



Vacancy Notice: Internal Audit Assistant

Summary Description

The **Caribbean Disaster Emergency Management Agency** and the **CARICOM Development Fund** are jointly recruiting for the posts of **Internal Auditor Assistant** and are inviting suitable candidates to apply. One role is with the **CDEMA** and the other role is with the **CDF**.

Key areas of responsibility include supporting the review of financial and operational processes, maintaining accurate and comprehensive audit documentation, identifying control gaps and areas for improvement, and assisting with the timely implementation and monitoring of audit recommendations.

Full job description: [Job Description Internal Audit Assistant.docx](#)

Applications for the positions are open to employees of the CDEMA, the CDF, and all citizens and permanent residence of Barbados.

Information Notes:

Applicants are required to indicate the specific organization to which they are applying. This information must be clearly stated in the subject line of your application email, e.g. the **CDEMA** or the **CDF**.

Candidates must clearly demonstrate in writing that they have met all the criteria. Failure to do so may result in your application not receiving further consideration.

Send applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org. The deadline for suitable applications is **September 10, 2026**.

The **CDEMA** and the **CDF** thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.