



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 218
OSC Ref. C. 6276¹²

3rd September, 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 be assigned to the post of **Assistant Auditor (FMG/AS 1) - (Not Vacant)** in the **Internal Audit Division, Ministry of Local Government and Community Development**, salary range \$1,341,866 - \$1,789,576 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Senior Auditor, the incumbent will participate in performing Internal Audit functions within the Ministry, its Municipal Corporations and Agencies. The incumbents will also participate in examining both financial and operational transactions, records and documents to determine compliance with provisions of the relevant laws, regulations, policies, rules and reports on internal controls and where necessary, recommend appropriate measures to be taken.

Key Responsibilities

- Participates in conducting operational and financial audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving the desired objectives and compliance with relevant laws and policies;
- Prepares working papers and submits for reviews;
- Follows-up as directed on responses to audit findings to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Participates in the development of work plans, risk assessment and itineraries;
- Participates in discussions with management as it relates to audit findings;
- Check and verifies pension particulars submitted and do reports.
- Performs other duties and responsibilities as may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Customer and quality focus
- Excellent ethics/integrity is exercised in the performance of duties

Functional:

- Excellent technical skills
- Excellent analytical skills
- Good use of technology

Minimum Required Qualification and Experience

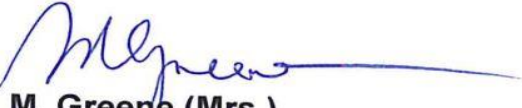
- Associate Degree, AAT, ACCA-CAT or equivalent qualifications;
- ACCA Level 1.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 16th September, 2020 to:**

The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61 Hagley Park Road
Kingston 10
Email: hrd@mlgcd.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)