



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 107 **OSC Ref. C. 5850¹²**

19th March, 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 be assigned to the post of **Chief Internal Auditor (FMG/AS 5) (Not Vacant)** in the **Ministry of Economic Growth and Job Creation**, salary range \$4,148,351 - \$4,931,086 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Permanent Secretary, the incumbent is responsible for leading in the audit and assessment of internal policies and procedures to monitor adherence to internal controls and functioning, in order to maintain the integrity of the Organization and its operations.

Key Responsibilities

Management/Administrative

- Reviews and revises the Organization's Audit Policies and Procedures in accordance with auditing standards;
- Participates in the Organization's Operational Strategic Planning process, prepares and monitors the Units Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Develops Individual Work Plan;
- Represents the Organization at meetings, conferences and functions as directed;
- Provides guidance/advice to the Permanent Secretary and managers on Internal Audit matters.

Technical/ Professional

- Conducts Risk Assessment to determine audit areas;
- Liaises with external auditors where appropriate in the preparation of an Audit Plan.
- Manages the preparation of Audit Programmes for the examination and assessment of the Audit Area;
- Conducts site visits as necessary to monitor audit progress and/or provides guidance and on the job training;
- Reviews and signs off working papers for all audits undertaken by the Audit Division;
- Ensures Audit Reports are prepared, stating deficiencies, implications, makes recommendations and submits report to the Permanent Secretary and Divisional Heads;
- Meets with the Permanent Secretary and Divisional Heads to discuss audit findings;
- Follows-up Divisional Heads responses to Audit Reports to determine whether deficiencies are corrected, improved procedures are implemented, and internal controls are being adhere to;
- Attends Operational Meetings where the Audit Division has a key role in the development and verification of systems;
- Ensures the security of Audit Files;
- Facilitates compliance by the Divisions with Internal Auditing Standards.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the Framework;
- Prepares and conducts presentations on the role of Division/Unit for the Orientation Programme;
- Performs other related duties as assigned by Permanent Secretary.

Required Knowledge, Skills and Competencies

- Excellent knowledge of accounting principles and practices.
- Excellent knowledge of auditing standards and procedures including value for money audits.
- Knowledge of IT systems auditing.
- Excellent knowledge of the Organization's policies and procedures
- Proficiency in the use of relevant computer applications.
- Excellent presentation, oral and written communication skills.
- Good problem solving skills and tenacity
- Good leadership and interpersonal skills
- Ability to lead and work in teams
- Confidentiality and integrity are exercised.

Minimum Required Qualification and Experience

- Completion of A.C.C.A Level II **OR**
First degree in Management or Accounting/Business Administration or related field, or equivalent qualification
- Six (6) year's auditing experience in Public Sector at a with four (4) years at a supervisory level
- Successful completion of relevant Government auditing courses and Professional Audit Training.

OR

- Masters' Degree in Management or Accounting/ Business Administration or related field, or equivalent qualification
- Four (4) years auditing experience in Public Sector with two (2) years at a supervisory level
- Successful completion of relevant Government auditing courses and Professional Audit Training.

Applications accompanied by résumés should be submitted **no later than Thursday, 1st April, 2021 to:**

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, the Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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 'MT', with a long, sweeping horizontal stroke extending to the right.

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