



Government of the Co-operative Republic of Guyana
Environmental Protection Agency



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Job Title:	Internal Auditor	Job Code:	AR-IA
Department/Unit:	Audit and Reporting	Position Type:	Full Time ___ Part Time ___ Contractor ___ Intern ___
Location:	Head Office – Georgetown	Scale Grade:	
Reporting To:	Executive Director		
Supervises:	Internal Audit Clerk (as needed)		

Overall Objective
<p>The Internal Auditor provides independent, objective assurance and advisory services designed to improve the Agency's governance, risk management, and internal control processes. The role evaluates the effectiveness and efficiency of operations, ensures compliance with applicable laws, regulations, policies, and procedures, and supports the Agency in achieving its strategic objectives while safeguarding public resources.</p>
Duties and Responsibilities
<p>The Internal Auditor of the EPA has full-time responsibility for the day-to-day auditing operations and shall specifically be responsible for:</p> <ol style="list-style-type: none"> 1. Develop and maintain a risk-based annual internal audit plan for approval by management and/or the Audit Committee. 2. Conduct organisational risk assessments to determine audit priorities. 3. Review emerging risks affecting the Agency's operations. 4. Update audit plans to address new legislative, operational, or strategic risks. 5. Plan and conduct operational, financial, compliance, information systems, procurement, and performance audits. 6. Evaluate the adequacy and effectiveness of internal controls. 7. Examine financial and operational records for accuracy and compliance. 8. Review and verify the Agency's compliance with: Government financial regulations, public procurement legislation, Agency policies and procedures, environmental and regulatory legislation (where applicable), and applicable international standards and best practices. 9. Identify weaknesses, control deficiencies, fraud risks, and opportunities for process improvement. 10. Prepare clear, objective, and evidence-based audit reports and present audit findings, recommendations to strengthen internal controls and safeguards, and organisational accountability. 11. Assess the effectiveness of risk management and governance processes and report significant risks and control weaknesses to the Executive Director and senior management. 12. Monitor implementation of agreed corrective actions. 13. Promote a risk-aware Agency culture and compliance with ethical standards and regulatory requirements. 14. Liaise with management, external auditors, government oversight bodies, and the Audit Committee to facilitate audit activities and strengthen organisational governance. 15. Participate as ex-officio member on the Internal Tender Committee. 16. Perform other related duties and responsibilities consistent with the purpose and level of the post.



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Requirements

Qualifications and Work Experience:

- Bachelor's Degree in Accountancy, Finance, Auditing, Public Administration OR ACCA Level 2 or equivalent plus three
- Plus, five (5) years progressive experience in internal auditing, public sector auditing, accounting, risk management, or compliance, of which 3 years is at middle management level.
- Experience in the public sector is an asset.

Competencies:

- Knowledge in public sector financial management and procurement, relative legislations, and policies, risk management and corporate governance principles. Adequate knowledge of the FMA, IFRS, Procurement Act and Finance Circulars.
- Knowledge of internal auditing standards and internal control frameworks.
- Knowledge of Microsoft Office Suite – Word, Excel, Powerpoint is required.
- Integrity and objectivity and confidentiality.
- Very good analytical, problem solving, and critical thinking capabilities.
- Report writing and communication
- Details-oriented
- Planning and organisational skills
- Relationship management skills

Created By:	Shivon Dazzel – HR Director	Date:	2026/06/26
Reviewed By:		Date:	
Revised By:		Date:	
HOD verified:		Date:	
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		Date:	