



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 195
OSC Ref. C.4858⁴⁵

2nd May, 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 **Ministry of Agriculture and Fisheries**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the direct supervision of the Audit Manager/Co-ordinator (FMG/AS 4), the Senior Auditor (FMG/AS 3) conducts audits in accordance with the provisions of the Financial Administration and Audit Act, laws issued in the Public Service and international standards, by examining the effectiveness of the internal controls and making recommendations where necessary.

Key Responsibilities

Management/Administrative:

- Ensures that Leave Cards and Attendance Register for Team are updated and properly maintained;
- Certifies travelling claims for staff members;
- Assists in preparing the Unit's Annual Financial Budget.

Technical/Professional:

- Reviews the system of internal controls and the results of past audits;
- Conducts Risk Assessments to determine areas of priority;
- Identifies areas for special investigations;
- Selects and allocates tasks to Team Members by preparing, planning memoranda, time budgets, risk matrices and itineraries;
- Verifies the adequacy and accuracy of financial records; examines and appraise financial and accounting practices, systems and procedures; evaluates operational practices and departmental policies;
- Conducts special investigations regarding fraud, irregularities and problem areas;
- Consult 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;
- Maintains adequate working papers;
- Reviews and signs off working papers of Team Members as well as prepare review notes;
- Discusses audit findings with Team Members, Audit Manager/Co-ordinator and Chief Internal Auditor;
- Discusses audit findings with senior personnel (auditee) to obtain all relevant information not readily disclosed in the records and to give the opportunity to take immediate remedial action;
- Solicits a formal response from management by issuing an Audit Checklist;
- Writes audit reports stating condition, criteria, cause, effects and recommendations and submits to the Audit Manager/Co-ordinator;
- Advise personnel in general on policies and operational guidelines;
- Recommends audit areas to be included in Annual Work Plan;
- Ensures the security of Audit Files;
- Maintains confidentiality, professionalism and integrity of the Unit.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attains established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Team-work and co-operation
- Ability to use own initiative
- Integrity
- Compliance
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Customer and quality focus
- Managing partners
- Good leadership skills

Functional/Technical:

- Knowledge of Government operations
- Report writing skills
- Knowledge of accounting principles
- Knowledge of auditing principles

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

Special Conditions Associated with the Job

- Potential physical threat;
- Encounter potentially dangerous situations when conducting physical count of livestock etc;
- Possible exposure to adverse environments when conducting investigations in the field, such as infestation of lice, attack of rodents, inhalation of toxic fumes etc.

Applications accompanied by Résumés should be submitted **no later than Monday, 15th May, 2023 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

E-mail: jobopportunities@moa.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**