



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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7th 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 following **vacant** posts in the **University Council of Jamaica**:

1. **Internal Auditor (FMG/AS 2)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Internal Auditor (FMG/AS 2)

Job Purpose

- To ensure that all relevant policies, procedures, guidelines and regulations are adhered to and adequate internal controls exist throughout the Council's operations.
- To implement a system of internal audit programmes to ensure compliance of legislation, policies and procedures and assess their efficiency and operational effectiveness and identify possible weaknesses.

Key Responsibilities

- Prepares Audit Plan;
- Develops Audit Programmes;
- Conducts Audit reviews in accordance with Audit Programme;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures where applicable;
- Verifies adequacy and accuracy of Financial Transactions;
- Audits both Financial and Operational Records and documents to determine compliance with relevant regulations, laws, policies and procedures;
- Conducts Entrance and Exit Interviews;
- Submits properly designed and signed working papers;
- Clears any review query on working papers;
- Prepares Audit Findings along with proposed recommendations for Audit findings/observations made and submits for review;
- Reviews responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Consolidates overall audit findings and compiles Final Audit Reports;
- Ensures Audit Files security;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of current auditing standards, techniques and practices
- Comprehensive knowledge of accounting principles, procedures and practices
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Good planning and organizing skills
- Ability to analyze, pay attention to detail and exercise good judgement
- Ability to perform work with accuracy, speed and minimal supervision
- Ability to prioritize, work under pressure and meet deadlines
- Exercises professionalism, integrity and confidentiality
- Excellent knowledge of Microsoft Office Applications

Minimum Required Qualification and Experience

- Bachelor's degree in Accounting/Management or ACCA Level II or equivalent qualification
- At least three (3) years auditing experience

2. Senior Secretary (OPS/SS 3) – Vacant

Job Purpose

- The Senior Secretary is responsible for providing secretarial and administrative support to the Executive Director's office to ensure the efficiency and effectiveness of its operations.

Key Responsibilities

- Composes and types letters, memorandum, reports and Budget;
- Develops, revises and maintains standardized documents, policies and procedures;
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility;
- Schedules and cancels appointments and maintains diary;
- Schedules meetings and reserves rooms for meetings;
- Process mails including receiving, sorting, logging and distributing incoming and outgoing mails, correspondences and packages;
- Prepares materials for workshops, conferences, meetings, duplicates/collates;
- Ensures an effective Filing System is maintained of all files and records;
- Prepares Minute Sheet for all files;
- Takes dictation and transcribes dictation;
- Takes Minutes at meetings where directed and prepares Minutes and Action Sheet for circulation;
- Maintains Attendance Reports, Leave Records, Trip Records and logs of meetings;
- Prepares reports as necessary;
- Maintains and processes forms as necessary;
- Assists with the preparation, calculation, and execution of the Unit Budget;
- Orders and maintains an inventory of supplies for the Unit;
- Assists the process owner in the implementation of proactive solutions to continually improve the core process;
- Assists the process owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management Systems;
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong Customer and Quality Focus
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Results-oriented and takes initiative
- Excellent planning and organizing skills
- Team work and cooperation
- Displays high level of integrity and confidentiality
- Ability to speed write, record Minutes and transcribe meeting Minutes
- Good knowledge of office practices and procedures
- Good Records Management Skills
- Proficient in Microsoft Office Applications

Minimum Required Qualification and Experience

- Certified Professional Secretary (CPS/CAP) **OR** Certificate in Administrative Management (MIND) **OR** any other equivalent Secretarial Studies from an accredited tertiary institution;
- 5 CXC or GCE 'O' Level subjects including Mathematics and English Language
- Proficient in typewriting at a speed of 50-55 words per minute
- Five (5) years' working experience in a secretarial or administrative field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th July, 2022 to:**

Director, Human Resource & Administration,
The University Council of Jamaica
31 Windsor Avenue
Kingston 5

Email: jobs@ucj.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