



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 121
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3rd 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 **Senior Compliance Officer (FMG/AS 3)** in the **Department of Co-operatives and Friendly Societies - Montego Bay**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Inspectorate (GMG/SEG 4), the Senior Compliance Officer (FMG/AS 3) ensures internal policies and procedures are adhered to in accordance with standards of the Financial Administration and Audit (FAA) Act and the internal controls are adequate for the maintenance of integrity and transparency in the P.C. Banks' operation.

Key Responsibilities

Management/Administration:

- Plans, organizes and co-ordinates inspections and audit interventions to ensure timely and adequate resources for these interventions;
- Administers inspections and audits within budgetary allocations;
- Reviews and compiles Inspection and Audit Reports;
- Participates in the Department's Strategic Planning process;
- Develops Operational Plan and specific approaches for interventions;
- Develops schedules for Inspectors and Assistant Inspectors to assist in carrying out audits and inspections;
- Represents the Organization at meetings and seminars/conferences;
- Liaises with other institutions re departmental issues, e.g. Audit Firms on external audit matters.

Technical/Professional:

- Conducts Risk Assessment to determine key areas of audit;
- Reviews and revises working papers of Department;
- Writes Audit Reports stating deficiencies, implications/deviations and makes recommendations;
- Submits Audit Report for perusal and subsequent actions by Board;
- Analyzes PC Bank's financial performance by calculating and interpreting financial ratios.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Develops and implements a Succession Planning programme for the Division/Unit, in collaboration with the Human Resource Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's/Organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving, decision-making, organizing and planning skills
- Good interpersonal and leadership skills
- Ability to work in team
- Compliance
- Strong customer and quality focus skills
- Analytical thinking
- Ability to use initiative
- Strategic Vision
- Goal/results oriented
- Social skills

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent knowledge of the Acts and Regulations governing the Department's functions
- Proficient in relevant software applications
- Good report writing skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics **or** ACCA Fundamentals or equivalent and over two (2) but less than five (5) years' experience in Audit/specialized area;
- Successful completion of relevant Government Auditing courses and professional Audit training would be an asset.

Special Condition Associated with the Job

- Will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16th June, 2020 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@micaf.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