



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 151**  
**OSC Ref. C. 5850<sup>14</sup>**

**3<sup>th</sup> April, 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 posts of Auditor (FMG/AS 2) two (2) positions**, in **Internal Audit Division, Ministry of Economic Growth and Job Creation**, salary \$3,770,761 - \$5,071,254 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Auditor assists with the implementation of audit programmes and procedures designed to ensure the integrity of Ministry operations and the adequacy of its Internal Systems of control.

**Key Responsibilities**

- Participates in the planning and prioritisation of Audit Programmes and the development of Audit Procedures;
- Conduct Audits based on Audit Programmes and Schedules;
- Conduct risks assessments of entities being audited to inform frequency and prioritization of Audits;
- Appraises the Financial and Accounting Systems and practices of the Ministry, Departments and Agencies. Verifies the adequacy and accuracy of financial records;
- Checks to ensure observation of and compliance with operational rules and regulations by the Ministry, Departments, and Agencies.
- Ensures compliance with established internal auditing standards in the conduct of Audits.
- Maintains current and complete working papers for all audit investigations;
- Identifies deficiencies and deviations from established financial, accounting, and operational standards and guidelines and recommends corrective action;
- Implements appropriate monitoring mechanisms to facilitate compliance with corrective measures where deficiencies and deviations have been identified;
- Recommend where appropriate, surcharge for breaches of rules and regulations;
- Liaises with Division Directors, Financial Controllers, the Auditor General, the Ministry of Finance and the Public Service and regulatory agencies in the conduct of Audits.

**Required Knowledge, Skills, and Competencies**

- Knowledge of Government operating laws, principles, and practices, including Accounts, Human Resource and Administration, Procurement
- Full grasp of the laws and regulations applicable to the Audit
- Proficient in the use of spreadsheets and other standard computer
- Ability to work as part of a team
- Excellent interpersonal skills
- Confidentiality and integrity
- Good written and oral communication
- Good analytical skills
- Meticulous

**Minimum Required Qualification and Experience**

- First Degree in Accounting, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent *and no experience*.
- Associate 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, 18<sup>th</sup> April, 2023 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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**