



## Human Resources Unit

### INTERNAL VACANCY

**Job title: Junior Analyst**

**Office:** Quality Assurance Unit

**Responsible to: Senior Analyst**

**Grade:** (TBD)

**Application deadline: July 17, 2023**

#### Core Description

The role holder will provide professional support to the Quality Assurance Unit

#### Job responsibilities

- Assist with the overall aspect of the Quality Assurance functions;
- Assist supervisor to measure outcomes of the QA function;
- Ensure that delegated responsibilities are efficiency implemented;
- Assist with the conduct of quality assurance review based upon agreed plan in accordance with standards and procedures;
- Gather evidence to support findings through interviews, documentation reviews, and observations;
- Assist in following up on any outstanding quality management issue;
- Undertake any other job that may be assigned by the Senior Manager

#### Qualifications

- Pursuing and have obtained some parts of the CPA, CA, ACCA, PESA-P, or CISA from recognized accounting professional bodies; or
- A minimum of a Bachelor's degree in accounting, finance or auditing from a recognized university
- Some training in Quality Assurance

#### Experience

- A minimum of 2 years working experience on the application of at least two of the below GAC customized audit manuals:
  1. Compliance Audit Manual (CAM)
  2. Financial Audit Manual, and
  3. Performance Audit Manual (PAM)



## Human Resources Unit

### Working conditions

The job is largely an office-based role with minor exposure to hazards and moderate exposure to physical activities such as prolonged use of the computer. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

### Interest and motivation

Accounting and basic audit procedure

### Core Competencies

#### Functional Knowledge

- Knowledge of International Standards of Auditing (ISAs)
- knowledge of the International Standards for Supreme Audit Institutions (ISSAIs), and the operational emphasis in terms of the public sector with regards to policy and performing audit.
- Ethical standards (INTOSAI)
- Good understanding of the SAI audit methodologies
- Good analytical (professional skepticism) skills
- Good interpersonal skills
- Good working knowledge of MS EXCEL/WORD

#### Functional skills

- Financial Auditing: Ability to understand financial audit procedures, review financial audit working papers to ensure that stakeholders have reasonable assurance that audit reports on financial statements are accurate and complete
- Compliance Auditing: Ability to understand compliance procedures, review compliance audit working papers and ensuring that reports generated from these audits are credible;
- Performance Auditing: Ability to understand and review performance audit working papers ensuring that reports generated from these audits are credible

#### Behavioural Competencies

- Engaged: Express a positive attitude, commitment and enthusiasm towards the job, the team and the GAC. Act in accordance with decisions taken, business plans, goals, policies and guidelines.
- Structured & methodical: Plan, organize and prioritize the workload in an efficient way. Keep to established time-frames.
- Problem Solving Analytical Ability: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations
- Planning and Organizing: Set goals, create, and implement actions plans, and evaluate the process and results to ensure alignment of work to GAC's goals.
- Quality focused: Be thorough and focused on delivering quality and value with regards to products/service in the GAC.
- Analytical — Be able to review, understand and analyze audit reports



Promoting Accountability of Public Resources

## Human Resources Unit

- Negotiation — Be able to effectively discuss and negotiate results

### Leadership Competencies

- Provide clear direction: ability to contribute to the vision of the GAC, and what outcomes are required to succeed. Be able to communicate results
- Coach and Mentor: Able to share wisdom and professional expertise with others to strengthen knowledge/skills of SAI professionals
- Establish Team Goals: ability to identify tasks to be performed and results to be achieved
- Facilitation – Be able to support the facilitation of collaboration and team work

### Live the Values of GAC

- Integrity
- Transparency
- Independence
- Professionalism
- Diversity

