



Office of the Services Commissions

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CIRCULAR No. 242 **OSC Ref. C.6555¹³**

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 following **vacant** posts in the **Internal Audit Division, Jamaica Special Economic Zone Authority (JSEZA)**:

1. **Senior Director, Internal Audit (FMG/AS 4)**, salary range \$3,154,074 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Internal Audit Officer (FMG/AS 3) (2 posts)**, salary range \$2,551,250 – \$3,032,635 per annum and any allowance(s) attached to the post.

1. Senior Director, Internal Audit (FMG/AS 4)

Job Purpose

Under the general direction of the Chief Executive Officer (CEO), the incumbent manages the Internal Audit function of the Authority by establishing and implementing Internal Audit Programmes, which examines and evaluates the adequacy of management control systems provided to accomplish the strategic objectives of the Organization.

Key Responsibilities

To evaluate the adequacy and effectiveness of business controls for every process that is executed by the Agency:

- Agrees the Terms of Reference (ToR) and Work Plan for all GCRs with the leadership of the Internal Client Department or process owner;
- Manages the execution of GCR;
- Review findings of the GCR Teams prior to finalisation of each GCR Report;
- Leads the debriefs with Agency Management of GCR findings and agreed actions;
- Finalizes and issues GCR Reports to internal clients and the Agency Governance Committee;
- Develops a process for tracking and reporting on the implementation progress of recommended actions;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Unit provides a consistently high level of service to them;
- Develops Annual Internal Audit Plan for the Agency's covering all of its business processes, and based on the outcomes of previous GCRs and controls self-assessments prepared by the Branched;
- Provides training to the Agency Management layer on matters of Corporate Governance and management of business risks;
- Negotiates with Agency Line Managers for staff from functional business areas to participate as members of cross-functional General Controls Review (GCR) Teams.

Ensure Authority and Business Partner compliance with Health Safety and Environmental Standards:

- Ensures the development of comprehensive HSE Plans by Business Partners;
- Monitors Plan Execution Partner HSE Plans;
- Collects HSE Statistics relating to the Authority and Business Partners;
- Monitors the investigation of HSE incidents and accidents;
- Develops HSE Policies to cover the operations of the Authority and of Business Partners;
- Provides Input to environmental impact analyses.

General Management of Organization's Compliance to GOJ Policies and Procedures:

- Promotes general management of the Internal Audit Unit to ensure compliance with the policies of the Government of Jamaica (GOJ) policies and procedures;
- Ensures that the Chief Executive Officer (CEO) and the Board are apprised of the effectiveness of the internal controls systems within the Authority;

- Advises on policies and strategies that the Authority should take relevant to the function of the Director, Internal Audit;
- Monitors, reviews and appraises the work of Internal Audit Officers within the Unit;
- Plans, organizes, and directs the work of the Internal Audit Unit by overseeing the creation of its Corporate and Operational Plans, Budget and monitors the Division's achievements against them;
- Reports to the CEO at stated periods on the conduct important observations of the audits and making the necessary recommendations;
- Provides general guidance in respect of operations and management of the Authority, to ensure compliance with the policies and directives as dictated in the Mission Statement;
- Conducts financial, operational and compliance audits of the Authority on a quarterly basis, to always ensure Organization wide compliance;
- Identifies areas within the Authority to be audited during the year with guidance from the CEO established from audit observations;
- Ensures the effectiveness of the controls for the prevention and detection of waste, extravagance and the safeguarding of assets;
- Provides expert advice or assistance to resolve complex or sensitive issues;
- Provides content for a Security Page on the Agency's intranet.

To develop a strong and capable Compliance Audit and Security Department:

- Ensures that each Department has a team of competent staff;
- Ensures effective alignment between the priorities and focus of Departmental Team Members and the Strategic Priorities of JSEZA;
- Supervises and provides leadership to develop and retain highly competent, service-oriented staff in the Technical Service and Zone Planning Unit;
- Ensures that for staff with "People Development" responsibilities, compliance with all related goal setting, performance management, staff development and Succession Planning processes of JSEZA is non-negotiable;
- Assesses the performance of Direct Reports and any Administrative staff who report directly to this position;
- Reviews the draft Performance and Development Assessments, of staff once removed who report to direct reports prior to any performance related discussions with those staff;
- Institutes continuous processes to detect whether there are staff of the Department who have competency and skills gaps and/or issues of "fit" with "the JSEZA Way";
- Works with the Director HR to ensure the availability of the Training and Development interventions needed to fill identified training and development gaps.

Required Knowledge, Skills and Competencies

- Change leadership
- Team leadership
- Strategic and innovative thinking
- Business acumen
- Accountability and stewardship
- Customer focus
- Emotional intelligence
- Results-oriented
- Ability to work in a team
- Good problem-solving and critical thinking
- Strong facilitation skills and training in a group facilitation methodology
- Knowledge of Change Management concepts
- Business process improvement methodology coupled with hands on implementation experience
- Demonstrated skill in interpreting and applying policy and regulations
- Excellent knowledge of the relevant Acts, guidelines and policies
- Ability to work and communicate with all levels
- Ability to use Microsoft Office Suite including Visio, Word, Excel, PowerPoint

Minimum Required Qualification and Experience

- Master's Degree in Accounting, Business Administration, or related field;
- Previous experience in conducting internal audits;
- Ten (10) years of progressive work experience, with five (5) years' experiences at a Senior level in a related functional area;
- Previous work in Quality Management or the application of Six Sigma.

Special Conditions Associated with the Job:

- There are significant personal security risks associated with performing this role;
- Depending on the nature of the case the incumbent may be placed in a hazardous situation;
- Critical deadlines for completion of projects;
- May be required to work beyond the normal working hours as well as on weekends and public holidays.

2. Internal Audit Officer (FMG/AS 3) (2 posts)

Job Purpose

The incumbent is responsible for the examination of transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules for each Department within the Authority. The incumbent is also responsible to report on internal controls to the Senior Director, Internal Audit and, where necessary, make recommendations.

Key Responsibilities

Provides a comprehensive practical schedule of annual audit coverage within general areas assigned by the Senior Director, Internal Audit:

- Develops a comprehensive, practical programme of audit coverage of assigned areas of auditing;
- Schedules projects and staff assignments to comply with management's needs within the scope of the activity's overall schedule;
- Reviews and approves the Purpose, Scope and Audit approach of each Audit Project for assigned areas of audit cognizance.

Responsibility to all Units in the Authority:

- Directs Audit Projects to see that professional standards are maintained in the planning and execution and in the accumulation of evidentiary data;
- Reviews and edit Audits Reports and in organizations with the Auditor-in-charge for the assigned project and discusses the reports with appropriate management;
- Provides for and performs research on audit techniques;
- Identifies factors causing deficient conditions and recommends courses of action to improve the conditions including special surveys and audits;
- Provides for a flow of communication from operating management to the Senior Director, Internal Audit;
- Evaluates overall results of the audits;
- Conducts pre-audits of medical, overseas travel and special payments files;
- Appraises the adequacy of the corrective action taken to improve deficient conditions;
- Ensures conformance with acceptable audit standards, plans, budgets and schedules.

Determines scope of review of audits, in conjunction with the Chief Internal Auditor;

- Conducts Risk Assessment based on the Branch and/or functional area(s) assigned by the Chief Internal Auditor within the scope of the audit;
- Obtains, analyses and appraises relevant data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and the efficiency of the performance of the activities being reviewed;
- Ensures that working papers are properly prepared and submitted for review;
- Assists the Senior Director, Internal Audit with the preparation of Work Plans and Audit Programmes;
- Discusses audit findings with the Senior Director, Internal Audit and drafts a comprehensive report of audit area(s);
- Prepares Quarterly and Annual Internal Audit Reports for submission to the Senior Director, Internal Audit;
- Ensures the security of audit files;
- Ensures conformance with acceptable auditing standards, plans, budgets and schedules;
- Represents the Branch at Audit Meetings and any other functions as instructed by the Senior Director, Internal Audit;
- Performs any other related functions that maybe assigned from time to time.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy:

- Ensures commitment to continual improvement and updates the Quality Management Systems Policy;
- Communicates the Quality Management Systems Policy and ensures it is maintained as documented information, understood, and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate;
- Ensures that the promotion of customer focus throughout the Organization is aligned with the Authority's Quality Management Systems Policy.

Required Knowledge, Skills and Competencies

- Change leadership
- Team leadership
- Strategic and innovative thinking
- Business acumen
- Accountability and stewardship
- Customer focus
- Emotional intelligence
- Results-oriented
- Critical thinking
- Ability to work in a team
- Good problem-solving and analytical skills
- Good interpersonal, oral and written communication skills
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and its Instructions
- Proficiency in the use of relevant computer applications
- Excellent knowledge of the relevant Acts, guidelines and policies
- Ability to use Microsoft Office Suite including Visio, Word, Excel, PowerPoint

Minimum Required Qualification and Experience

- BSc. Degree in Accounting, Finance, Management Studies/Business Administration or Economics; **or**
- ACCA Fundamentals or equivalent and over three (3) years' experience in audit/specialized area;
- Successful completion of relevant Government auditing courses and professional audit training.

Special Conditions Associated with the Job:

- There are significant personal security risks associated with performing this role;
- Critical deadlines for completion of projects;
- May be required to work beyond the normal working hours as well as on weekends and public holidays.

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

**Manager
Human Resource Management
Jamaica Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.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**