



**CIRCULAR NO. 22/2021**  
**File No. 310/04 <sup>III</sup>**

2<sup>nd</sup> September, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant post of **Junior Internal Auditor (FMG/AS 1)** in the **City Municipality of Portmore**, salary range \$1,341,866 – 1,789,576 per annum and any allowance(s) attached to the post.

***Job Purpose***

Provides technical support to the Senior Auditor in performing the full audit cycle to include risk/control management in the execution of performance, review, financial and operational audits in the Municipal Corporation and its portfolio entities

***Key Outputs***

- Preliminary Reports Drafted
- Financial records retrieved
- Working papers prepared
- Reviews conducted
- Preliminary recommendations reported
- Files maintained

***Key Responsibilities***

***Management and Administrative Responsibilities***

- Participates in the audit planning exercise
- Ensures preparation of audit schedule
- Ensures that all required tools and equipment for the audit are present for each assignment

***Technical/Professional Responsibilities***

- Assists in conducting reviews of assigned organizational and functional activities in accordance with the instructions given by Supervisor and the prescribed audit programme.
- Retrieves and compiles a variety of statistical data from computer files, records, reports or from other sources.
- Participating in audits
- Provides support to Auditor in the preparation of audit observations and issuing of audit reports.
- Prepares and organizes working papers and submits to Supervisor for review
- Clears any queries on the working papers prepared.
- Maintains administrative files
- Participates in the conduct of pre and posts-audit as assigned
- Ensures that all required tools and equipment for the audit are present for each assignment.
- Assists in verifying the adequacy and accuracy of financial records
- Assists in examining and appraising financial and accounting practices, systems and procedures.
- Assists in conducting operational and financial audits.
- Assists with the preparation of preliminary recommendations and draft of reports.
- Assists with the preparation of the current files.
- Assists with monitoring and compliance initiatives identified
- Assists in audit of the Municipal Corporation's inventory and asset control registers/systems.
- Assists in conducting investigations

### ***Others***

- Performing other related functions assigned from time by time by the head of the Unit

### ***Performance Standards***

- Reviews conducted in accordance with prescribed standards and in a timely manner.
- Records verified using established standards and in a timely manner
- Comprehensive working papers prepared using assigned format and submitted within a specified timeframe.
- Recommendations brought to attention of supervisor via reports
- Preliminary recommendations and draft reports done in a timely manner.
- Confidentiality and Integrity are maintained in the execution of duties.
- High ethical standards displayed in the conduct of profession and personal business.

### ***Required Competences***

- Sound knowledge of the principles, procedures and practices of accounting
- Knowledge and experience with accounting software
- Sound knowledge of current auditing principles and techniques
- Working knowledge of the laws and regulations that guide the organization.
- Good time management skills
- Good interpersonal relations and report writing skills
- Demonstrate honesty, integrity and good judgement.
- High level of professionalism
- Ability to pay keen attention to details
- Ability to work as part of a team

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

- AAT level 3, or
- ACCA-CAT level 3, or
- ACCA level 1 or
- Associate Degree in Accounting

### ***Special conditions associated with the job***

- Normal Working environment
- Exposure to infrastructural project (markets, car parks, buildings, road works)
- Travelling within jurisdiction scheduled and ad hoc
- Exposure to health hazard

Applications accompanied by resumes should be submitted **no later than 17<sup>th</sup> September, 2021** to:

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**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 Municipal Corporations and brought to the attention of all eligible officers.**



M. Boyd-Afflick (Mrs.)  
Secretary (Actg.)  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:  
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine



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**Chief Executive Officers**

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Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant post of **Administrator (GMG/AM 1)** in the **Kingston and St. Andrew Municipal Corporation**, salary range \$820,588 – 975,421 per annum and any allowance(s) attached to the post.

***Summary of Duties:***

The incumbent is responsible for providing administrative support to the Director of Planning in order to ensure that services are provided in an effective and efficient manner.

***Core Responsibilities:***

- Composing letter, memos, reports and other business documents
- Answering the telephone, recording messages for the Director of Planning and Planning Officers in relations to matters within the department's jurisdiction and routing other calls to the relevant departments/personnel.
- Maintaining and updating the Breach Database
- Assigning incoming complaints to Planning Officers for investigation.
- Filing correspondence on the relevant file folders
- Recording all subdivision applications manually and electronically and updating the department's physical tracking register in a timely manner.
- Receiving and dispatching correspondence from and to the relevant officers of Corporation and external agencies as instructed by the Director of Planning.
- Sourcing relevant application files from the City Engineer's registry and Record Management Unit in a timely manner.
- Receiving, sorting and dispatching all modification of Restrictive Covenant applications to Planning Officers for inspection in a timely manner.
- Providing timely reminders to Planning Officer when reports become due.
- Preparing agendas, notification and minutes for Subdivision Technical Committee Meetings (in collaboration with Director of Planning and Subdivision Officers)
- Requesting, dispatching and monitoring stationery supplies.
- Any other duties assigned by the Director of Planning.

***Qualification and Experience***

- Certificate/Diploma in Business, Administrative Management or related qualification Training in a variety of software application, word processing, database and spreadsheets.
- Two (2) years general office/administrative /secretarial experience

***Personal Attributes***

The incumbent must maintain strict confidentiality in performing the duties of the Administrator and should demonstrate the following personal attributes:

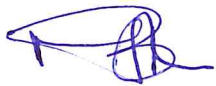
- Honesty and trustworthiness
- Respect
- Cultural awareness and sensitivity
- Flexibility
- Sound work ethics

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