



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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31st March, 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 fill the following **vacant** posts in the **Management Institute for National Development (MIND)**.

1. **Chief Internal Auditor (Grade 8)**, salary range \$2,641,334 - \$3,673,816 per annum and any allowance(s) attached to the post.
2. **Head of Public Procurement (Grade 7)**, salary range \$2,166,664 - \$3,009,274 per annum and any allowance(s) attached to the post.

1. Chief Internal Auditor (Grade 8)

Job Purpose

The Chief Internal Auditor manages the Agency's Internal Audit function so as to ensure full compliance with Government regulations, conformity to internal policies and procedures, adequate internal controls to maintain operational integrity, efficiency and effectiveness and prudent management of the Agency's resources.

Key Responsibilities

- Develops the Agency's Annual Audit Plan;
- Conducts Audit assignments as identified in the Plan, as requested by the Chief Executive Officer and as necessary during the course of Agency's operations;
- Reports findings and makes recommendations for improvements to internal control systems;
- Initiates, reviews and regularly updates Audit policies and systems;
- Reviews compliance with internal policies and procedures, Government regulations and laws;
- Evaluates and examines policies and procedures and systems in place and makes recommendations for review and revision as needed;
- Submits high quality observations and Audit Reports;
- Advises on controls to be incorporated into new or revised Financial and Accounting systems and procedures;
- Manages the progress of implementation of recommendations identified in Audit Reports;
- Assists the Chief Executive Officer in carrying out fiduciary responsibilities;
- Confers with management and staff on a wide range of Internal Audit issues.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Auditing Standards and Techniques, including Value for Money Audits
- Excellent knowledge of Accounting Principles and Practices
- Knowledge of Automated Financial and Accounting Reporting Systems
- Excellent knowledge of the FAA Act and applicable Government and International Acts and Regulations
- Excellent analytical skills in proposing well-founded recommendations
- Good research, analytical and reporting skills
- Ability to demonstrate initiative, autonomy, adaptability, maturity and sound judgment
- Ability to demonstrate compliance to the professional code of ethics and the standards for the professional practice of internal auditing
- An understanding of the relevant regulatory environment
- Knowledge of computerized accounting and auditing record keeping systems
- Excellent time management and organizing skills

Minimum Required Qualification and Experience

- Chartered Accountant or possess equivalent qualification/training;
- Certified Internal Auditor (CIA) Certification;
- Five (5) years work related experience at a Senior Auditor level;

- Computer Audit experience is necessary.

2. Head of Public Procurement (Grade 7)

Job Purpose

The incumbent is responsible for ensuring that goods and services required by the Agency are procured and delivered as requested, in accordance with the Government of Jamaica (GOJ) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

- Leads MIND's procurement management process to ensure value for money in keeping with the Agency's priorities and the Government of Jamaica (GOJ) Procurement Guidelines;
- Establishes systems and controls to ensure Agency-wide awareness and adoption of GOJ Procurement Guidelines;
- Develops and recommends for adoption, policies and procedures that ensure the ongoing strengthening of the procurement process;
- Establishes and monitors systems and internal controls for efficient and effective procurement management;
- Ensures that Tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately;
- Reviews procedures for the procurement of works, goods and services carried out by the Agency;
- Reviews and approves Contract Award recommendations within the specified threshold.

Required Knowledge, Skills and Competencies

- Good analytical and problem-solving skills
- Customer service orientation
- Good business acumen
- Integrity and ethical behaviour
- Good oral and written communication skills
- Knowledge of the use of technology and relevant applications

Minimum Required Qualification and Experience

- Postgraduate Degree in Management Studies, Public Administration or equivalent qualification;
- Certificate in Public Procurement UNDP/CIPS Level 2 or INPRI Level 4;
- Five (5) years' experience in related field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th April, 2022 to:**

**Senior Manager, Human Resource Management
Management Institute for National Development
235A Old Hope Road
Kingston 6**

Email: hr@mind.edu.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**