



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 130**

**OSC Ref. C.4761<sup>9</sup>**

**31<sup>st</sup> 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/be assigned to the following posts in the **Auditor General's Department (AGD)**:

1. **Senior Auditor (AUGD/AGS 6) - (Vacant) – Audit Unit**, salary range \$ 3,055,132 - \$3,631,593 per annum and any allowance(s) attached to the post.
2. **Information Technology Officer (AUGD/AGS 5) - (Vacant) - Corporate Services/Information Technology Unit**, salary range \$1,850,163 - \$2,199,263 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (AUGD/AGS 3) - (Not Vacant) - General Administration Unit**, salary range \$1,117,487 - \$1,328,341 per annum and any allowance(s) attached to the post.

### **1. Senior Auditor – Special Investigations (AUGD/AGS 6)**

#### **Job Purpose**

Leads Audit Team in the conduct of special audits for segments of the assigned Ministry/Department and Agencies.

#### **Key Responsibilities**

##### ***Management/Administration:***

- Provide support to reports and the Director of Audit in monitoring the operational functions of the Unit.

##### ***Technical/Professional:***

- Supervises the fieldwork, controlling evidence and data collection and reviewing documents and information gathered in the course of a special audit to ensure that the review objectives are achieved;
- Ensures evidence is protected and adequately support the findings, conclusions and recommendations of the investigation;
- Prepares and edits required written outputs of the highest quality, with logical and clear presentations of investigative findings;
- Contributes to the preparation of Risk-based Audit Plans;
- Reviews working papers for all audits undertaken by direct reports; signs off with Director;
- Keeps abreast of changes in existing policies, guidelines, audit and accounting standards;
- Liaises/communicates with Officers within Ministries, Departments and Agencies for the provision of information required for the conduct of the assigned audits;
- Attends meetings of the Public Accounts Committee for Tabled Special Audit Reports, as required;
- Ensures compliance by Audit Team with standards stipulated in the Auditor General's Department Audit Manual and Special Audit Manual.

##### ***People Management:***

- Advises Team Members of the need to be aware of and adhere to the policies, procedures and regulations of the Department;
- Assesses direct reports at the completion of respective audits (performance management);
- Provides leadership to direct reports through effective objective setting;
- Recommends training and monitors the development of direct reports;
- Provides guidance and on the job training to direct reports;
- Performs any other related duties that maybe assigned from time to time.

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

- Sound knowledge of fraud examination/investigation techniques

- Good knowledge of the Financial Administration and Audit (FAA) Act and Regulations
- Knowledge of international auditing and accounting techniques and standards
- Understanding of forensic auditing procedures
- Demonstrates strong investigative and interrogative skills
- Comprehensive knowledge of the Corruption (Prevention) Act, Money Laundering Act and any other relevant legislation
- Knowledge on the collection and preservation of audit evidence
- Good understanding of data analytics
- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Good analytical skills
- Good supervisory skills

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

- Bachelor of Science Degree in Accounting, Finance, Business Administration or Management Studies;
- Experience in investigations or forensic auditing would be an asset.

### **Special Conditions Associated with the Job**

- May occasionally be exposed to adverse working conditions;
- Required to travel island wide occasionally;
- Higher risk exposure in terms of personal safety.

## **2. Information Technology Officer AUGD/AGS 5)**

### **Job Purpose**

Under the direction of the Information Technology Director, the incumbent is responsible for the maintenance of computers, network administration, website and debugging of systems problems, and procurement of computer equipment.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Maintains internet and websites for the Department;
- Maintains Intranet/e-mail Messaging System;
- Assists in network administration;
- Maintains computer equipment for optimal performance;
- Assists in the testing of new systems;
- Assists in the training of users of Local Area Network (LAN) and other systems;
- Provides technical support including resolution of hardware/software problems and systems upgrade;
- Ensures the timeliness, usefulness, accuracy and completeness of all information provided on the Websites and Intranet;
- Liaises with staff in Units/Sections as necessary for the gathering of information to be viewed on Websites and Intranet;
- Ensures that all webmaster mails receive timely response;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication
- Good job knowledge and technical skills
- Good interpersonal skills
- Initiative
- Good planning and organizing skills
- Good use of Technology
- Critical and analytical thinking
- Good problem-solving and decision-making (I.T.) skills
- Teamwork and co-operation (I.T.)

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

- Associate Degree or Diploma in Information Technology/Computer Technology or comparable Certification;
- Two (2) years' experience in a similar position.

### **Special Conditions Associated with the Job**

- May be occasionally exposed to adverse working conditions.

### **3. Senior Secretary (AUGD/AGS 3)**

#### **Job Purpose**

Under the supervision of the Senior Director, HR and Administration, the Senior Secretary is responsible for providing secretarial support to the Senior Director of HR and Administration and Principal Auditors.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares and submits routine and special reports;
- Ensures that computers/typewriters are serviced regularly;
- Requests stationery and maintains control of supplies.

##### ***Technical/Professional:***

- Prepares reports, letters and memoranda;
- Maintains a Filing System;
- Attends meetings, takes notes and reproduces Minutes as required;
- Schedules appointments and maintains a Diary;
- Records and delivers messages promptly and accurately;
- Screens requests for information and refer non routine requests to appropriate Officer;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Good job Knowledge and interpersonal Skills
- Initiative
- Good planning and organizing skills
- Good use of technology
- Critical and analytical thinking
- Good problem-solving and decision-making skills
- Teamwork and co-operation

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

- Minimum entry requirements for the Civil Service;
- Secretarial Certificate from a recognized Institution;
- Successful completion of relevant course at MIND;
- Four (4) years related experience.

### **Special Condition Associated with the Job**

- Maybe occasionally exposed to adverse working conditions.

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

**Senior Director (Acting), Human Resource and Administration  
Auditor General's Department  
40 Knutsford Boulevard  
Kingston 5**

Email: [personnel@auditorgeneral.gov.jm](mailto:personnel@auditorgeneral.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer