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(CENTRAL GOVERNMENT)
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CIRCULAR No. 173
OSC Ref. C.6222¹¹

19th 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 following **vacant** posts in the **Postal Corporation of Jamaica**:

1. **Information Manager (MIS/IT 6) - Information Technology and Business Services Unit**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Senior Auditor (FMG/AS 3) - Internal Audit Unit**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Assistant Auditor (FMG/AS 1) - Internal Audit Branch**, salary range \$3,094,839 - \$4,162,214 per annum.

1. **Information Manager (MIS/IT 6)**

Job Purpose

The incumbent is responsible for Internet and network connectivity across postal points, island-wide. The incumbent will ensure adherence to best practices and proven methodologies to promote continuous information operations and the integration of new value-added technical services and technology. The incumbent is responsible for a mission-critical service requiring stability, reliability and performance optimization. The responsibilities include LAN/WAN availability, server and network hardware, software, and related applications. The incumbent will provide technical expertise.

Key Responsibilities

Management/Administrative:

Strategic/ Administrative Support:

- Participates in the strategic and operational planning of the Organization;
- Contributes to the preparation and/or revisions of the Operational and Unit Plans;
- Attends Departmental meetings, conferences and seminars.

Technical/Professional:

- Provides network design, implementation, definition and co-ordination of standards, project management and technology research;
- Develops, maintains and supports LAN and multi-site enterprise WAN architecture, to support strategic objectives of the Organization;
- Monitors, assesses and reports on network and server bandwidth and resource utilization;
- Co-ordinates and executes upon approved adjustments and changes that increase performance and availability;
- Prepares and maintains documentation of network configurations and cabling layouts;
- Manages all related vendor support contracts for network hardware, software, connectivity;
- Designs, deploys and administers the wireless infrastructure and supporting systems;
- Recommends upgrades, patches, new applications and equipment;
- Trains team members on new hardware or software;
- Develops and monitors policies for the use of network resources;
- Monitors network to ensure optimal performance;
- Creates and maintains network users/permissions;
- Administers firewalls and Internet VPNs;
- Sets up and configures server hardware;
- Integrates the IP telephony system with enterprise LAN, WAN, wireless LAN and other Internet-based services and protocols;
- Ensures integrity and availability of data through continuous assessment of data backup operations;

- Provides advance notification of all planned system and network outages and set realistic expectations on availability;
- Co-ordinates and manages communication with stakeholders during all unplanned outages and incidents;
- Completes, maintains and processes pertinent paperwork and records;
- Performs any other related duties as directed by Director.

Human Resource:

- Manages the Human Resources assigned to the Unit in accordance with best practices and in particular, must be competent in recruitment of technical staff;
- Ensures that the performance management and Appraisal System is operated and that staff are given effective and timely feedback;
- Develops and monitors Job Descriptions and Work Plans for members of staff.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skills
- Customer and Quality Focus
- Ability to use own initiative
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Adaptability
- Good interpersonal skills
- Goal/Result oriented
- Compliance

Functional/Technical:

- Use of technology
- Technical skills
- Managing external relationships
- Methodical
- People management
- Good planning and organizing skills
- Financial and business acumen
- Good analytical thinking skills
- Strategic vision
- Managing the client interface
- Good leadership skills
- Change management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Studies/Information Technology from an accredited tertiary institution with prior experience with IT Service Management and/or IT Asset Management tools;
- Cisco Certification or other equivalent industry standard;
- Minimum of seven (7) year's related work experience in Network Administration.

Special Conditions Associated with the Job

- May be required to work long and unscheduled work hours to meet critical deadlines;
- Extensive travelling – Must own and operate a reliable motor vehicle.

2. Senior Auditor (FMG/AS 3)

Job Purpose

Under the direct supervision of 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 Corporation. The incumbent also assesses the adequacy, efficiency and effectiveness of internal controls in achieving desired objectives and where necessary, recommends appropriate solutions or corrective measures to be taken.

Key Responsibilities

Administrative/Management:

- Participates in the development of the Operational Audit Plan;
- Spearheads the development of Individual Work Plans for direct reports;
- Plans, directs and co-ordinates the work of direct reports;
- Manages performance through appraisals and discussions with direct reports;
- Liaises with Unit Heads regarding proposed audits;
- Represents the Unit at meetings and seminars as directed;
- Provides guidance/advice to team members.

Technical:

- Assists in the conduct of the Unit's Annual Risk Assessment exercise;
- Leads the conduct of the risk matrix exercise for team assignments;
- Determines audit approach, that is; plans the theory and scope of audits for direct reports;
- Prepares audit programmes and submits them to the Chief Internal Auditor for review.
- Selects areas for review based on the results of the risk matrices;
- Prepares and discusses individual assignments with direct reports;
- Develops and applies auditing procedures and techniques for conducting operational, financial and value for money audits;
- Assesses the adequacy, efficiency, effectiveness of internal controls and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives;
- Verifies the accuracy of financial and other records;
- Performs special investigations as directed and prepares an Interim Report;
- Prepares working papers for audits conducted;
- Reviews and signs off on working papers for direct reports;
- Performs entry and exit interviews, that is; discusses audit areas and findings with relevant Managers/Units Heads;
- Consolidates overall audit findings and prepares draft reports stating deficiencies, makes appropriate recommendations and submits report to the Chief Internal Auditor for review;
- Follows-up with Units Heads' responses to the audit report to determine whether deficiencies are corrected and improved procedures are implemented;
- Ensures the security of audit files.

Human Resource:

- Participates in the welfare and development of direct reports through the preparation of Performance Appraisals;
- Provides leadership to junior staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and on-the-job training and provides assistance and support as needed to improve performance;
- Recommends training for direct reports through the Chief Internal Auditor;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Postal Corporation and the Ministry;
- Recommends training for staff to the Human Resource Unit through the Chief Internal Auditor;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct;
- Performs any other related functions assigned by the Chief Internal Auditor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer and quality focus
- Good oral and written communication skills
- Good interpersonal skills
- Ability to use own initiative
- Integrity
- Good problem-solving and decision-making skills
- Adaptability
- Teamwork and co-operation
- Goal/Result oriented
- Compliance

Function/Technical:

- Use of Technology
- Impact and Influence

- Change Management
- Financial and Business Acumen
- Good planning and organizing skills
- Good technical skills
- Methodical
- Good analytical thinking skills
- People Management
- Managing External Relationships
- Strategic vision
- Good leadership skills
- Research Government administration systems, laws and policies and other instructions governing both financial and operational aspects of the GoJ
- The Staff Orders, Public Service Regulations, Procurement Guidelines, and the Financial Administration and Audit Act.
- Accounting and auditing standards, principles and practices
- Current auditing techniques

Minimum Required Qualification and Experience

- First Degree preferably in Accounting, Finance, Business Administration, Management or Economic plus;
- Over two (2) but less than five (5) years' experience in audit/specialized area;
- Successful completion of relevant government auditing courses and professional audit training would be an asset.

Special Conditions Associated with the Job

- Required to travel island wide in the performance of official duties;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

3. Assistant Auditor (FMG/AS 1)

Job Purpose

Under the general supervision of the Senior Auditor, the Assistant Auditor (FMG/AS 1) is responsible for assisting in the conduct of Operations Audit as assigned, to determine compliance with the provisions of the Public Body Management Act, FAA Act, Instructions and Regulations, laws rules and regulations relating to the Postal Corporation of Jamaica and any other relevant regulations, policies and guidelines issued from time to time. The incumbent is required to evaluate the efficiency, economy and operational effectiveness of management controls and established systems.

Key Responsibilities

- Assists with audit planning by collecting/analysing data/information;
- Conducts assigned audit activities in accordance with the instructions given by the Senior Auditor/Team Leader;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures;
- Prepares working papers highlighting audit findings and conclusions;
- Ensures that working papers are properly prepared and submitted for review;
- Clears any supervisory queries on the working papers submitted;
- Prepares individual timesheet;
- Assists with preparing and organising working paper files (current/permanent);
- Performs any other related duties that may be assigned from time to time by the Senior Auditor/Team Leader.

Required Knowledge, Skills and Competencies

Core:

- Customer and quality focus
- Good oral and written communication skills
- Good interpersonal skills
- Ability to use own initiative
- Integrity
- Good problem-solving and decision-making skills

- Adaptability
- Teamwork and co-operation
- Goal/Result oriented
- Compliance

Function/Technical:

- Use of technology
- Impact and influence
- Change management
- Financial and business acumen
- Good planning and organizing skills
- Methodical
- Good analytical thinking skills
- Technical skills
- Current accounting /auditing principles and techniques
- Principles procedures and practices of Accounting
- Laws and regulations that guide the operations of the Postal Corporation
- Research skills
- Government administration systems, laws and policies and other instructions governing financial and operational aspects of the Ministries and Portfolio Agencies;
- The Staff Orders, Public Service Regulations, Procurement Guidelines, etc.

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications;
- ACCA Level 1;
- One (1) year work experience.

Specific Conditions Associated with the Job

- Required to travel island wide in the performance of official duties;
- May at times be required to work long hours;
- May have to work in less than adequate physical conditions;
- May be exposed to personal security risks.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd May, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston, CSO**

Email: hrunit@jamaicapost.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**