



Office of the Services Commissions

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CIRCULAR No. 12 **OSC Ref. C.4857¹⁷**

10th January, 2023

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 **Transport Authority**:

1. **Senior Auditor (Level 11) – (2 posts)**, salary range \$2,634,611 - \$3,401,243 per annum.
2. **Auditor (Level 9) – (2 post)**, salary range \$1,993,704 - \$2,492,130 per annum.
3. **Risk Officer (Level 10)**, salary range \$1,993,704 - \$2,492,130 per annum.
4. **Research Officer (Level 6) – (2 post)**, salary range \$1,105,279 - \$1,366,562 per annum.

1. Senior Auditor (Level 11)

Job Purpose

Under the general direction of the CIA, the Senior Auditor plans, directs and manages the audit engagement executed by Audit Teams and conducts audits in accordance with the provisions of the Financial Administration and Audit Act, as well as others laws, regulations and guidelines established by the Government of Jamaica and international audit standards, by examining the effectiveness of the internal controls and making recommendations where necessary.

Key Responsibilities

- Conducts Risk Assessments to determine areas of priority;
- Prepares the Planning Memoranda, research document, Time and Expense Budgets, Risk and Control Matrices and Audit Programmes within the agreed timeframe;
- Allocates tasks to Team Members;
- Attends Entrance Meeting/Conference;
- Performs Risk Assessments (where required) in accordance with International Internal Audit Standards;
- Reviews and sign-off on the Planning Memoranda, research document, Time and Expense Budgets, risk and control matrices and audit programmes within the agreed timeframe;
- Provides technical guidance and support to the Engagement Team;
- Performs periodic visits to the Auditors in the field to evaluate progress of audits and ensures adherence to established policies and procedures;
- Reviews and sign-off Working Papers to ensure effective completion of work and reviews activity time and report to appraise work performance;
- Reviews and sign-off Audit Reports stating condition, criteria, causes, effect and makes recommendations and submits to the Chief Audit Executive;
- Employs/evaluates and explains CAATs in the audit process and effectively uses data extraction software;
- Recommends changes in operational procedures and systems to enhance accountability, safeguard assets and to prevent the occurrence of waste or extravagance;
- Verifies the adequacy and accuracy of financial records, examines and appraises systems and procedures, evaluates operational performance and Department policies and from time to time perform special or value for money audits, in keeping with audit programme;
- Conducts special investigations regarding fraud, irregularities and other problem areas. Consults with Fraud Squad and attends Court proceedings as the occasion dictates;
- Evaluates the progress of audits and suggests means of avoiding delays and measuring productivity;
- Provides technical guidance and support to Team Members;
- Maintains adequate working papers, including clear documentation of findings and recommendations as required;
- Reviews and sign-off Working Papers for Team Members providing clear feedback and review notes where applicable;
- Discusses audit findings with Team Members as well as the Audit Supervisor;

- Makes oral or written presentations to management during and at the conclusion of the examination, discussing audit issues and recommending corrective action to improve operations and reduce cost;
- Prepares written (Draft) reports, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;
- Obtains formal management responses to support finalization of Audit Report;
- Prepares, maintains and secures the current and permanent files;
- Maintains confidentiality, professionalism and integrity;
- Assists in preparing the Annual Internal Audit Financial Budget;
- Manages audit engagement in a manner that ensures timely completion of the audit and optimization of resources.

Training and Development/Human Resource:

- Monitors and evaluates the performance of Team Members, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to Team Members through effective planning, delegation, communication, training, mentoring and coaching;
- Attends training Sessions as mandated by the Department/Unit;
- Ensures self-awareness and adherence to standards, policies, procedures and regulations of the Department/Unit.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good Critical thinking/problem-solving skills
- Integrity
- Openness to change
- Attention to detail
- Ability to use own initiative
- Interpersonal sensitivity
- Stress Tolerance
- Teamwork and influence
- Continuous improvement
- Client Knowledge
- Customer Service/Relationship management
- Good leadership skills
- Good planning and controlling
- Results driven

Minimum Required Qualification and Experience

- First Degree preferably in Accounting, Finance, Business Administration, Management Studies, Economics, Legal or ACCA Fundamentals or equivalent; and
- Over two (2) years' experience in audit or other specialized area.
- Successful completion of relevant government auditing courses and professional audit training **would be an asset.**
- Any auditing certification, such as:
 - ✓ Certified Internal Auditor (CIA)
 - ✓ Certification in Risk Management Assurance (CRMA)
 - ✓ Certified Government Auditing Professional (CGAP)
 - ✓ Certified Fraud Examiner (CFE)
 - ✓ IT Auditing Certificate (CISA)

Special Conditions Associated with the Job:

- Willingness to travel to external locations, locally and overseas, in performance of audit obligations;
- May be required to work under adverse conditions from time to time;

2. Auditor (Level 10)

Job Purpose

Under the direct supervision of the Senior Auditor, the Auditor is expected to perform a range of individual and group audit assignments (e.g. operational audits, financial audits, special audits, risk based audits, etc.) contributing to the achievement of the MDA's Internal Audit Plan and Mandate.

Key Responsibilities

- Conducts reviews of assigned organizational and functional activities in accordance with the deliverables/expectations as agreed with the Senior Auditor;
- Verifies the adequacy and accuracy of financial records, examine and appraise systems and procedures, evaluate operational performance and Department policies and from time to time perform special or value for money audits, in keeping with Audit Programme;
- Analyses and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Abilities to apply the standard(s) or policy(ies) governing the area assigned;
- Consults with team leader on technical matters related to accounting principles and practices as well as applicable laws and regulations;
- Ensures that working papers are properly prepared, including clear documentation and recommendations for improvement, in accordance with the relevant internal audit standards and submitted for review;
- Clears any queries on the working papers prepared;
- Assists Team Leader with drafting of reports and obtaining management responses, as required;
- Uses Microsoft Office or equivalent (word, processing, spreadsheet, presentation and Visio) effectively;
- Employs CAATs in the audit process and effectively uses data extraction software with support from Senior Audit;
- Ensures the security of Audit files;
- Maintains confidentiality, professionalism and integrity at all times.

Training and Development/Human Resource:

- Monitors and evaluates the performance of Team Members, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to Team Members through effective planning, delegation, communication, training, mentoring and coaching;
- Attends Training Sessions as mandated by the Department/Unit;
- Ensures self-awareness and adherence to standards, policies, procedures and regulations of the Department/Unit.

Required Knowledge, Skills and Competencies

- Communication and Influence
- Good Critical thinking/problem-solving skills
- Integrity
- Openness to change
- Attention to detail
- Ability to use own initiative
- Interpersonal sensitivity
- Stress Tolerance
- Teamwork
- Continuous improvement
- Client Knowledge
- Customer Service/Relationship management

Minimum Required Qualification and Experience

- First degree preferable in Accounting, Finance, Business Administration, Management or Economics, Legal; **or**
- ACCA Fundamentals or equivalent and no experience; **or**
- Qualification for entry level audit position (FMG/AS 1) plus at least two (2) years auditing or accounting experience;
- Any auditing certification, such as:
 - ✓ Certified Internal Auditor (CIA)
 - ✓ Certification in Risk Management Assurance (CRMA)
 - ✓ Certified Government Auditing Professional (CGAP)
 - ✓ Certified Fraud Examiner (CFE)
 - ✓ IT Auditing Certificate (CISA)

Special Conditions Associated with the Job:

- Willingness to travel to external locations, locally and overseas, in performance of audit obligations;
- May be required to work under adverse conditions from time to time.

3. Risk Officer (Level 10)

Job Purpose

Under the general direction of the Managing Director, the Risk Officer identifies risk, policies and processes that may affect the Transport Authority accounting and operational systems and procedures. Assures control and efficiency, documents findings and develops appropriate recommendations.

Key Responsibilities

Technical/Professional:

- Conducts Risk Assessments, collecting and analyzing documentation, statistics, reports and market trends;
- Establishes policies and procedures to identify and address risks in the Organization's services and Departments;
- Reviews and assesses Risk Management policies and protocols; makes recommendations and implements modifications and improvements;
- Recommends and implements Risk Management solutions such as insurance, safety and security policies, business continuity plans, or recovery measures;
- Reviews and analyzes metrics and data such as Cash Flow, inventory, breakage and employee activity that could uncover fraudulent behavior;
- Drafts and presents Risk Reports and Proposals to Executive Leadership and Senior Staff;
- Designs processes to eliminate or mitigate potential risks;
- Creates Contingency Plans to manages crises;
- Evaluates existing policies and procedures to find weaknesses;
- Prepares reports and present recommendations;
- Helps implement solutions and plans;
- Evaluates employees' risk awareness and train them when necessary.

Management/Administrative:

- Assists in preparing the Annual Risk Management Financial Budget;
- Manages risk engagement in a manner that ensures timely completion of the assessment and optimization of resources.

Required Knowledge, Skills and Competencies

- Integrity
- Openness to Change
- Ability to use own initiative
- Stress Tolerance
- Teamwork
- Continuous Improvement
- Client Knowledge
- Customer Service/Relationship management
- Leadership
- Strategy
- Thorough understanding of policies and best practices of Risk Management
- Excellent verbal and written communication skills
- Excellent mathematical and critical thinking skills
- Excellent analytical and problem-solving skills
- Excellent organizational skills and attention to details
- Strong supervisory and leaderships skills
- Proficient with Microsoft Office Suite or related software to prepare reports and policies.
- Sound Knowledge of the Financial Administration and Audit Act
- Sound Knowledge of Government Accounting Policies and procedures
- Sound Knowledge of Staff Order and Public Service Regulations
- Results Driven
- Knowledge of auditing and risk evaluation techniques
- Innovation
- Interpersonal Sensitivity

Minimum Required Qualification and Experience

- Bachelor's Degree in Risk Management, Finance, Accounting, or related field required. At least two (2) years related experience preferred;
- Certification in ACCA is a plus.

Special Conditions Associated with the Job:

- Willingness to travel to external locations, locally and overseas, in performance of audit obligations;
- May be required to work under adverse conditions from time to time.

4. Research Officer (Level 6)

Job Purpose

Plans, co-ordinates and executes survey activities, from the assignment stage to the generation of tables and preparation of final report including validating data collected and code data for entry.

Key Responsibilities

- Plans method to collect information and develop survey instruments according to survey design, which includes conducting survey utilizing sampling techniques or complete enumerator bases;
- Evaluates reliability of source information, adjusts and weights raw data and organize results in to form compatible with analysis by computer and other methods. This include:
 - ✓ Presenting numerical data by computer read outs, graphs, charts, tables written report or other method
 - ✓ Describing sources of data/information and limitation on reliability and usability
 - ✓ Tabulating survey data and analyzing results using statistical software;
- Collects data and updates records relating to the travelling population on route within the Kingston Metropolitan Region (KMTR) as well as in rural areas. This requires detailed studies of persons commuting daily, statistics of number of car owners, employed as well as unemployed persons, pensioners and the routes they traverse;
- Analyzes and tracks data relevant to the Public Passenger Transport Sector in order to document, report and project growth in the Industry;
- Co-ordinates, gathers, analyzes and updates data relating to the number of licensed and unlicensed vehicles operating as public passenger vehicles on each route island wide;
- Carries out surveys:
 - ✓ Of new settlements and makes recommendations for the seating requirements for these routes. Also, to determine the level of compliance of operators with respect to the type of license issued and prepares reports to inform the Operations Department of the routes requiring monitoring
 - ✓ To assess the needs of the traveling population in relation to the type of license and number of licenses issued
 - ✓ To update the statistical database of the Department, that is, the number of illegal operators on each route island wide, condition along road network, detailed route description for each route taxi and stage carriage operator, applications issued, received and processed monthly for each category of license issued by the Transport Authority. Also, to audit and generate reports on the number of legal operators on the various route inter alia
- Monitors changes to survey data overtime by doing statistical tests on data using software packages such as SPSS;
- Executes the data gathering process including the completion of questionnaires and other data collection tools; and the conducting of interviews;
- Co-ordinates and conducts research to determine the feasibility of routes requested for the operations of route taxis and stage carriages and submits reports of the survey's findings along with sound recommendations and route listing for the Licensing Committee's consideration;
- Updates survey reports for rural stage carriages and route taxis routes to ensure relevancy and accuracy of the information in the database;
- Collects, analyzes, classifies and manipulates data including generating tables and drafting reports;
- Defines data requirement and gather and validate data on:
 - ✓ Decline or growth in licenses and postulate theories for this occurrence
 - ✓ Population growth and or movement in communities. Makes recommendation(s) for resultant changes in transportation
 - ✓ Optimal provision of transportation for all communities
 - ✓ All classes of licences issued
- Documents the research findings and assists with the preparation of reports and presentation arising from the research;
- Evaluates route requests to eliminate duplications and determine availability of route and enter same in the LMIS database;
- Prepares monthly report of activities;
- Co-ordinates and conducts bi-yearly Customer Service Satisfaction Surveys;

- Assists in the preparation of timetables and route maps;
- Performs any other related duties that may be assigned by the Transport Authority from time to time.

Required Knowledge, Skills and Competencies

- Good problem-solving and analytical skills
- Good interpersonal skills
- Teamwork and co-operation
- Customer focus
- Good oral and written communication skills
- Conflict management
- Good decision-making skills
- Ethics and Integrity
- Compliance
- Personal Credibility
- Good planning and organizing skills
- Thoroughness
- Creative Thinking
- Organizational Awareness
- Professional and Personal Development
- Results Oriented
- Driving skills

Minimum Required Qualification and Experience

- Diploma in Planning, Geography, Economics or equivalent;
- Working knowledge of SPSS, GIS/AUTOCAD;
- Three (3) years working experience in a similar position.

Special Conditions Associated with the Job:

- Travelling to various sites and locations for collecting data and conducting surveys;
- Exposure to heat and dust;
- May be requested to work beyond normal working hours from time to time.

Applications accompanied by résumés should be submitted **no later than Monday, 23rd January, 2023 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**