

# AUDIT OFFICE OF GUYANA

## VACANCIES

THE AUDIT OFFICE OF GUYANA is seeking to recruit a qualified individual to fill the following positions:

- 1 Confidential Secretary, Auditor General's Secretariat.
- 1 Human Resources Officer – Human Resources Department

Below are details for each position.

- **Confidential Secretary**

**Education:** A Diploma in Administrative Professional Secretaries, Certificate in Industrial Relations and Management or Certificate in Industrial Relations and Social Studies; a minimum of 5 CXC/GCE O' Levels including English, Social Studies. Secretarial, Microsoft Office Suite and database skills are required.

**Experience:** Secretarial and administrative skills requiring a minimum of six years training on the job and in-house programmes in areas such as office practice and administrative services. Substantial experience in servicing managerial staff, coordinating office traffic, recording and preparation of a variety of documentation using Microsoft Office. Ability to maintain records important to the job.

- **Human Resources Officer**

**Education:** Diploma in Administration/Management or equivalent/related discipline. Computer literacy is a requirement. Specialization in Human Resource Management is desired.

**Experience:** A minimum of seven years' experience in Planning and Management; General Administration; Human Resource Management; ability to set up systems and determine strategies for the effective implementation of the policies and programmes. The Incumbent must be able to co-ordinate and supervise the Human Resource Development, Quality Control Systems, industrial relations, as well as other general administrative activities of **Audit Office**. Required to co-ordinate, direct, control, evaluate, and plan the execution of a variety of activities, often of a critically important and timely nature. Responsible for recruitment, counselling, handling grievance matters, and maintaining personnel records on a computerized database. Ensures compliance with Standard Practice Instructions.

Applications along with detailed Curriculum Vitae should be submitted to the Audit Office of Guyana or emailed to [humanresources@audit.org.gy](mailto:humanresources@audit.org.gy) **not later than Monday, 4 November 2024** and should be addressed to:

**Human Resources Manager  
Audit Office of Guyana  
63 High Street  
Kingston  
Georgetown.**