



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 62**  
**OSC Ref. C.4515/S3**

**18<sup>th</sup> February, 2021**

### **RE-ADVERTISEMENT**

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 Branch, Court Administration Division (CAD)**, salary range \$1,341,866 - \$1,789,576 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direct supervision of the Audit Supervisor, 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.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Conducts reviews of assigned Division;
- Verifies organizational records;
- Examines and appraises financial and accounting practices, systems and procedures;
- Conducts Exit Interviews;
- Clears any queries on the working paper prepared;
- Assists in the preparation of preliminary recommendations and drafting of reports;
- Performs any other related duties assigned.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Good interpersonal and customer service skills
- Good oral and written communication skills
- Ability to exercise high levels of integrity and confidentiality
- Ability to pay keen attention to detail with a good degree of accuracy
- Ability to work in an organized, logical and efficient manner
- Ability to work in a team
- Adaptability
- Customer and quality focus

##### ***Technical:***

- Good problem-solving and decision-making skills
- Excellent numerical and analytical skills
- Good strategic vision
- Good computer skills and experience using software tools, such as Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to use technology
- Sound knowledge of financial and business acumen

#### **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, 3<sup>rd</sup> March, 2021 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers, 8<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5

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