



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. 44

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2nd February, 2022

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 **Ministry of Education and Youth**:

1. **Senior Compliance Officer (GMG/SEG 3) – (3-year temporary post)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Compliance Officer (GMG/SEG 2) – (3-year temporary post)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. Senior Compliance Officer (GMG/SEG 3)

Job Purpose

Under the general supervision of the Senior Director of Compliance and Post Audit, the Senior Compliance Officer is responsible for conducting in-depth analysis of Financial Reports and Statements; collecting and collating raw data into information to guide the investigations into the Ministry, Educational Institutions and Agencies. The incumbent is expected to create measures and to conduct special investigative interviews to support the detection of breaches of laws, regulations, other enactments and directives pertaining to the Ministry and its Agencies, to ensure the successful achievement of the Strategic Objectives of the Unit.

Key Responsibilities

Technical/Professional:

- Conducts in-depth review and analysis of Financial and Management Reports from the Ministry, Educational Institutions and Agencies identifying, non-compliance and potential fraud/misappropriation;
- Develops Action Plans as a result of submissions received from the Financial Management Division's (FMD) Financial Analyst, based on findings and conclusion drawn from the analysis of Financial Statements and/or Reports;
- Reviews and analyzes reports from the Auditor General, other external Regulatory Entities and the Internal Audit Division, to identify compliance issues and conducts corrective actions;
- Prepares Case Files from the findings and conclusions drawn from analyzing the FMD Financial Analyst's Financial Reports and Statements for investigation and remedial actions by the Compliance Officer;
- Monitors the implementation of remedial actions by the Ministry, Educational Institutions and Agencies, resulting internal and external audit recommendations and assists with the submission of reports to the Secretaries of the Public Accountability and Administrations and the Public Accounts Committees;
- Analyzes submission from the FMD's Financial Analyst regarding Financial Reports and Statements from schools, Agencies and other Divisions within the Ministry, with a view to implement recommendations or to conduct investigations;
- Monitors corrective measures implemented as a result of audits and investigative findings regarding the Ministry's projects, agencies and schools operations, to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with plan and stipulated policies and regulations;
- Develops Investigative Work Plans to review the operations of the Ministry, Educational Institutions and Agencies, including identifying and processing the relevant Exhibits/Evidence to support criminal prosecution where fraud and misappropriation have been identified;
- Conducts detailed investigations into all possible fraud/criminal activities from the findings and conclusions drawn from in-depth analysis of Financial Reports and Statements;
- Drafts Case Files for transactions or circumstances indicative of abuse, fraud and irregular activities, to be submitted to the Permanent Secretary and/or the police;
- Designs and maintains a database on persons involved in criminal activities and other breaches of law to support security clearance of potential employees, Teachers, Financial and other Administrators in the Education System;

- Drafts checklists of Financial Management Standards of the FAA Act and the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance of schools and other entities;
- Undertakes special investigations detailing findings and recommendations for remedial or other action to be taken;
- Assesses management's responses to audit findings to determine if there is compliance/non-compliance with established rules/policies, procedures and regulations and recommends appropriate action to be taken.

Management/Administrative:

- Prepares Annual Work Plans;
- Assists the Senior Director with preparing the Unit's Annual Operational Plan and Budget;
- Reviews and recommends changes to the Ministry's Compliance Policies and Procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practice standards;
- Participates in the development and review of compliance monitoring techniques and procedures to ensure adherence to established rules and regulations;
- Provides technical guidance to the Compliance Officer in the undertaking and monitoring of implementation of corrective action within the Ministry, Department and Agencies;
- Assists the Senior Director with liaising activities with Law Enforcement Agencies on criminal matters or with the Legal Unit on civil matters involving the Ministry;
- Represents the Unit and/or the Senior Director at meetings;
- Represents the Ministry at Judicial Court Proceedings and other engagements as directed;
- Prepares Job/Investigation Progress Reports as required;
- Assists with the development of internal policies and procedures for the Compliance Unit;
- Ensures the security of all files and documents in the Compliance Unit;
- Prepares Individual Time Sheets, weekly Itinerary Sheets and Travelling Claims in a timely manner;
- Prepares Monthly, Quarterly and other Ad Hoc requested Reports to the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent investigative/criminal interviewing skills
- Good oral and written communication skills
- Good analytical skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent time management skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- High level of stress tolerance
- Attention to detail

Technical:

- Knowledge of the Education Act and Regulations
- Knowledge of Policies, Rules and Regulations of the Ministry
- Comprehensive knowledge of current Auditing and/or Accounting Principles, Practices and Standards
- Working knowledge of the FAA Act, PBMA Act and other laws, rules, Financial Reporting Standards, regulations and other instructions governing both the financial and operational aspects of the Ministry
- Proficiency in Financial Statements/Reports Analysis techniques
- Knowledge of the laws and regulations governing the Agencies and Departments
- Knowledge of the Compliance Analysis techniques
- Proficiency in computer applications (Microsoft Suite)

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting/Management Studies with Accounts or ACCA Level II or equivalent, with at least five (5) years practical experience in Auditing, Accounting or related field;
- Training in investigative and prosecutorial, Criminal or Civil Methodology would be an asset.

Special Conditions Associated with the Job

- Required to attend Court proceedings;
- Required to work beyond normal working hours to meet deadlines;
- Required to travel island-wide to perform investigation, attend to Compliance Unit matters at other Offices/Agencies of the Ministry;
- Required to work in less than adequate physical conditions when undertaking surveillance;
- May be exposed to personal security risks;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

2. Compliance Officer (GMG/SEG 2)

Job Purpose

Under the general supervision of the Senior Director, Compliance and Post Audit, the Compliance Officer is responsible for reviewing Financial and other Reports and undertaking comprehensive and extensive investigation of non-compliance with and breaches of laws, regulations, policies and directives pertaining to the Ministry, Educational Institutions and its Agencies. The Compliance Officer is also expected to monitor the implementation of recommendations made to the Ministry and the Agencies, from Internal and External Auditors and other Auditing/regulatory bodies, to ensure compliance.

Key Responsibilities

Technical/Professional:

- Conducts on-going investigation of non-compliance/breaches within the Ministry, Agencies and Regional Offices operations and makes recommendations for corrective or other actions to be taken;
- Reviews and analyzes reports from the Auditor General, the Internal Audit Division and External Auditors, Public Accountability Inspectorate and Financial Analyst of the Financial Management Division to identify non-compliance issues;
- Assists with developing, planning and overseeing the implementation of recommendations arising from Internal and External reports regarding non-compliance and Post Audit activities to ensure that compliance measures are implemented;
- Monitors corrective measures implemented to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with plan and stipulated policies and regulations as directed;
- Secures and preserves the relevant exhibits/evidence to support criminal prosecution in the event that misappropriation and/or fraud is uncovered;
- Develops and executes Training Programmes, in collaboration with the Senior Compliance Officer, for Bursars, Principals and Regional Financial Controllers, to enhance compliance within Educational Institutions and Agencies;
- Prepares and maintains the checklist of Financial Management Standards of the FAA Act, PBMA Act, the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance by schools and other entities.

Management/Administrative:

- Prepares Annual Work Plan;
- Assists with the revision the Ministry's Compliance Policies and Procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practices standards, to strengthen the financial and management operations of the Ministry;
- Represents the Compliance Unit and/or the Senior Compliance Officer or Senior Director at meetings;
- Represents the Ministry at Judicial Court Proceedings as directed;
- Prepares reports, in collaboration with the Senior Compliance Officer, for transactions or suspicious activities indicative of abuse or fraud, recommending action to be taken to protect the financial and other assets of the Ministry, Departments and Agencies.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical skills
- Excellent interpersonal skills
- Excellent planning and organizing skills

- Excellent time management skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- High level of stress tolerance
- Attention to detail

Technical:

- Knowledge of the Education Act and Regulations
- Knowledge of Policies, Rules and Regulations of the Ministry
- Sound knowledge of current Auditing and/or Accounting Principles, Practices and Standards
- Proficiency in Financial Statements/Reports Analysis techniques
- Working knowledge of the FAA and PBMA Acts
- Knowledge of the laws and regulations governing the Agencies and Departments
- Knowledge of the compliance analysis techniques
- Proficiency in computer applications (Microsoft Suite)
- Knowledge of the investigative and prosecutorial process of Criminal and Civil matters would be a distinct advantage

Minimum Required Education and Experience

- Bachelor of Science Degree in Accounting/Management Studies or equivalent, with at least four (4) years' experience in Auditing, Accounting or related field.

Special Conditions Associated with the Job

- Required to work beyond normal working hours to meet deadlines;
- Required to travel island-wide to perform investigations and other post audit activities;
- May be exposed to personal security risk;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 15th February, 2022 to:**

**Director, Human Resource Management
Ministry of Education and Youth
2- 4 National Heroes Circle
Kingston 4**

Email: jobapplications@moey.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**