



CIRCULAR MEMORANDUM

NO. 13 OF 2026

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FROM: Chief Executive Officer, Ministry of the Public Service 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 – TWO (2) POSITIONS OF SUPERVISOR OF AUDIT, OFFICE OF THE AUDITOR GENERAL

DATE: 11th February 2026

Applications are invited from suitably qualified persons to fill two (2) 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 legislations, regulations, policies, auditing standards and agreements, including the Financial 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 is required to lead the audit process through the formulation of Audit Plans and the supervision and guidance of staff in the completion of scheduled audits and the generation of final audit reports for the various Ministries/Departments, Local Government Authorities and Statutory Bodies under review. The incumbent ensures that all auditing activities are carried out in strict compliance with all existing legislation, regulations, policies and procedures, auditing standards and agreements including the Financial and Stores Orders of Belize. The incumbent also reviews audits conducted by duly appointed auditors of statutory bodies/agencies to ascertain compliance with the prescribed auditing control framework and enable proper reporting on the activities of such entities to the National Assembly.

The Supervisor of Audit is a resource person and technical expert, and is, therefore, required to facilitate on-the-job, in-house staff development and other related trainings for new and existing staff members. Additionally, the incumbent is expected to represent the Office of the Auditor General at national and international conferences, seminars, trainings, and related events from time to time.

The incumbent supervises support staff within the Office and is expected to oversee their development in all the requisite areas. The position is also expected to maintain a high degree of integrity, confidentiality, and professionalism in the conduct of his/her duties and responsibilities. In addition, the incumbent must display the communication skills required

to interact with senior and junior personnel within the Public Service, representatives of local government authorities and statutory bodies; as well as representatives of outside agencies and organizations both locally and internationally.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **COLLABORATES** with other senior managers to plan and develop audit scopes, objectives, procedure, 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 applications of professional audit standards.
3. **LEADS** in the conduct of assigned audits; 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 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 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 Office'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 national and international conferences, workshops, seminars, trainings and other 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 and hurricane related duties as may be required.
15. **MAY** testify at 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 Office of the Auditor General Belize (OAGB).

B. QUALIFICATION AND EXPERIENCE

Be in possession of a Master'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, 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 on the implication 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 as Examiner of Accounts I.

OR

Recognized Bachelor 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, Public Policy or related discipline such as Associate of Accounting Technician (AAT) Level III Certification and completion of Senior Audit Officers course offered by the National Audit Office (NAO), United Kingdom of 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 on the implication 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.

C. COMPETENCIES/SKILLS

Technical

- Experience in applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Experience in resource management
- Ability to interpret technical and managerial reports
- Ability to identify and assign resources (Financial and Manpower) to meet objectives
- Ability to plan, organize and monitor work to ensure achievement of desired goals

Behavioural

- Ability to make decisions in a timely manner
- Time management skills
- Ability to demonstrate and maintain effective leadership skills
- Effective teamwork and cooperation
- Effective interpersonal communication

4. **REPORTING RESPONSIBILITY**

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

5. **SALARY**

Government Pay Scale 22 of \$40,971 x 1,718 - \$73,613 per annum.

6. **CONDITIONS OF SERVICE**

Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Friday, 27th February 2026.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,
President, Public Service Union of Belize
President, Association of Public Service Senior Managers*