



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 134 **OSC Ref. C. 5850¹³**

5th April, 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 **vacant post of Internal Audit Manager (Level 13A)** in the **Rural Water Supply Limited (RWSL)**, salary range \$2,722,095 - \$3,402,618 per annum and any allowance(s) attached to the post.

Job Purpose

The Internal Audit Manager is responsible for reviewing Risk Management Procedures, Internal Control Systems, Information Systems and Governance processes. The job also involves periodic testing of transactions, special investigations, and measures to help prevent and detect breaches.

Key Responsibilities

- Conducts the necessary research to gain a solid understanding of the Organization's core functions and taking the necessary steps to ensure currency in this regard;
- Reviews organizational activities to determine whether they are being efficiently and effectively executed in accordance with the Board's instructions, policies and procedures;
- Determines the adequacy and effectiveness of the systems of internal controls in all areas of activity;
- Reviews the reliability and integrity of Financial Information and the means used to identify, measure, classify and report such information;
- Reviews the means of safeguarding assets as appropriate; verifies the existence of such assets;
- Appraises the economy and efficiency with which resources are employed, identifies opportunities to improve operating performance and recommends solutions to problems where appropriate;
- Reviews operations and plans to ascertain whether results are consistent with established objectives and goals and whether the operations and plans are being carried out as intended;
- Co-ordinates Audit efforts, where appropriate, with those of the external auditors;
- Reviews the planning, design, development, implementation and operation of relevant computer-based systems to determine whether:
 - ✓ Adequate controls are incorporated in the systems;
 - ✓ Thorough system testing is performed at appropriate stages;
 - ✓ System documentation is complete and accurate;
 - ✓ The needs of users are met.
- Conducts periodic audits of computer centers and make post installation evaluations of relevant data processing systems to determine whether those systems meet their intended purpose and objectives;
- Participates in the planning performance of audit acquisitions. Follows-up to ensure the proper accomplishment of the audit objective;
- Reports to members of management who should be informed or who should take corrective action on:
 - ✓ The result of audit examinations,
 - ✓ The audit opinions formed, and
 - ✓ The recommendations made.
- Evaluates the plans or actions taken to correct reported conditions for satisfactory disposition of audit findings and holds discussions where corrective actions are considered unsatisfactory, to achieve acceptable disposition;
- Prepares written reports on a quarterly basis to the Board of Directors;
- Ensures the integrity of all systems operated;
- Performs any other related duties and responsibilities as assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent ethics/integrity is exercised in the performance of duties
- Proficiency in the use of relevant computer applications
- Excellent technical skills
- Good leadership skills
- Good use of technology
- Expert knowledge of accounting principles and practice
- Expert knowledge of auditing principles and techniques
- Working knowledge of laws, regulations and other instructions relevant to the Ministry
- Working knowledge of the Microsoft Office Suite components
- Working knowledge of Government Accounting, sampling techniques and application of computer assisted audit techniques
- Understanding fully, the provisions of the National Water Sector Policy and Implementation Plan 2019

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting;
- Five (5) years' experience in a Management position in Auditing;
- Sound knowledge of government accounting policies and the relevant legislation;
- Sound knowledge ACCPAC Software;
- Computer Literacy in respect of Microsoft Office.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th April, 2022 to:**

**Manager, HR/Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Fax: 876-908-0414

Email: info@rwslja.com

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**