ADHERES** to International Standards for Supreme Audit Institutions (ISSAIs) and internal policies of the OAGB.

**B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:**

Be in possession of a master's degree in in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy or related discipline

**Plus**

Extensive knowledge of the Belize Constitution, Financial and Stores Orders, Public Service Regulations, Audit Standards, and International Accounting Standards with the ability to rapidly understand and implement the requirements of relevant legislation, regulations, policies and procedures with proper consideration of the implications and outcomes of such administration.

Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

**Plus**

Have served a minimum of five (5) years at Examiner of Accounts I.

**OR**

Recognized Bachelor's Degree in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy or related discipline such as Association of Accounting Technician (AAT) Level III Certification and completion of Senior Audit Officers course offered by the National Audit Office (NAO), United Kingdom or General Accounting Office (GAO) or Canadian Comprehensive Auditing Foundation Fellowship (CCAF) Programme including the Instructors Training.

**Plus**

Extensive knowledge of the Belize Constitution, Financial and Stores Orders, Public Service Regulations, Audit Standards, and International Accounting Standards with the ability to rapidly understand and implement the requirements of relevant legislation, regulations, policies and procedures with proper consideration of the implications and outcomes of such administration. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

**Plus**

At least eight (8) years at senior management level.

**4. CONDITIONS OF SERVICE:**

Belize Constitution (Public Service) Regulations, 2014

**5. REPORTING RESPONSIBILITY:**

The Supervisor of Audit will report to the Deputy Auditor General.

**6. SALARY:**

Government Pay Scale 22 of \$39,206 x 1,644- \$70,442 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 7<sup>th</sup> September 2025.



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

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