



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. 72
OSC Ref. C.5851¹⁷

23rd February, 2021

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 **Jamaica Library Service**:

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. **Auditor (FMG/AS 2) – (2 posts)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Senior Auditor (FMG/AS 3)

Job Purpose:

The Senior Auditor will lead the Internal Audit Team in the conduct of all Audits across thirteen (13) Parish Library Networks, including, but not limited to Financial, Operational, Information Technology and Human Resource Audits.

Key Responsibilities

Management/Administration:

- Prepares the Annual Audit Plan;
- Leads the development of the Department's and the Individual Staff Work Plans;
- Prepares and submits routine and Special Audit Reports;
- Provides advice on Risk Management issues and the need for special study/investigation;
- Attends Audit Committee Meetings of the Board;
- Contributes to the Organization's Strategic Plan;
- Prepares Annual Report for the Department.

Technical/Professional:

- Leads Team Audits to determine compliance with the relevant laws, regulations, policies, procedures and guidelines;
- Conducts Special Audits as required;
- Reviews and validates Working Papers and draft Reports submitted by Direct Reports.

Human Resource Management:

- Provides leadership to Direct Reports through effective delegation, communication, coaching, training and planning;
- Monitors and evaluates the performance of Direct Reports;
- Ensures that training and other needs of staff are adequately identified and submitted for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Organization.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the FAA Act, Staff Orders for the Public Service and the Public Service Regulations
- Expert knowledge of Auditing standards, principles and procedures
- Excellent oral and written communication skills, including report writing and presentation skills
- Excellent knowledge of the Government Procurement Guidelines
- Proficient in the use of Microsoft Office and other relevant software
- Excellent data mining, analytical and critical thinking skills

- Superior interpersonal and human relations skills
- Excellent problem-solving skills
- Detail oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounts, Finance or Management Studies, with five (5) years' experience in an Auditing position, preferably in a Government Ministry, Agency or Statutory Body;
- Professional Accounting qualification, relevant Government Audit training and/or professional Audit training;
- Diploma in Auditing.

2. Auditor (FMG/AS 2)

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. He/she will conduct all Audits across thirteen (13) Parish Library Network and Headquarters, including, but not limited to Financial, Operational, Information Technology and Human Resource Audits.

Key Responsibilities

- Conducts Auditing activities in accordance with Work Plan;
- Examines systems and records to determine compliance with the relevant laws, regulations, policies, procedures and guidelines;
- Prepares and submits Working Papers for review;
- Prepares preliminary recommendations and draft reports;
- Maintains confidentiality and security of Audit files;
- Conducts Special Audits as required.

Required Knowledge, Skills and Competencies

- Very good knowledge of Audit techniques and standards
- Very good knowledge of the FAA Act, Staff Orders of the Public Service and the Public Service Regulations
- Very good knowledge of the Government Procurement Guidelines
- Proficiency in the use of relevant computer applications
- Very good written and oral communication skills
- Very good data mining, analytical and critical thinking skills
- Very good interpersonal skills
- Very good problem-solving skills
- Good planning and organizing skills
- Detail oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting, Finance, Management Studies **or** ACCA Level 2;
- Certificate in Auditing Fundamentals (preferably from MIND);
- Two (2) years Auditing experience, preferably in a Government Ministry, Agency or Statutory Body;
- Certification in Information Technology Audit would be an asset.

Applications accompanied by Résumés should be submitted **no later than Monday, 8th March, 2021 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5**

Email: dirgen@jls.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer