



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. 385
OSC Ref. C.6272¹⁵

15th November, 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 following posts in the **Office of the Prime Minister**:

1. **Audit Supervisor (FMG/AS 4) (Vacant)**, salary range \$3,154,074 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Research Officer (SOG/ST 6) (Contract)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

1. **Audit Supervisor (FMG/AS 4)**

Job Purpose

Under the supervision of the Chief Internal Auditor, the Audit Supervisor is responsible to plan, co-ordinate and direct the work of the Audit Teams, conducts Value for Money (VFM) and Risked-based audits of sensitive or complex nature of the Ministries, Departments and Agencies (MDA's). The Audit Supervisor also provides report of the adequacy, efficiency and effectiveness of the internal controls implemented by Management and recommend solutions or corrective measures where applicable.

Key Responsibilities

- Ensures the effectiveness of Internal Controls and the accuracy of financial records in all Ministries, Departments and Agencies (MDA's);
- Identifies areas within the Ministries, Departments and Agencies (MDA's) to be audited during the year;
- Prepares audit procedures and sets performance targets;
- Assesses the results of the audit;
- Liaises with external Departments/Agencies being audited to ensure compliance with audit procedure, clarify (where necessary) any problems arising, and conduct on the job training;
- Reviews working papers/reports of Senior Auditors and manages the preparation and submission of final reports on findings recommendations and for other relevant comments;
- Ensures that the Chief Internal Auditor (CIA) is appraised of deficiencies in the effectiveness of the Internal Control Systems within the Ministries, Departments and Agencies;
- Prepares and submits timely and accurate report on deviations or departure from the approved system of controls and recommends changes for a more effective and efficient system on a quarterly basis;
- Maintains records to indicate work in progress and to facilitate monitoring of replies to audit reports/queries;
- Leads and manages the teams within the Internal Audit Unit in the achievement of the stated objectives;
- Develops and maintains current audit procedures and guidelines to identify deviation from the system of internal controls;
- Collects, organizes and analyzes information on sensitive and complicated audit assignments;
- Develops Risk Matrix and Audit Programme as it relates to each assignment;
- Reviews working papers/reports of Senior Auditors and manage the preparation and submission of final reports on findings, recommendations, and/or other relevant comments;
- Revisits external Department/Agencies for follow up audits.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills.
- Excellent Interpersonal skills
- Strong analytical and problem solving skills
- Good leadership skills
- Good planning, organizing skills
- Good negotiation skills
- Good Judgment
- Thorough knowledge of auditing, accounting principles combined with analytical skills and sampling techniques to determine the level of risk involved.
- Knowledge of Value for Money (VFM) auditing and experience in conducting audits in areas of economy, efficiency and effectiveness.
- Ability to identify the underlying causes and impact of weaknesses observed.
- Ability to identify significant issues to be audited ensuring accountability, programme effectiveness, economic acquisition of goods and services in relation to VFM
- Good knowledge and experience of Government of Jamaica's operations and of public sector issues.
- Expert knowledge of the principles, procedures and practices of accounting.
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry.
- Integrity and Ethics
- Job Knowledge
- Official Conduct
- Proficiency in computer auditing techniques.

Minimum Required Qualification and Experience

- A First Degree preferably in Accounts, Finance, Business Administration, Management or Economic or:
- ACCA Fundamentals or equivalent and over five (5) years auditing experience and relevant experience in the specialized area;
- Successful completion of the relevant Government Auditing Courses and Professional Audit Training would be an asset.

Special Conditions Associated with the Job

- Assignments conducted at external locations.

2. Research Officer (SOG/ST 6)

Job Purpose

Reporting to the Senior Research Officer, the Research Officer is responsible for co-ordinating the multiple concurrent research activities and initiatives so assigned.

Key Responsibilities

- Maintains a Research Calendar for the Commission to monitor the activities of the Research Team;
- Organizes and maintains Research Databases;
- Performs fieldwork, interviews, and experiments to gather data;
- Collects, analyzes and presents quantitative and qualitative data to support the development of recommendations with respect to Violence Prevention;
- Compiles and organizes findings in graphs, charts, mock-ups, and diagrams;
- Maintains a mechanism to consistently capture relevant and up to date information on matters pertinent to Violence Prevention;
- Participates in the analysis of findings, preparation of reports, summary documents and material for publication and communication;
- Prepares research papers and reports as assigned;
- Presents results of analysis in a clear and concise manner, orally, in writing and graphically;
- Develops research proposals for possible areas of exploration and ensures that detailed research plans are created, and related data collected;

- Prepares high quality research and reports using infographics and other innovative and engaging means of presenting voluminous and complex data and research findings to ensure that the information can be communicated for the consumption of the public.

Required Knowledge, Skills and Competencies

- Qualitative and quantitative research skills including data analysis
- Excellent problem-solving skills
- Strong analytical and judgment and decision-making skills
- Strong planning and organizational skills
- Strong interpersonal and customer relations skills
- Data Management skills
- Ability to think strategically
- Ability to manage and work in a multi-cultural environment
- Ability to work with a team
- Knowledge of data collection methods/techniques
- Knowledgeable in various research and testing methodologies
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet research
- Demonstrates understanding of research, monitoring and evaluation principles and practices.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration or Public Administration or Management Studies or other related Social Sciences from an accredited tertiary institution.
- At least four (4) years' work experience in research or statistics (strong analytical skills required)
- Experience in fieldwork.
- Typical working environment, no adverse working conditions.

Applications accompanied by résumés should be submitted **no later than Friday, 26th November, 2021 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**