



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 257 **OSC Ref. C. 6528¹²**

21st June, 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 **vacant** post of **Assistant Auditor (FMG/AS 1)** for the period **July 15, 2022 to October 31, 2022** in the **Internal Audit Unit, Ministry of Science, Energy and Technology**, salary range \$1,395,541 - \$1,658,859 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Auditor, the Assistant Auditor is responsible for examining financial, operational and other transactions, records and documents with a view to determine compliance with relevant laws, regulations, policies and rules governing the Ministry and evaluates the adequacy, efficiency and effectiveness of management controls.

Key Responsibilities

Technical:

- Conducts Operational, Financial and System Audit and Special Assignments to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with relevant laws and regulations;
- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor and the prescribed Audit Programme;
- Interprets and conducts assignments given by the Senior Auditor;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Prepares Working Papers and submits to Senior Auditor;
- Maintains records and prepares correspondence related to duties assigned;
- Proposes discussion item for liaison with internal and external clients with regard to pre and post audit issues;
- Clears any queries on Working Papers prepared;
- Ensures the security of audit files.

Human Resource:

- Attends and participates in Unit's/Ministry's Staff Meetings.
- Ensures self-awareness and adherence to policies, procedures and regulations of the Audit Unit and the Ministry;
- Performs other related duties assigned by the Senior Auditor and Audit Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Interpersonal skills
- Compliance
- Quality of output
- Integrity

Functional:

- Initiative
- Use of technology (relevant computer applications such as Microsoft Office Suite)
- Methodical
- Strategic vision
- Problem solving and decision making
- Analytical thinking
- Planning and organizing
- Change management

Minimum Required Education and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications
- ACCA Level 1

Applications accompanied by résumés should be submitted **no later Monday, 4th July, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.gov.jm

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

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**