



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 285 **OSC Ref. C.4857¹⁷**

5th July, 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 **Audit Officer (Level 7)** in the **Transport Authority**, salary range \$1,257,502 – \$1,556,842 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Audit Supervisor, the incumbent has the responsibility to conduct internal tests and audits on the Transport Authority accounting and operational systems and procedures, document findings and develop appropriate recommendations.

Key Responsibilities

- Assists in monitoring the Authority's operation and ensuring that activities are in keeping with the established policies;
- Conducts or assists in conducting reviews of the activities of assigned Department/Region;
- Evaluates the adequacy and effectiveness of management controls over activities audited;
- Determines whether Departments/Regions are performing their accounting, custodial and control activities in accordance with applicable policies and procedures, Government Laws and regulations, and in a manner consistent with the Authority's objectives and high standards of administrative practices;
- Plans and executes complete reviews of audit assignments and performs or assists in the performance of special reviews;
- Prepares reports on audit findings and makes recommendations for the correction of unsatisfactory conditions;
- Assists in planning the scope of the audit and assists in the preparation of Audit Programme and in determining the audit procedures to be used;
- Carries out routine audits of operational activities;
- Performs audit in a professional manner and in accordance with the approved Audit Programme;
- Obtains, analyzes and appraises data to make an informed opinion about the adequacy and effectiveness of the system, and the efficiency of the performance of activities under review;
- Prepares formal written reports giving details of the adequacy and effectiveness of the system and efficiency with which activities are carried out;
- Conducts review of assigned functional and organizational activities and evaluates the adequacy and effectiveness of management control;
- Appraises or assists in appraising the adequacy of corrective actions taken to improve deficient conditions;
- Maintains correspondence files for Annual Budget, salary related matters, audit reports, working papers and permanent Audit Files for all areas audited;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Initiative and proactivity
- Good Interpersonal skills
- Teamwork
- Analytical and investigative skills
- Integrity and tenacity
- Knowledge of Government's Regulations and the Financial and Administrative Audit Act
- Working knowledge of computerized accounting software
- Knowledge of auditing techniques and Audit Report preparation
- Good knowledge of Accounting System and accounting principles and practices
- Knowledge of the Organizations policies and procedures
- Proficiency in the use of computers and relevant computer applications

Minimum Required Qualification and Experience

- ACCA Level II;
- Audit Techniques Level 1 & 2 and other related training;
- Three (3) years' experience in auditing.

Applications accompanied by résumés should be submitted **no later than Monday, 18th July, 2022** to:

Human Resource Management and Administrative Division
Transport Authority
119 Maxfield Avenue
Kingston 10

Email: jobopportunities@ta.org.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.



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