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7th October, 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 **Ministry of Justice**:

1. **Audit Manager (FMG/AS 4)**, salary range \$3,154,074 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Director, Inspection and Performance Monitoring (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

1. **Audit Manager (FMG/AS 4)**

Job Purpose

Under the leadership and direction of the Chief Internal Auditor (CIA), the Audit Manager is responsible for managing Audit Teams in the execution of varied internal assessments with multiple degrees of complexity, in accordance with applicable procedures and standards. Additionally, the Audit Manager provides a high level of internal audit consultancy and advisory services for the Ministry of Justice (MOJ) and its Subjects, while supporting the CIA in ensuring the effectiveness and appropriateness of Internal Audit, internal controls, risk management, compliance and governance.

Key Responsibilities

- Supports the Chief Internal Auditor actively in conducting strategic and risk-based planning for the MOJ, its Departments and Agencies;
- Participates in the development and implementation of the annual Audit Plan and Work Plan being guided by the MOJ's policies, regulatory requirements and guidelines;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and general audit practices to the audit processes;
- Recommends the appropriate use of techniques, as well as tests and sampling methods in the conduct of audits; ensures that Team Members conform to the Internal Audit Standards, Accounting Standards and Financial Regulations;
- Participates in the planning and execution of Information Technology (IT) audit projects;
- Manages the pre-audit functions and activities involving the assessment of leave and pension calculations, resignations, gratuity payments and mandatory yearly pre-audits of all salary and payment vouchers, in accordance with the FAA Act and Instructions;
- Supports and maintains an approved quality assurance and improvement programme covering all aspects of Internal Audit;
- Provides support in the Departments and Agencies of the MOJ in conducting quality self-assessments, as well as compliance monitoring and risk management activities, as required;
- Manages the preparation and content of Audit Reports by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Recommends changes to the Division's Standard Operating Procedures and methodologies in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ;
- Visits MOJ's Departments and Agencies being audited to ensure compliance with audit procedures; resolves challenges and maintains good client relations;
- Reports on deviations and/or departure from the approved internal control systems, as well as any perceived risks, and recommends changes which will safeguard compliance and effectiveness;
- Manages the output of assigned Audit Team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and/or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls, whether automated or manual;

- Manages the Audit progress and reviews compliance with Audit procedures and quality assurance which must be aligned to that of the Internal Audit Directorate;
- Provides guidelines and instructions to Team Members and tailors instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards;
- Conducts flow up audits and site visits to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and/or supervises special audits which are assigned by the CIA;
- Manages and guides direct reports towards achieving the strategic objectives of the Audit Division of the MOJ and supporting the Ministry's Vision of becoming regional leader in facilitating effective access to justice for all;
- Monitors assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets;
- Convenes Team Meetings to assess accomplishments, discuss upcoming audits and job scheduling, as well as issues and concerns which could impact and/or prevent the Team from delivering according to agreed timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Ability to work in a team
- Excellent people management skills
- Customer and Quality Focus
- Excellent time management skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- In-depth knowledge of Audit Principles and Techniques, including ICT Audit
- Expert knowledge of the Government of Jamaica's Accounting and Audit standards
- Expert knowledge of Accounting Principles and Practices
- Knowledge of GOJ's ICT Systems
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms
- Good understanding of the public expenditure policy environment and the goals
- Good knowledge of policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Aptitude for developing and maintaining collaborative relations with team members, both within and outside the Ministry
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and Projects

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus over five (5) years' auditing experience and relevant experience in the specialized area.

2. Director, Inspection and Performance Monitoring

Job Purpose

The Director, Inspection and Performance Monitoring, is accountable for designing, developing, implementing and managing a comprehensive planning, reporting and accountability structure to provide a sound basis for expenditure management, government reporting and integrated management of the Ministry's activities, its process for tracking and reporting performance based on milestones and anticipated results and developing its business plans.

Key Responsibilities

- Delivers timely, standardized, meaningful and simple to use reporting to senior management on the performance of our various businesses, activities and initiatives;
- Develops, designs and promotes a centralized management reporting resource and system, identifying reporting efficiencies (internal and external) and providing shared service support across the Ministry;
- Partners with colleagues in the development of the Ministry's Performance Reporting Framework; ensures meaningful and appropriate performance indicators, measures and targets are identified and tracked;
- Ensures timely delivery of required input, liaising with Units;
- Manages the team responsible for the production of Monthly and Quarterly Performance Reports, the Annual Ministry Performance Report to Management Committee and Ministry of Finance and the Public Service and other central Agencies;
- Partners with the Principal Finance Executive in the production of reports to the Senior Executive Management Committee;
- Contributes to Ministry's evolution by developing meaningful management and financial performance metrics and tools (e.g. scorecards, dashboards);
- Partners with senior management to provide insight and decision support regarding development of performance (including financial) measures and KPIs;
- Collaborates with Information Management Systems group to create the required systems for effective management reporting, including planning and forecasting data;
- Conducts effective people management by developing Work Plans, performance objectives and training and development opportunities to ensure all staff and Managers are able to apply organization performance management requirements;
- Consolidates all reporting documents into required documents for the Ministry of Finance and the Public Service, Houses of Parliament, etc.;
- Coordinates and prepares background papers and the analysis of sensitive performance and accountability matters
- Manages Corporate-wide performance measurement and reporting;
- Consolidates Ministry's plans into a single comprehensive business plan.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Excellent planning and organizing skills
- Excellent time management skills
- Excellent negotiation skills
- Knowledge of relevant computer applications
- Excellent problem-solving and decision-making skills
- Excellent leadership skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Finance, Accounting, Economics or Commerce;
- Five (5) years' relevant experience in management or financial reporting, business analysis, performance measure;
- Two (2) years supervisory/management experience.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (***one must be a former/current supervisor***) should be submitted **no later than Friday, 21st October, 2022 to:**

Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10

Email: careers@moj.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.



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