



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 315**  
**OSC Ref. C. 4840<sup>29</sup>**

**22<sup>nd</sup> September, 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 **Equipment Auditor (GMG/AM 1) – (Not Vacant)** in the **Public Expenditure Policy & Co-ordination Division, Ministry of Finance and the Public Service**, salary range \$820,588 - \$975,421 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To undertake the inspection of Government assets and ensure that the provisions of the Financial Administration and Audit Act relating to the Board of Survey (BoS) are complied with.

### **Key Responsibilities**

#### **Performs inspection of assets at client Ministries by:**

- Attending offices of client Ministries/Departments/Agencies or location of asset;
- Inspecting assets;
- Informing BoS Administrator on monthly Itinerary;
- Preparing and submitting Inspection Report and Valuation to BoS Administrator;
- Conducting BoS procedures and preparing Working Papers;
- Conducting follow-up activities after reports have been dispatched.

#### **Performs other administrative duties related to protection of Government assets by:**

- Advising the BoS Administrator (through the Chief Equipment Auditor) of any apparent non-compliance with the relevant laws and regulations in respect of Asset Management matters;
- Performing any other duties assigned by supervisors.

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

- In-depth knowledge of the relevant statutes, regulations, instructions and guidelines
- Integrity/Ethics
- Quality of Output
- Job Knowledge
- Interpersonal skills
- Planning and organizing skills
- Good oral and written communication skills

### **Minimum Required Qualification and Experience**

- Diploma in a technical discipline, or equivalent professional qualification; and
- Three (3) years' of experience in the relevant aspects of the Government's Accounting and Administrative systems

Applications accompanied by Résumés should be submitted **no later than Tuesday, 5<sup>th</sup> October, 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: [hrapplications@mof.gov.jm](mailto:hrapplications@mof.gov.jm)***

*Detailed information about the positions can be accessed on the Ministry's website [www.mof.gov.jm](http://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**