Republic of the Marshall Islands
Office of the Public Service Commission
PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi.recriut@gmail.com

Re-announcement of EA RMI 101-21

EA.NO.: RMI-129-21
OPENING DATE: 08/26/21
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT
REF: CM of 08/24/21

Position Title:	**Audit Supervisor, Performance Auditing**	
Grade and Salary (P/L):	***Grade: PL- 13/1-13/3***	***Salary: $27,000.00 - $30,000.00pa***
Ministry and Division:	***Office of the Auditor General***	
Location:	***Majuro, MH***	
Reports to:	***Auditor General***	

JOB PURPOSE: Audit Supervisor leads and guides staff in the conduct of all performance audits, evaluation, and inspection of various government entities, program and function as set out in the annual audit plan. This includes overseeing audit planning, field work, and audit reporting; prepares reports, and communicates findings and recommendation to management of audited government entities, programs of functions.

MAIN DUTIES AND RESPONSIBILITIES:

1. Plans each audit and prepares briefings for meeting with auditees;
2. Assist in the development of audit design and audit work plans which includes identification of the work to be done, the scope of the work, and deadlines for completions;
3. Leads and guides staff auditors in planning and conducting performance audits of various governmental entities, program and functions;
4. Develops methods of identifying and collecting performance audit data;
5. Responsible for collecting and analyzing information and data;
6. Assigns work to staff auditors and supervising their performance to ensure relevant standards, policies and procedures are followed;
7. Provides supervision on all works done by staff including audit working papers to ensure proper documentation of results and process;
8. Performs reviews and evaluations of procedures, systems, or programs for economy, efficiency, and effectiveness;
9. Drafts quality reports expressing conclusions and recommendations on the economy, efficiency, and effectiveness with which the activities audited are carried out;
10. Responsible for documenting, reviewing and drafting letters;
11. Prepares and finalizes the working papers and the audit file for review by the Audit Manager;
12. Finalizes all report based on the audit results for review by the Audit Manager;
13. Assists in the training of staff auditors by providing them with on the job training; and
14. Perform other duties as assigned.

DESIREABLE REQUIREMENTS:

EDUCATIONAL REQUIREMENTS

1. Graduate with a bachelor's Degree from and accredited institution in business, public administration, accounting, statistics, social sciences, or a related field.
2. At least two years of experience in auditing, program evaluation, or policy, operations or financial analysis.

ESSENTIAL SKILLS

1. Great organizational and leaderships skills
2. Great knowledge of quantitative and qualitative data analysis methods; principles of effectiveness and efficiency; and knowledge of government and management process;
3. Good analytical, interpersonal, time management, research and communications skills

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this ***26th August 2021.***

Mr. Kenneth Anitok
Chairman, PSC

Mrs. Justina R. Langidrik
Commissioner, PSC