



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 134

OSC Ref. C.4859¹⁵

15th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Assistant Auditor (FMG/AS 1)** in the **Internal Audit Unit, Ministry of Health and Wellness**, salary range \$1,341,866 - \$1,789,576 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Auditor, the Assistant Auditor conducts audit as it relates to the examination of transactions, records and documents, both financial and operational, to determine compliance with the provisions of relevant laws, regulations, policies and rules.

Key Responsibilities

- Conducts Operational and Financial Audits to determine compliance with the provisions of relevant laws, regulations, policies and rules;
- Verifies the adequacy and accuracy of financial records, examines and appraises financial and accounting practices, systems and procedures;
- Prepares working papers for submission and review;
- Clears any queries on working papers prepared;
- Assists in the preparation of preliminary recommendations and drafting of reports;
- Performs other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Basic knowledge of accounting principles and techniques
- General auditing knowledge
- Fair knowledge of Staff Orders, Financial Administration and Audit (FAA) Act and other regulations and procedures governing the Public Sector
- Proficiency in computer applications

Technical:

- Good oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Ability to work in a team
- Good problem solving and decision making skills
- Ability to use initiative
- Good analytical skills

Minimum Required Qualification and Experience

- Associate Degree, AAT, ACCA-CAT or equivalent qualification;
- ACCA Level 1.

Special Condition Associated with the Job

- Will be required to work in volatile areas, from time to time.

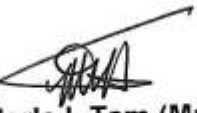
Applications accompanied by résumés should be submitted **no later than Friday, 26th June, 2020 to:**

**Director
Human Resource Management and Development
Ministry of Health and Wellness
10A Chelsea Avenue
Kingston 10**

Email: job@moh.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**