

THE OFFICIAL GAZETTE 15TH FEBRUARY, 2011

LEGAL SUPPLEMENT — B

GUYANA

No. 1 of 2011

REGULATIONS

Made Under

THE AUDIT ACT 2004

(ACT No. 5 of 2004)

**IN EXERCISE OF THE POWERS CONFERRED UPON ME BY SECTION 11 OF THE AUDIT ACT 2004, AND WITH THE APPROVAL OF THE PUBLIC ACCOUNTS COMMITTEE, I
HEREBY MAKE THE FOLLOWING REGULATIONS:-**

Citation.

- 1. These Regulations may be cited as the Rules, Policies and Procedures Manual (Amendment) Regulations 2011.**

**Amendment of
Volume 1 of
The Rules,
And
Procedures
Manual.**

- 2. Volume 1 of the Rules, Policies and Procedures Manual, which forms part of the Audit Regulations 2005 (Regulations No. 10 of 2005) by virtue of Regulation 15 of the said Regulations is amended by the substitution for TABLE 4.1 and TABLE 4.2 of the following TABLES -**

APPENDIX I
The Audit Office
AMENDED RATIONALISED JOB/POSITION TITLES

Current Title	Proposed New Title
Audit Office	
Auditor General	Auditor General
Confidential Secretary	Administrative Assistant
Confidential Secretary	Confidential Secretary
Audit Operations	
Senior Deputy Auditor General	Audit Director, Operations & Management Services
Deputy Auditor General	Audit Director, Operations
Assistant Auditor General	Audit Manager, Operations
Principal Auditor	Audit Supervisor
Auditor	Auditor
Assistant Auditor	Assistant Auditor
Senior Audit Clerk	Senior Audit Clerk
Audit Clerk	Audit Clerk
	Confidential Secretary
Works and Structures	
Senior Engineer	Director, Works and Structures
	Manager, Works and Structures
Engineer	Engineer
Human Resources Division	
	Human Resources Manager
	Deputy Manager, Training and Development
Personnel Officer II	Human Resources Officer
Confidential Secretary	Confidential Secretary
	Benefits & Compensation Assistant
	Employment Administration Clerk
Registry Supervisor	Registry Supervisor
	Registry Assistant
Typist Clerk III	Confidential Secretary
Clerk Stenographer II	
Typist Clerk II	Computer Operator
Typist Clerk I	
Senior Office Assistant	
Office Assistant	Office Assistant
Driver	Driver
Cleaner	Maid/Cleaner
Finance and Accounts Division	
	Finance and Accounts Manager
	Accountant
	Accounting Assistant, Receipts & Payments
	Senior Accounts Clerk, Expenditure Planning & Management
	Accounts Clerk, Payments
	Accounts Clerk, Expenditure of Votes
	Stores Clerk
Information Technology Division	
	Information Systems Manager
	Network Administrator
	Programmer
	Supervisor, Computer Operations
	Computer Service Technician
	Computer Operator

APPENDIX II
ADJUSTED MANNING LEVEL CHART

AUDIT OFFICE		AUTHORISED STRENGTH		
JOB/POSITION TITLES		SMT	SUP	N-MGT
AUDITOR GENERAL'S SECRETARIAT				
	Auditor General	1		
	Administrative Assistant		1	
	Confidential Secretary		1	
	SUB TOTAL	1	2	0
AUDIT OPERATIONS DIVISION				
	Audit Director	3		
	Audit Manager	12		
	Audit Supervisor		30	
	Auditor			31
	Assistant Auditor			31
	Senior Audit Clerk			31
	Audit Clerk			50
	SUB TOTAL	15	30	143
WORKS AND STRUCTURES				
	Director Works and Structures	1		
	Manager, Works and Structures	1		
	Engineer		2	
	SUB TOTAL	2	2	0
HUMAN RESOURCES AND ADMINISTRATIVE DIVISION				
	Human Resources Manager	1		
	Deputy Human Resources Manager, Training & Development	1		
	Human Resources Officer	1		
	Confidential Secretary		1	
	Benefits and Compensation Clerk			1
	Employment Administration Clerk			1
	Driver			3
	Office Assistant			3
	Maid Cleaner			3
	Handyman			1
	Registry Supervisor		1	
	Registry Assistant			1
	SUB TOTAL	3	2	13
FINANCE AND ACCOUNTS DIVISION				
	Finance & Accounts Manager	1		
	Accountant	1		
	Accounting Assistant, Payments & Receipts		1	
	Accounting Assistant, Expenditure Planning & Management		1	
	Accounts Clerk, Payments			1
	Accounts Clerk, Expenditure of Votes			1
	Stores Clerk			1
	SUB TOTAL	2	2	3
INFORMATION SYSTEMS DIVISION				
	Information Systems Manager	1		
	Network Administrator	1		
	Programmer	1		
	Supervisor, Operations		1	
	Computer Service Technician			1
	Computer Operator			2
	SUB TOTAL	3	1	3
	TOTAL	26	39	162
	GRAND TOTAL		227	

SMT: Senior Management; **SUP:** Supervisory; **N-MGT:** Non-Management

Made thisth..... day of February, 2011

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.....
Auditor General (Ag.)

ERRATUM

REGULATIONS

Made Under

The Audit ACT 2004

(ACT No. 5 of 2004)

These Regulations are hereby re-gazetted. They were previously published in LEGAL SUPPLEMENT – B dated 20th July, 2010.


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S.E. ISAACS
Clerk of the National Assembly