



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 246
OSC Ref. C. 6272¹⁶

14th 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 **vacant** post of **Auditor (FMG/AS 2)** in the **Internal Audit Unit, Office of the Prime Minister**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Senior Auditor, the Auditor is responsible for providing support and assistance in the Operational and Financial Audits and special assignments to ensure the economical, effective and efficient use of resources and compliance with established policies, procedures, laws and regulations. The job responsibilities include:

- Examines the operational and financial transactions, records and documents in the Ministries, Departments and Agencies (MDA's) to determine compliance;
- Prepares, maintains and submits Working Papers and Audit Reports of findings with recommendations for review by Senior Auditor;
- Recommends improvements to auditing procedures, techniques and related Operational Systems.

Key Responsibilities

To examine the operational and financial transaction records and documents in the Ministries, Departments and Agencies (MDA's) to determine compliance.

- Assists in Operational, Financial, Value for Money Audits and Special Audit Assignments to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with relevant laws, rules and regulations;
- Identifies sufficient, reliable, relevant and useful information;
- Identifies variances to policy guidelines and procedures and makes recommendations to address anomalies.

To prepare, maintain and submit working papers and audit report of findings with recommendations for review by Senior Auditor.

- Ensures that Working Papers are accurate, properly prepared and submitted for review;
- Addresses any queries on Working Papers based on responses received;
- Prepares local queries on material/significant findings;
- Consolidates overall Audit findings and prepares Draft Reports.

Required Knowledge, Skills and Competencies

- Integrity and Ethics
- Judgment
- Official Conduct
- Good planning, organizing skills
- Strong analytical and problem solving skills
- Excellent interpersonal skills
- Good negotiation skills
- Good knowledge of auditing, accounting and public administration and the public finance legal framework.
- Good knowledge and experience of Government of Jamaica's operations and of public sector issues.
- Expert knowledge of the principles, procedures and practices of accounting.
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry
- Proficiency in computer auditing techniques.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- OR**
- ACCA Fundamentals or equivalent and no experience;
- OR**
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification, plus at least two (2) years Auditing or Accounting experience.

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

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.im

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**