



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 68
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7th February, 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 **vacant** post of **Technical Audit Officer (Grade 4)** in the **Registrar General's Department**, salary range \$2,735,387 - \$3,678,791 per annum.

Job Purpose

Reporting to the Internal Auditor, the incumbent has the responsibility to audit compliances to internal policies and procedures, including electronic transactions and ensure these are adequate to maintain integrity of the Agency's operations.

Key Responsibilities

- Conducts audits of Agency's technologies and processes;
- Conducts computer based audits;
- Recommends and maximizes use of electronic tools to perform computer-based audits Agency-wide, to ensure effective controls of Agency's electronic systems, transactions, data and processes;
- Makes follow up checks in Departments to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Tests and evaluates audit review procedures;
- Visits and performs audits of all Regional Office/Registration Centres in accordance with Annual Audit Plan;
- Complies with International Audit standards;
- Conducts special audit assignments/IT audit assignments as directed by the Internal Auditor;
- Performs any other related duties that may be assigned by the Internal Auditor from time to time.

Required Knowledge, Skills and Competencies

- Excellent analytical, critical thinking and problem solving skills
- Working knowledge of relevant computer applications
- Good computer programming skills
- Knowledge of SQL server
- Detailed oriented
- Good appreciation of auditing standards and practices
- Good knowledge of Agency's policies and procedures
- Excellent oral and written communication skills
- Innovativeness
- Outstanding interpersonal skills
- Easily adaptable – quick learner

Minimum Required Qualification and Experience

- First Degree in Computer Science, Management Information System (MIS), Accounts, Business Administration;
- Knowledge of Database Management tools would be an Asset;
- Skillset with analytic software such as MS-Excel, Crystal Reports, ACL/IDEA;
- Two (2) years related work experience.

Applications accompanied by résumés should be submitted **no later than Monday, 20th February, 2023 to:**

Director
Human Resource Management and Development
Registrar General's Department
Twickenham Park
St. Catherine

E-mail: hr.vacancies@rgd.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal line extending to the right.

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