



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 176**

**OSC Ref. C. 6555<sup>13</sup>**

**4<sup>th</sup> May, 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 **Ministry of Industry, Investment and Commerce**:

1. **Senior Auditor (FMG/AS 3) (Vacant) – Internal Audit Unit**, salary range \$2,551,250 - \$3,032,635 per annum and any allowance(s) attached to the post.
2. **Senior Compliance Officer (FMG/AS 3) (2 Vacant Posts) – Department of Co-operatives and Friendly Societies (Montego Bay and Kingston)**, salary range \$2,551,250 - \$3,032,635 per annum and any allowance(s) attached to the post.
3. **Commerce Policy Analyst (GMG/SEG 2) (Vacant) – Commerce Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Administrative Support (GMG/AM 2) (Vacant) – Department of Co-operatives and Friendly Societies – (Montego Bay)**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.
5. **Records Officer 1 (PIDG/RIM 2) (Not Vacant) – Human Resource Management & Development Branch**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

### **1. Senior Auditor (FMG/AS 3)**

#### **Job Purpose**

Under the general direction of the Chief Internal Auditor, plans, directs, and co-ordinates the work of the Unit, examines and reports on the level of compliance with relevant laws, rules regulations and policies governing the Ministry. Assesses the adequacy, efficiency and effectiveness of internal controls in achieving desired objectives and recommends for corrective measures where possible.

#### **Key Responsibilities**

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

- Participates in the development of the Operational and Annual Audit Work Plan;
- Plans, directs and co-ordinates the work of the Audit Team and direct preparation of reports;
- Represents the Unit at meetings and seminars as directed.

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

- Assists in conducting Risk Assessment;
- Determines audit approach, ie, methodology and scope of audits;
- Develops Audit Programmes;
- Develops and apply auditing procedures and techniques in conducting Operational, Financial and Value for Money Audits;
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives;
- Verifies the accuracy of Financial and other records;
- Conducts site visits where relevant;
- Reviews and signs off on working papers for direct reports;
- Prepares working papers for audits conducted;
- Discusses Audit Findings with relevant Managers/Department Heads;
- Consolidates overall audit findings;

- Prepares reports on audit findings stating deficiencies, make appropriate recommendations and submits report to the Chief Internal Auditor;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor.
- Ensures the security of audit files.

***Human Resource:***

- Participates in the welfare and development of direct reports through the preparation of Performance Appraisals;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Manages the Unit in the absence of the Chief Internal Auditor;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs other related functions assigned by the Chief Internal Auditor from time to time.

**Required Knowledge, Skills and Competencies**

- Good communication skill, both orally and written.
- Good interpersonal skills.
- Good planning and organizing skills.
- Compliance with the Ministry rules and regulations.
- Ability to lead and work in teams.
- Comprehensive knowledge of the accounting principles, procedures, standards and practices.
- Comprehensive knowledge of current auditing principles, standards and techniques.
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry/Agencies.
- Proficiency in the use of relevant computer applications.
- Working knowledge of supervisory practices and standards.
- Good analytical skills.
- Compliance with Auditing Standards and procedures.

**Minimum Required Qualification and Experience**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

**Special Conditions Associated with the Job**

- Typical working environment, however, may have exposure to aggression/hostility.
- Will be required to travel to external sites to conduct audits.

**2. Senior Compliance Officer (FMG/AS 3) – (2 posts)**

**Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Senior Compliance Officer (FMG/AS 3) ensures internal policies and procedures are adhered to in accordance with standards of the Financial Administration and Audit Act (FAA Act) and the internal controls are adequate for the maintenance of integrity and transparency in the P.C Bank's operation.

**Key Responsibilities**

**Management/Administration:**

- Plans, organizes and co-ordinates Inspections and Audit Interventions to ensure timely and adequate resources for these interventions;
- Administers Inspection and Audits within budgetary allocations;
- Reviews and compiles Inspection and Audit Reports;
- Participates in Department's Strategic Planning Process;

- Develops Operational Plan and specific approaches to interventions;
- Develops schedules for Inspectors and Assistance Inspectors to assist in carrying out audits and inspections;
- Represents the Organization at meetings and seminars/conferences;
- Liaises with other institutions re departmental issues e.g. audit firms on external audit matters

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

- Conducts Risk Assessment to determine key areas of Audit;
- Reviews and revises Working Papers of Department;
- Writes Audit Reports stating deficiencies, implications/deviation and makes recommendations;
- Submits Audit Report for perusal and subsequent actions by Board;
- Analyses PC Bank financial performance by calculating and interpreting financial ratios;
- Reviews policy documents and plans for the P. C. Bank;
- Reviews Fit and Proper Questionnaires for Directors, Committee Members, Senior Staff of the P. C. Bank.

#### **Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a systems that fosters a culture of teamwork, employee empowerment and commitment to the Section's Organization's goals.

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

- Proficient in relevant software applications
- Good Report writing skills
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication skills
- Good organizing and planning skills
- Good problem solving and decision skills
- Ability to use initiative
- Integrity
- Leadership
- Strong customer and quality focus skills
- Teamwork and co-operation
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of the Acts, Regulations and Rules governing the Departments functions
- Knowledge of the operations and processes of the P. C. Bank
- Knowledge of co-operatives and friendly societies principles

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

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training

would be an asset.

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

- Island-wide travel
- Working outside the normal working hours in completing the Work Programme
- Working on weekends.
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

### **3. Commerce Policy Analyst (GMG/SEG 2)**

#### **Job Purpose**

Under the supervision of the Director Commerce, (GMG/SEG 4), the Commerce Policy Analyst is required to conduct research, design recommend and implement policies, strategies, initiatives and programmes to facilitate Commerce. Additionally, the incumbent is responsible for providing technical support and research based recommendations to mitigate gaps in the existing policies.

The Commerce Policy Analyst is also required to write Cabinet Submissions, Cabinet Notes, Briefs and Reports on current emerging and interrelated matters impacting Commerce in the Jamaican and global environment.

#### **Key Responsibilities**

##### ***Management and Administrative:***

- Identifies resources needed to meet the policy objectives;
- Prepares reports, speeches and briefs;
- Participates in the Division's policy, visioning, development and performance review sessions, Corporate and Operational Plans and Budgets;
- Reviews Corporate and Operational Plans to ensure alignment with MIIC and GOJ objectives and the priorities of economic development;
- Evaluates the feasibility of proposed and existing policies, initiates research and analyses Commerce issues;
- Represents the Ministry at meetings, conferences, workshops and other fora;
- Liaises with various Divisions/Departments of this Ministry and other Ministries/Agencies/Private Sector in developing policies, plans and projects for the Commerce Sector;
- Prepares draft Annual Work Plan of duties to be considered for consideration;
- Responds to requests for information from the Ministry, other Ministries, Agencies and the general public;
- Supplies information to other Ministries, Agencies and stakeholders with regards to Commerce issues;
- Plans meetings and workshops.

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

- Monitors trends and new developments in the global environment to ascertain need for changes in policies or formulation of new ones;
- Determines the need for further policy research and analysis and makes research based recommendations to mitigate gaps in existing policies;
- Conducts research on emerging issues within the landscape and presents skeletal outline for consideration;
- Conducts studies, surveys, interviews and consultations to inform plans and policies for the sector;
- Develops policy instruments to effectively address Commerce issues, develops performance indicators and programmes evaluation criteria and methods to track policy impact;
- Plans and arranges consultations, meetings and workshops as required;
- Liaises with Senior Legal Officer concerning amendments to existing legislation as necessitated by policy changes;
- Conducts and writes speeches and papers for local and international agencies;
- Monitors and prepares reports on Commerce issues and the current status of related programmes and projects;
- Examines and refines information, analyses and reports on the effects of Global markets trends on the Commerce in the domestic economy and the potential impact on entrepreneurship;

- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the co-ordination of data collection, compilation, examination, analyses and dissemination for businesses;
- Analyses the data collected and provides accurate and timely information in a clear and concise manner as required;
- Prepares statistical and analytical reports based on data analyses;
- Maintains liaison with stakeholders on policy matters;
- Prepares briefing documents for Jamaica's representatives' participation in local, regional and international meetings as required;
- Collaborates with internal and external stakeholders to conduct research process as required for preparation of Technical Reports and Briefs;
- Responds to information request from internal and external publics;
- Ensures systems are maintained for the monitoring of issues and for providing data and technical advice on issues of relevance to the portfolio.
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness;
- Performs any other duties that may be assigned from time to time. For example organizing and managing special projects or assignments as directed;
- Performs any other related duties that reasonably fall within the remit of the post.

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

- Excellent written and oral communication skills
- Good Research skills
- Team work and co-operation
- Good working knowledge of research methodologies
- Good interpersonal skills
- Possesses good fore-sighting skills to determine opportunities and possible areas of intervention for Government.
- Problem solving and decision making skills
- Good analytical and critical thinking skills.
- Managing Partners
- Excellent report writing skills
- Managing the Client Interface
- Proficient in the use of relevant computer applications
- Excellent Planning and Organizing skills
- Knowledge of the operations of government/Ministry's policies and procedures
- Goal results oriented
- Integrity

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

- First Degree in Management Studies, Public Sector Management/Administration or equivalent related discipline.
- Training in Policy Analysis and Management
- Training in project management
- At least two (2) years' experience in a policy related position in the public service.

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

- Require to travel extensively in the execution of duties
- Must possess a reliable motor vehicle and a valid Driver's licence.

### **4. Administrative Support (GMG/AM 2)**

#### **Job Purpose**

Under the direction of the Manager, Northern Region (GMG/SEG 3), the Administrative Support (GMG/AM 2) is responsible for planning, organizing, directing and controlling all Human Resource and Administrative functions of the regional office of the Department of Cooperatives and Friendly Societies.

## **Key Responsibilities**

### **Management/administrative:**

- Participates in the Unit's Strategic planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides advice/guidance and support to the Manager;
- Represents the Unit at meetings, seminars and workshops.

### **Technical/Professional:**

- Assists with the preparation of the Budget, Strategic, Operational and Workplans for the Unit;
- Maintains the Unit's Staff List;
- Prepares reports for submission to the Manager;
- Submits recommendations through the Manager/Registrar to the Human Resource Division for acting appointments, promotions, appointments, Vacation Leave, Study Leave, Recreational Leave and Sick Leave;
- Prepares and submits letters of justification for the operation of posts within the Unit;
- Monitors Attendance Register and maintains Leave Cards for the entire Unit;
- Procures and maintains stationery;
- Checks office equipment and furniture for suitability and damage;
- Prepares and dispatches official documents;
- Establishes and maintains Filing Systems;
- Distributes Salary Advice.

### **Human Resource Management:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and organization's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers.

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

- Good oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and co-operation
- Initiative
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Human Resource Management and Administration
- Proficient in relevant computer applications

## **Minimum Required Qualification and Experience**

- Diploma/Certificate in Human Resource Management, Public Administration, Management Studies
- Two (2) years' experience at a supervisory level

## **5. Records Officer 1 (PIDG/RIM 2)**

### **Job Purpose**

To assist the Records Officer (PIDG/RIM 3), in the implementation and maintenance of Registry Systems and procedures for efficient and effective file management within the Ministry.

### **Key Responsibilities**

- Assists in ensuring that the objectives of the Registry are consistent with the overall objective of the Branch;
- Responds to queries and complaints regarding matters affecting the operations of the Registry;
- Ensures that requests for files, Service Records and/or other personnel document are promptly responded to;
- Assists in monitoring the proper maintenance and handling of records;
- Ensures the maintenance of a record of file movement in and out of the Personnel Registry;
- Maintains a Confidential Registry;
- Receives, sorts and routes requested files to officers;
- Maintains an accurate record of Bring-up Requests;
- Assists in the creation and maintenance of a Personnel Records Computer Databases;
- Assists with the creation/maintaining of files on the MyHR+ system;
- Sorts and classifies correspondence for filing;
- Creates new files within existing File Classification System;
- Makes photocopies of records for reference and other purposes;
- Assists in identifying, separating and documenting record schedule for destruction;
- Assists with the clearing of closed and inactive files from the Registry;
- Collates Statistical Data and assisting in the preparation of reports;
- Assists in updating and maintaining Attendance Registers;
- Assists in updating Leave of Absence Cards;
- Assists with general leave administration as requested (Department & Sick Leave).

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

- Good interpersonal skills
- Good oral and written communication skills
- Ability to work as part of a team
- Sound knowledge of established records management systems and procedures

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

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

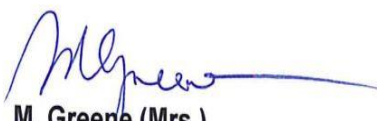
Applications accompanied by résumés should be submitted **no later than Tuesday, 17<sup>th</sup> May, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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.**

  
**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**