



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. 211

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28th August, 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 following **vacant** posts in the **Houses of Parliament**:

1. **Senior Auditor (FMG/AS 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Facilities and Office Manager (GMG/AM 4)**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.
3. **Driver (LMO/DR 1)**, salary range \$12,289 – \$14,803 per week and any allowance(s) attached to the post.

1. Senior Auditor (FMG/AS 3)

Job Purpose

The incumbent is responsible for the examination of transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules. The incumbent is also responsible to report on internal controls to the Chief Internal Auditor and, where necessary, make recommendations.

Key Responsibilities

Technical

- Determines scope of review of audits, in conjunction with the Chief Internal Auditor;
- Conducts risk assessment based on the Branch and/or functional area(s) assigned by the Chief Internal Auditor within the scope of the audit;
- Obtains, analyses and appraises relevant data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and the efficiency of the performance of the activities being reviewed;
- Ensures that working papers are properly prepared and submitted for review;
- Assists the Chief Internal Auditor with the preparation of work plans and audit programmes;
- Discusses audit findings with the Chief Internal Auditor and draft a comprehensive report of audit area(s);
- Prepares quarterly and annual internal audit reports for submission to the Chief Internal Auditor;
- Ensures the security of audit files;
- Ensures conformance with acceptable auditing standards, plans, budgets and schedules;
- Represents the Branch at audit meetings and any other functions as instructed by the Chief Internal Auditor;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent knowledge of the Financial Management and Accounting principles and practices
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and its Instructions
- Proficiency in the use of relevant computer applications
- Excellent problem-solving and analytical skills
- Excellent interpersonal, oral and written communication skills
- High level of self-motivation, determination and confidence

Functional:

- Sound knowledge of Government Accounting practices
- Sound knowledge of the Government of Jamaica Internal Audit Manual
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Excellent teambuilding skills
- Must be able to work under pressure and meet deadlines
- Excellent planning and organising skills
- Ability to work on own initiative

Minimum Required Qualification and Experience

- BSc. Degree in Accounting, Finance, Management Studies/Business Administration or Economics or;
- ACCA Fundamentals or equivalent and over three (3) years' experience in audit/specialized area;
- Successful completion of relevant Government auditing courses and professional audit training.

2. Facilities and Office Manager (GMG/AM 4)**Job Purpose**

Under the general supervision of the Director, Corporate Services, the Facilities and Office Manager provides general office maintenance and transport services to the Houses of Parliament, the Office of the Leader of the Opposition and the Office of the Political Ombudsman.

Key Responsibilities**Technical**

- Carries out preventative, planned maintenance and undertake routine inspections of the buildings, fixtures, fittings, premises and grounds and assess for minor works or repairs required;
- Arranges with the appropriate agency/authority concerning alterations, additions or repairs and improvements to the Parliament Buildings as necessary;
- Oversees contractors effecting maintenance work in and around the premises and building of the Parliament;
- Submits requisition for the Procurement of furniture, equipment and other office supplies as required; ensures that adequate stock is in the inventories at all times;
- Manages the maintenance plan for the Parliamentary building and vehicles in the fleet;
- Ensures that the offices and grounds are cleaned on a regular basis and properly maintained;
- Manages contracts for services (light, water, telephone, air conditioning) and makes arrangements for changes in the agreements as appropriate;
- Monitors the timely servicing of fleet and vehicles; ensures the timely renewal of motor vehicle fitness, license and insurance;
- Maintains log of expenses, repairs and maintenance for motor vehicle fleet and office furniture and equipment;
- Ensures that mail is processed for delivery both externally and internally on a daily basis; liaises with express shipment companies regarding dispatch of urgent correspondence locally and internationally;
- Prepares and submits to the Director, Corporate Services, annual Strategic Plans and Operational Plans as required;
- Prepares quarterly reports submitted within stipulated timeline.

Human Resource Responsibilities

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective communication and delegation;
- Provides guidance to direct reports through coaching and counseling;

- Participates in the recruitment of staff for the Branch;
- Ensures that direct reports are aware of and adheres to policies and guidelines of the organisation.

Required Knowledge, Skills and Competencies

- Sound knowledge of office/inventory management
- Knowledge of the operations of Government
- Knowledge of Government policies and guidelines
- Ability to work harmoniously with a diverse group of people at various levels externally and internally
- Excellent decision-making and problem-solving, planning and organizing skills
- Proficiency in the use of computer applications
- Good interpersonal skills
- Excellent oral and written communication skills
- Demonstrates initiative and creativity
- Sound knowledge of safety regulations and programmes
- Good problem solving skills

Minimum Required Qualification and Experience

- Certificate/Diploma in Business Administration
- Training in audio visual communication technology
- Training in Procurement Management
- Training in Supervisory Management
- Four (4) years working experience in related field

3. Driver (LMO/DR 1)

Job Purpose

Under the general supervision of the Facilities and Office Manager, the incumbent will provide transportation services to the office, staff and visitors of the Houses of Parliament and deliver mails and others documents to various organisations.

Key Responsibilities

- Transports staff members as necessary;
- Liaises with the Facilities and Office Manager as required, on the implementation of arrangements related to the transportation of visitors and senior officials and VIPs;
- Transports furniture, equipment or materials as the need arises;
- Delivers mails and packages to various organisations as the need arises;
- Ensures that the motor vehicle log books are properly maintained in accordance with the Government of Jamaica Motor Vehicle Policy;
- Ensures the safe and efficient operation of the motor vehicles reporting any defects or accidents to the supervisor;
- Ensures that vehicles are securely parked when not in use;
- Presents vehicle for inspection to the Facilities and Office Manager at the end of each month or as required;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Must be able to work under pressure
- Ability to operate commercial vehicles

Minimum Required Qualification and Experience

- Completion of secondary level education
- Must possess a valid General Driver's Licence and able to drive vehicle weighing 7000lbs
- At least one (3) years experience in a similar position
- Approval to operate motor vehicle from the National Works Agency (NWA);

- Knowledge of basic mechanics would be an asset.

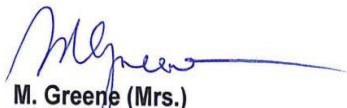
Applications accompanied by résumés should be submitted **no later than Thursday, 10th September, 2020 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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)