



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 279

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9th November, 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 **Audit Supervisor (FMG/AS 3)** in the **Ministry of Justice**, salary range \$2,453,125 to \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Chief Internal Auditor, the incumbent is responsible for leading the Audit Team in assessing transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules in an assigned region.

Key Responsibilities

- Conducts Operational and Financial Audit of organization to determine compliance with the provisions of relevant laws, regulations, policies and rules;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommend solutions or corrective measures where applicable;
- Conducts Exit Interviews;
- Follows-up as directed responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Reviews working papers, draft reports and queries submitted by direct report;
- Consolidates overall audit findings and prepare final reports;
- Ensures compliance with the relevant policies and procedures;
- Assists in guiding and providing on-the-job training for direct report;
- Assists in developing the Audit Programmes;
- Manages the welfare and development of direct reports through coaching, mentoring, Performance Appraisals and training;
- Provides leadership to staff through effective object setting, delegation and communication of duties and responsibilities;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Ability to work in a team
- Good people management skills
- Customer and Quality Focus
- Good time management skills

Technical:

- Knowledge of the organization's mandate and objectives
- Sound knowledge of the FAA Act
- Sound knowledge of Staff Order and Public Service Regulations
- Sound knowledge of Government's Accounting policies and procedures

Minimum Required Qualification and Experience

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

Applications accompanied by résumés along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor should be submitted **no later than Friday, 20th November, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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**