



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 98**  
**OSC Ref. C.6555**

**6<sup>th</sup> March, 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 **Senior Auditor (FMG/AS 3)** in the **Independent Commission of Investigations (INDECOM) - (Commissioner's Office)**, salary range \$4,060,697 - \$5,461,186 per annum.

**Job Purpose**

The incumbent is responsible for analysing, reviewing and evaluating the financial and operational practices, systems, and procedures enforced in the Commission, reporting to the Commissioner any inadequacies and/or deviations from laws, rules, and regulations and ensuring that concerns are addressed in a timely and effective manner, recommending possible solutions/corrective actions, assisting in monitoring the Commission's risk environment and for supervising, monitoring and co-ordinating the work and staff of the Internal Audit Unit.

**Key Responsibilities**

- Contributes to the preparation of Internal Audit's Operational Plan and Budget;
- Develops overall Work Plans, strategies, priorities, and objectives for internal audit programmes designed to evaluate the efficiency and economy with which the Commission's financial accounting and operations are conducted;
- Provides direct or indirect leadership for particular Internal Audits to ensure that work objectives are accomplished in compliance with procedural, administrative, and audit standard requirements. This involves:
  - ✓ Planning, controlling, and executing an internal audit programme
  - ✓ Developing, or overseeing the development of, Internal Audit Plans that meet established standards
  - ✓ Ensuring the development and maintenance of permanent internal audit files
  - ✓ Issuing internal audit queries
  - ✓ Supervising, monitoring and co-ordinating the work and staff involved
- Ensures that the Commission's Accounting Records are accurate, complete and up-to-date through the installation of a proper system of internal checks;
- Ensures that there is compliance with Commission's policies, procedures, and standards;
- Monitors and evaluates the statistical data of the Commission to ensure that the records are accurate;
- Ensures the effectiveness and adequacy of control systems, procedures and records by undertaking spot-checks of these areas of the Commission's operations to detect waste, idle capacity and extravagance in the use of resources;
- Evaluates the effectiveness of certain policies and procedures in safeguarding the Commission's assets against defalcation, loss or waste and, where necessary, recommends to the Commissioner appropriate changes to the policies and procedures;
- Provides management with independent analysis, appraisal and recommendations on accounting and financial controls within the Commission;
- Analyses Budget data to allocate resources (staff, time, money and equipment) for Internal Audits and ensure proper utilisation of staff. Approves adjustments when required;
- Facilitates effective and pertinent communication within the Unit by:
  - ✓ Conducting group meetings to disseminate and communicate to subordinates significant information received through monitoring and liaisons
  - ✓ Timely informing the Commissioner of significant issues
- Develops and maintains effective, co-operative working relationships with all parties, both within and outside the Unit;
- Performs required administrative duties for staff supervised including written performance evaluations; approving or disapproving leave requests; approving travel requests and other administrative documents;
- Performs any other related duties that may be assigned from time to time by the Commissioner.

**Human Resource:**

- Monitors and evaluates the performance of direct reports;
- Prepares Performance Appraisals and recommend strategies for personal development;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, mentorship and coaching;
- Establishes and maintains a culture of teamwork and employee empowerment.

**Required knowledge, Skills and Competencies**

- Good knowledge of relevant laws, staff orders, policies and procedures specific to MDAs
- Good knowledge of audit and accounting methodologies such as sampling techniques
- Excellent presentation, oral and written communication and report writing skills
- Developed analytical skills with demonstrated abilities to identify risks and to determine materiality and levels of impact
- Ability to exercise initiative with developed capabilities to gather, analyse and evaluate facts in order to present clear and concise oral and written reports
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage staff

**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.

**Special Conditions Associated with the Job**

- Agreeable office environment;
- Intra-island travelling;
- Extended working hours are expected.

Applications accompanied by résumés should be submitted **via email no later than Friday, 17<sup>th</sup> March, 2023 to:**

[hrd@indecom.gov.jm](mailto:hrd@indecom.gov.jm)

**Please note that only short-listed 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**