



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 243**

### **OSC Ref. C.4858<sup>42</sup>**

14<sup>th</sup> 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 fill the following **vacant** posts in the **Internal Audit Unit, Ministry of Agriculture and Fisheries**:

1. **Audit Manager (Co-ordinator) (FMG/AS 4)**, salary range \$3,154,074- \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Assistant Auditor (FMG/AS 1)**, salary range \$1,395,541- \$1,658,859 per annum and any allowance(s) attached to the post.

#### **1. Audit Manager (Co-ordinator) (FMG/AS 4)**

#### **Job Purpose**

Under the general direction of the Chief Internal Auditor (FMG/AS 5), the Audit Manager (Coordinator) (FMG/AS 4) plans, directs and controls audit programmes executed by audit teams, in accordance with the Financial Administration and Audit (FAA) Act and Instructions, rules, regulations and directives issued by the Ministry of Finance and Public Service.

#### **Key Responsibilities**

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

- Assists the Chief Internal Auditor to develop Annual Audit Programmes and Work Plans;
- Monitors Annual Audit Work Plan in consultation with Team Leaders and establishes priorities and time schedules to ensure completion;
- Ensures that Leave Cards and Attendance Register are updated and properly maintained for team members;
- Assists in preparing the Annual Internal Audit Financial Budget;
- Assists the Chief Internal Auditor in preparing Quarterly Reports;
- Certifies travelling claims for staff members and monthly Attendance Reports;
- Reviews and signs off on Time Budgets and Itineraries prepared by Team Leaders.

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

- Conducts Risk Assessment to determine areas of priority to be audited;
- Reviews and signs off on Time Budgets, Planning Memoranda, Checklist, Risk Matrices, and Itineraries prepared by team members;
- Visits offices and Auditors in the field periodically to evaluate progress of audits and ensures adherence to established policies and procedures;
- Examines working papers to ensure effective completion of work and reviews activity time and report to appraise work performance;
- Writes Audit Reports stating condition, criteria, causes, effect and makes recommendations and submits to the Chief Internal Auditor;
- Checks Accounting and Financial Records for compliance, accuracy and adequacy;
- Recommends changes in operational procedures and systems to enhance accountability, safeguards assets to prevent the occurrence of waste or extravagance;
- Investigates complaints, problems, matters of concern, etc.;
- Identifies areas of audit for Special Investigation and makes recommendations to the Chief Internal Auditor;
- Reviews and signs off on working papers from Team Leaders as well as prepares review notes;
- Meets with Senior Officers and Heads of Departments to discuss Audit findings;
- Follows up on management responses and verifies actions taken;
- Discusses audit findings with teams and the Chief Internal Auditor;
- Ensures security of Audit files;
- Liaises with Fraud Squad and attends Court as required;
- Assists teams with conducting assignments as well as performs audits on special areas assigned;

- Maintains confidentiality, professionalism and integrity of the Unit;
- Advise personnel in general on policies and operational guidelines.

***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 attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Division, 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 Unit;
- 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 the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Analytical thinking
- Teamwork and co-operation
- Initiative
- Integrity
- Compliance
- Excellence interpersonal and leadership skills
- Good problem-solving and decision-making skills
- Excellent customer and quality focus skills
- Managing partners

***Technical:***

- Report writing skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of accounting principles
- Knowledge of auditing principles

**Minimum Required Qualification and Experience**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset.

**Special Conditions Associated with the Job**

- Constant physical threat, particularly when carrying out investigations into fraud and irregularities;
- Encounter potentially dangerous situations when conducting physical count of livestock etc.;
- Possible exposure to adverse environments when conducting investigations in the field such as, infestation of lice, attack of rodents, inhalation of toxic fumes, etc.

**2. Assistant Auditor (FMG/AS 1)**

**Job Purpose**

Under the general direction of the Senior Auditor (FMG/AS 3), the Assistant Auditor (FMG/AS 1) conducts audits in accordance with the provisions of the Financial Administration and Audit Act, laws issued in the Public Service, and international standards by examining the effectiveness of the internal controls.

## **Key Responsibilities**

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

- Recommends items for inclusion and assist in preparing the Unit's Annual Financial Budget.

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

- Assists the Team Leader in conducting Risk Assessment in order to determine areas to be audited;
- Assists the Team Leader in preparing Time Budgets, Risk Matrices, Itineraries and Audit reports;
- Interprets and carries out the instructions given in the time budget issued by Team Leader;
- Verifies the adequacy and accuracy of Financial Records;
- Examines and appraises financial and accounting practices, systems and procedures;
- Discusses findings of audits with Team Leader, Audit Manager/Co-ordinator and Chief Internal Auditor;
- Prepares and maintains adequate working papers in accordance with established auditing guidelines laid down from time to time;
- Ensures that working papers are properly prepared and submitted timely for review
- Clears queries on the working papers prepared;
- Consults with Team Leader on technical matters in principles of accounting practice and/or of law in order to develop knowledge of the methodology of auditing;
- Secures Audit Files;
- Maintains confidentiality, professionalism and integrity of the Unit at all times;
- Performs any other related duties that may be assigned from time to time.

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

### ***Core:***

- Good oral and written communication skills
- Analytical thinking
- Teamwork and co-operation
- Initiative
- Integrity
- Compliance
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Customer and quality focus

### ***Technical:***

- Report writing skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of accounting principles
- Knowledge of auditing principles

## **Minimum Required Qualification and Experience**

- Associate Degree, AAT Diploma, ACCA – CAT Level 3 or equivalent qualifications;
- ACCA Level I.

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

- Potential physical threat;
- Encounter potentially dangerous situations when conducting physical count of livestock etc.;
- Possible exposure to adverse environments when conducting investigations in the field such as, infestation of lice, attack of rodents, inhalation of toxic fumes etc.

Applications accompanied by résumés should be submitted **no later than Monday, 27<sup>th</sup> June, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@moa.gov.jm](mailto:hrm@moa.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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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