

AUDIT OFFICE OF GUYANA

VACANCIES

THE AUDIT OFFICE OF GUYANA is seeking to recruit suitably qualified individuals to fill the following positions:

- 1 Engineer – Works and Structures Division
- 1 Programmer – Information Systems Division
- 1 Supervisor, Computer Operations – Information Systems Division
- 1 Confidential Secretary, Auditor General’s Secretariat.
- 1 Driver

Below are details for each position.

1. Engineer

Education:

Incorporate or Licentiate member of a Quantity or Building/Construction/Civil Engineering International Professional Body. B.Sc. in Urban and Regional Planning or B.Sc. in Building and Civil Construction/Engineering, or equivalent qualification.

Experience:

The applicant is required to have over six years’ technical experience in an engineering environment both on and off site; must have experience working on all types of infrastructural works/projects. Must be knowledgeable in reading and interpreting construction drawings, Procurement, taking off quantities, and Forms of Contracts, both local and international. Must have good report writing skills and be proficient in MS Suites, AutoCAD and other engineering software.

2. Programmer

Education:

First Degree in Computer Science or equivalent.

Experience: A minimum of one year of experience in software development, knowledge and experience of Web Application Development, OOP languages (Java, C++, ASP.NET), familiarity with HTML, JavaScript, and CSS.

Understanding of object-oriented software engineering, track record of successful application development, ability to write clean, well-documented code, excellent complex problem solving and critical thinking skills, working knowledge of SQL and Microsoft SQL Server, solid troubleshooting and communication skills, experience using Microsoft Office tools (Excel, Visio), demonstrated analytical and critical thinking abilities.

3. Supervisor, Computer Operations.

Education: Microsoft Certified Professional or equivalent.

Experience: A minimum of three years' experience working in computer operations. A working knowledge of the operations and related hardware. Ability to plan, direct, and coordinate computer operations and data entry functions; strong supervisory skills, including work planning, motivation, team building and delegation. Familiarity with standard applications software packages. Knowledge of Windows-based Networking environment would be an asset.

4. 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.

5. Driver

Applicant must have secondary education leading to some certification in Motor Vehicle Maintenance and at least three years adult experience with license to drive different types of vehicles. Exposure to training in Defensive Driving.

Applications along with detailed Curriculum Vitae should be submitted to the Audit Office of Guyana or emailed to humanresources@audit.org.gy **not later than Tuesday, 24 February 2026** and should be addressed to:

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