



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 534
OSC Ref. C. 6210/S5¹⁹

7th December, 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 to the following **vacant** posts in the **Internal Audit Unit, Ministry of Foreign Affairs and Foreign Trade**:

1. **Senior Auditor (FMG/AS 3) (Team Leader) - 2 posts**, salary range \$4,060,697 - \$5,461,186 per annum and any allowance(s) attached to the post.
2. **Auditor (FMG/AS 2)**, salary range \$3,332,803 – \$4,482,249 per annum and any allowance(s) attached to the post.

1. **Senior Auditor (FMG/AS 3) (Team Leader)**

Job Purpose

Reporting to the Chief Internal Auditor, the Senior Auditor (FMG/AS 3) plans, directs and co-ordinates the work of direct reports, examines and reports on the level of compliance with relevant laws, rules, regulations and policies governing the Ministry's Headquarters and Overseas Missions. Assesses the adequacy of internal controls and where necessary recommends corrective measures to be implemented to improve the efficiency, effectiveness and economy of the Ministry's financial activities and operations.

Key Responsibilities

- Participates in the development of the Operational Audit Plan;
- Oversees the development of Individual Work Plans;
- Plans, directs and co-ordinates the work of direct reports;
- Manages the performance of direct reports by ensuring that each has an output focused Job Description;
- Leads the identification and development of individual performance goals as determined by the Corporate Plan;
- Conducts appraisal discussions with direct reports;
- Recommends training for staff to the Human Resources Department through the Chief Internal Auditor;
- Liaises with Departmental and Mission Heads concerning proposed audits;
- Represents the Unit at meetings and seminars as directed;
- Provides guidance/advice to teams;
- Coaches staff to improve performance;
- Assists in conducting Risk Assessment;
- Determines audit approach – plans the theory and scope of audits for direct reports
- Prepares the Audit Programmes;
- Develops and applies auditing procedures and techniques in conducting operational, financial and value for money audits;
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in the achievement of desired objectives;
- Verifies the accuracy of financial and other records;
- Performs special investigations as instructed and prepares Interim or Final Report;
- Prepares working papers for audits conducted;
- Reviews and signs off working papers for direct reports;
- Performs entry and Exit Interviews with relevant Managers/Department Heads;
- Consolidates overall audit findings;
- Prepares draft reports on audit findings stating deficiencies, makes appropriate recommendations and submits report to the Chief Internal Auditor;
- Follows up Department/Mission Heads' responses to audit reports to determine whether deficiencies are corrected and improved procedures implemented;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor;

- Assists in the preparation of Quarterly Reports for submission to the Ministry of Finance and the Public Services;
- Represents the Internal Audit Unit at meetings as directed or in the absence of the Chief Internal Auditor;
- Ensures the security of audit files;
- Participates in the welfare and development of direct reports through the preparation of Performance Appraisals;
- Provides leadership to junior staff through effective target setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Manages the Unit in the absence of the Chief Internal Auditor;
- Ensures that junior staff are aware of and adhere to the policies, procedures and regulations of the Unit and the Ministry.

Required Knowledge, Skills and Competencies

- General understanding of the Ministry's role and functions
- Comprehensive knowledge of current auditing principles, standards and techniques
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry's Departments and Missions
- Proficiency in the use of relevant computer applications
- Good communication skills, both orally and written
- Good Technical Report Writing skills
- Good analytical skills
- Good interpersonal skills
- Good planning and organizing skills
- Proficiency in relevant computer applications
- Working knowledge of supervisory practices and standards

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics.
- OR**
- ACCA Fundamentals or equivalent and over two (2) years but less than five (5) years' experience in the specialized area;
 - Successful completion of relevant government auditing courses and professional audit training would be an asset.

2. Auditor (FMG/AS 2)

Job Purpose

Reporting to the Senior Auditor, the Auditor examines and tests the Ministry's accounting and financial operations, the records, custody and care of fixed assets to determine compliance with the Financial Administration and Audit Act and other prescribed Regulations. Reports on the adequacy of internal controls and where necessary recommends corrective measures to be implemented to improve the efficiency, effectiveness and economy of the Ministry's financial activities and operations.

Key Responsibilities

- Assists in developing the Unit's Annual Work Programme;
- Provides advice to the Senior Auditor on the methods and procedures to be utilized on audit assignments;
- Assists in reviewing the Ministry's audit policies, systems and procedures;
- Provides advice and guidance to junior audit staff on the interpretation of directives related to policies, legislation and auditing procedures;
- Conducts audit inspections of the Ministry's accounting and financial operations, the records, custody and care of fixed assets (Headquarters and Overseas Missions);
- Participates in and supervises Junior Audit staff in the examination, testing and evaluation of accounting records;
- Issues audit queries and brings to the attention of the Senior Auditor any deviations or breaches from the Regulations, including unauthorized expenditure, extravagance as well as over expenditure;
- Follows up correspondence in respect of queries issued;

- Prepares Draft Audit Reports in relation to work done in the Unit and makes recommendations for changes to improve the Ministry's Financial Management controls and operational efficiency;
- Provides information on matters relating to the Ministry's accounts to be examined by the Public Accounts Committee;
- Conducts special investigations, as directed by the Senior Auditor;
- Conducts ad hoc checks on the Cashier and the Registrar maintaining the Value Book and Stamp Imprest;
- Assists with the supervision of Junior Audit staff.

Required Knowledge, Skills and Competencies

- General understanding of the Ministry's role and functions
- Knowledge of the Financial Administration and Audit Act and the Staff Orders
- Sound knowledge of auditing standards and procedures including value for money audits
- Sound knowledge of the Ministry's internal accounting control and management policies and procedures
- Good Technical Report Writing Skills
- Capacity to maintain a high quality of output
- Good presentation skills – oral and written
- Good problem-solving skills
- Proficiency in relevant computer applications
- Good planning and organizing skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics.
- OR**
- ACCA Fundamentals or equivalent and no experience
 - A.Sc Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years' auditing or accounting experience.

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

**Senior Director, Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**