



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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20th August 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 **Ministry of Finance and the Public Service (MOF&PS)**:

1. **Audit Co-ordinator – Audit Committees (FMG/AS 5)** salary range \$4,148,351 – \$4,931,086 per annum and any allowance(s) attached to the post.
2. **Strategic Operations Analyst (GMG/SEG 2)** salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Audit Co-ordinator - Audit Committees (FMG/AS 5)

Job Purpose

To promote probity, regularity, transparency, accountability, and value for money in the management of Government resources.

Key Responsibilities

- Supports and promulgates audit policies, standards and Government practices by:
 - ✓ Propagating audit policies, procedures and methodologies and issuing guidelines and other material related to Audit Committee members;
 - ✓ Supporting the development and promotion of a variety of analytical and IS auditing techniques designed to assure the adequacy and effectiveness of the internal controls;
 - ✓ Ensuring that the Institute of Internal Auditing standards and best practices relating to Audit Committees are promulgated.
- Strengthen the capacity of Audit Committees (AC) through training and the provision of other resources by:
 - ✓ Maintaining a database of qualified persons to be appointed to each committee, and recording additional information on the education and training that member have received;
 - ✓ Performing training needs analysis for AC members, development of training objectives, and identification of suitable, cost-effective training programmes to meet the objectives;
 - ✓ Providing training (in-house workshops/short courses and on-the-job) and technical support to the Audit Committees.
- Monitors the work of ACs and in the conduct of special audits commissioned by the DFS PXPC or Financial Secretary by:
 - ✓ Reviewing and approving Audit Committees' Charters and recommending areas to be audited within the Ministries and Departments;
 - ✓ Monitoring Audit Committees to ensure conformity in keeping with GoJ's established guidelines;
 - ✓ Guiding the AC members on methods to improve efficiency and effectiveness in the audit process.

- Liaises with the Cabinet Secretary, Permanent Secretaries and Audit Committees to resolve issues by:
 - ✓ Identifying and implementing effective communication strategies to sustain partnerships with senior executives and maintaining awareness of the ACs and their responsibility to the MDAs;
 - ✓ Providing specialist advice on Internal Audit and Audit Committee issues and when necessary undertake special assignments as requested by the Directorate Head/DFS PXPC or Financial Secretary;
 - ✓ Reviewing ACs' Annual Reports and where necessary, establishing action plans and making recommendations regarding weak internal controls in collaboration with other PXPC Units;
 - ✓ Preparing and presenting to the Minister of Finance and the Public Service an Annual Report for tabling in Parliament.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of the current audit principles, standards and techniques
- Sound knowledge of the principles, practices and methodologies of internal audits
- Working knowledge of data processing principles and automated financial systems
- Sound knowledge of training policies and methods
- Working knowledge of the public finance Legal Framework
- Proactive and task/output focused approach to policy formulation and dissemination
- Ability to think strategically
- Proficient analytical and judgement skills
- Proficient oral and written communication skills
- Excellent leadership, team building and mediating skills
- Ability and willingness to work co-operatively and collaboratively across MoFPS and GoJ

Minimum Required Education and Experience

- Bachelor's Degree in a related area with a major in Accounting or Auditing or completion of ACCA fundamentals;
- Possession of Institute of Internal Auditors' Certification (CIA, CGAP, CRMA, etc.) or any recognised management professional qualification would be an asset;
- Over six (6) years of auditing experience with at least two (2) years at a supervisory level.

2. Strategic Operations Analyst (GMG/SEG 2)

Job Purpose

Reporting to the Senior Director, Operations & Strategic Support the Strategic Operations Analyst is responsible for a full range of strategic analyst support which ensures the operational effectiveness and excellence of the Office of the Deputy Financial Secretary through modeling and developing recommendations for Senior Management and cross-functional teams. The Strategic Operations Analyst will contribute to the Division's strategic planning and reporting process; track and analyse Business Unit trends and make appropriate recommendations that will positively impact the Division, including any cross- divisional analysis, or any necessary strategic analysis. Serve as a key technical expert on Research and Project Management activities, and interface with Senior Management and project teams on portfolio issues. Prepares Special Reports for management and provide findings and variances to plan.

Key Responsibilities

- Conducts global research on Human Resource metrics and best practices to inform policy;
- Establishes/maintains a robust database that provides timely and relevant information to support decision-making;
- Analyzes data and prepares forecasts and Management Reports;
- Provides project/programme management support to include processing of reports and performance indicators for management review;
- Participates and provides actively, technical expertise in project/programme management initiatives in consultation with the Senior Director;
- Tracks, monitors and reports on the status of project/programme deliverables and milestones;
- Organises project/programme level consultations and workshops as required, and prepares reports as necessary;

- Supervises preparation and submission of periodic reports for the Division in keeping with the Ministry's reporting standards and cycle;
- Assists in crafting and consolidating the Annual Budget forecast for the Office of the Deputy Financial Secretary and the Division;
- Analyses the activities of the Post Operations Committee and other special projects to determine achievement of policy and strategic objectives;
- Maintains effective communication with internal and external stakeholders.

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office, SPSS, Winproj and database management
- Thorough knowledge of project management
- Well-developed organizational and analytical skills
- Ability to identify and resolve exceptions and to analyze data
- Sound knowledge of research methods/techniques
- Sound knowledge of statistical management tools
- Knowledgeable of HR policies, trends and public sector operations
- Ability to multi-task and meet tight deadlines
- Articulate and professional, can communicate in a clear, positive fashion with stakeholders at various levels
- Ability to exercise initiative and Sound judgement
- Excellent Problem Solving & Analysis skills
- Excellent Planning and Organizing skills
- Quality of Output
- Excellent Interpersonal skills
- Excellent Communication skills
- Initiative

Minimum Required Education and Experience

- Bachelor of Science Degree in Business Administration/Management Studies/Public Administration or equivalent.
- Training in Project Management would be an asset.
- Three (3) years working experience in a related field.

Special Conditions associated with the job

- Unscheduled work hours (including weekends) may be required to meet critical deadlines from time to time.

Applications accompanied by résumés should be submitted **no later than Thursday, 2nd September, 2021 to:**

**Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapapplications@mof.gov.jm

Detailed information about the positions can be accessed on the Ministry's website www.mof.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**