



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No.338**

**OSC Ref. C.4761<sup>10</sup>**

**11<sup>th</sup> August, 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 **Auditor General's Department (AGD)**:

1. **Internal Auditor (AUGD/AGS 5)**, salary range \$1,850,163 - \$2,199,263 per annum and any allowance(s) attached to the post.
2. **Public Procurement Officer (AUGD/AGS 4)**, salary range \$1,402,396 - \$1,667,008 per annum and any allowance(s) attached to the post.
3. **Records Information Officer (AUGD/AGS 3)**, salary range \$1,117,487 - \$1,328,341 per annum and any allowance(s) attached to the post.

#### **1. Internal Auditor (AUGD/AGS 5)**

##### **Job Purpose**

Reporting to the Chief Internal Auditor, the incumbent is engaged in examining aspects of accounting and financial operations of the Department; the adequacy and effectiveness of the systems of management controls provided using appropriate audit procedures and techniques to accomplish the objectives of the Unit.

##### **Key Responsibilities**

###### ***Conducts audits in accordance with written procedures by:***

- Examining financial records in accordance with established standards;
- Reviewing financial and accounting practices systems and procedures;
- Reviewing the internal operations of the Department with due regard for economy, efficiency and effectiveness;
- Preparing and submitting to the Chief Internal Auditor, Audit Reports stating deficiencies, implications and recommendations, as required;
- Discussing audit findings with appropriate officers of the Department after discussions with supervisor;
- Assisting the Chief Internal Auditor in the preparation of the Quarterly Reports to the Audit Committee and the Auditor General;
- Preparing and maintaining working papers in accordance with established guidelines;
- Drafting audit queries and relevant part of inspection reports on completed audits for submission to Section Leader in accordance with relevant standards;
- Participating in exit interviews;
- Performing any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Good planning and organizing skills
- Good analytical skills
- Good interpersonal skills

##### **Minimum Required Qualification and Experience**

- AAT Level 3; **or**
- ACCA - CAT Level 3; **or**
- ACCA Level 1; **or**
- Bachelor's Degree in Accounting or Management Studies; **or**
- Diploma in Accounting from a recognised University.

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

- May occasionally be exposed to adverse working conditions.

## **2. Public Procurement Officer (AUGD/AGS 4)**

### **Job Purpose**

The Public Procurement Officer, under the general supervision of the Director, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### **Key Responsibilities**

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award Report for submission to the Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensure that they are current at all times and take responsibility for the safe keeping and return of all relevant documents.

### ***Procurement Process Management:***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within mandated procurement procedures;
- Maintaining Procurement Filing System in a systematic manner;
- Receives compiles and processes Purchase Requisition Forms for all wards and Departments for the procurement of goods.

### ***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Developments and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment;
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the General Consumption Tax Office to be zero-rated.

### ***Procurement Reporting:***

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government/Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings.

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

#### ***Core:***

- Integrity
- Good oral and written communication skills
- Good interpersonal relations skills
- Teamwork and co-operation
- Ability to use own initiative
- People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

#### ***Technical:***

- Extensive Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

### **Minimum Required Qualification and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years procurement experience, in a similar position.

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

- Pressured working conditions with numerous critical deadlines;
- Required to work beyond regular working hours including weekends and public holidays.

### **3. Records Information Officer (AUGD/AGS 3)**

#### **Job Purpose**

Under the general supervision of the Manager Records and Information Management, the incumbent provides a high quality of records management service and assist in the development, promotion and implementation of records management best practice within the Department.

#### **Key Responsibilities**

##### ***Management/Administration:***

- Prepares and submits routine and special reports, as required;
- Assists in responding to requests under the Access to Information Act.

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

- Assists in the development and implementation of retention and disposition schedules;
- Assists in responding to enquires and complaints regarding matters affecting the operations of the documentation and Records Information Management Unit;
- Assists with the development of records management procedures;
- Monitors compliance with standard operating procedures;
- Maintains and controls Filing System;
- Assists with the annual records audit
- Uses knowledge of the Department's Filing System to retrieve information;
- Scans and uploads records into the ECM passes them on for verification by Senior Officer;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Good analytical skills

**Minimum Required Qualification and Experience**

- Certificate in Records Management or Diploma in Business Management;
- Two (2) years' experience in Records Management.

**Special Condition Associated with the Job**

- May occasionally exposed to adverse working conditions.

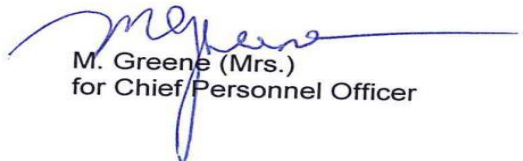
Applications accompanied by résumés should be submitted **no later than Wednesday, 24<sup>th</sup> August, 2022 to:**

Senior Director (Acting), Human Resource and Administration  
Auditor General's Department  
40 Knutsford Boulevard  
Kingston 5

Email: [personnel@auditorgeneral.gov.jm](mailto:personnel@auditorgeneral.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer