



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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21st June, 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 **Transport Authority**:

1. **Senior Auditor (Level 11) - Corporate Division**, salary range \$2,634,611 - \$3,401,243 per annum.
2. **Senior Investigator (Level 9) - Operations Division**, salary range \$1,609,159 - \$2,011,449 per annum.

1. **Senior Auditor (Level 11)**

Job Purpose

Under minimum supervision, the Audit Supervisor conducts and participates in financial, compliance, operational and any other audits performed by the Internal Audit Department, as well as evaluates the adequacy and effectiveness of institutional controls over organizational and functional activities.

Key Responsibilities

- Maintains a broad perspective/overview of ensuring accomplishment of Audit Plan;
- Directs, counsels, and instructs Audit Officers assigned to audit, and reviews their work for sufficiency of scope and for accuracy;
- Monitors the application of audit procedures and methodology and generally accepted auditing standards to review and evaluate financial and operational records for adequacy of internal controls, compliance with policy, GOJ's laws and regulations and/or professional best practices;
- Assigns and distributes work, reviews work accuracy, completeness, quality and conformance to departmental policy and other relevant standards and returns assignment with recommendations for proper completion;
- Determines and documents via flowcharts and narratives the nature of operations and system of internal control for the assigned audit areas;
- Conducts risk analysis of the audit area, evaluating various functions within the area against specified risk criteria and identifying for audit focus those functions having the highest risk;
- Plans the objectives, scope and methodology of the audit and prepare an audit programme;
- Determines the auditing procedures to be used, including sampling methods and the use of appropriate computer software;
- Identifies the key control points of the system;
- Performs the audit in a professional manner and in accordance with the approved audit programme;
- Obtains, analyzes and appraises evidentiary data as a basis for an informed, objective opinion on the accuracy of financial information and/or on the adequacy and effectiveness of the system of internal control;
- Ensures conformance with the Institute of Internal Auditors Standards as well as the GOJ's audit guidelines including the Department's policies and procedures;
- Prepares and delivers spoken and written presentations to management during and at the conclusion of the examination, discuss deficiencies and recommends corrective action to improve operations and reduce costs;
- Compiles and prepares formal written reports addressing the results of the audit;
- Appraises the adequacy of corrective action taken to improve deficient conditions;
- Monitors budgeted audit project hours;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the Financial Administration and Audit Act and GOJ's regulations
- Working knowledge of computerized accounting and auditing software
- Knowledge of auditing techniques and audit report preparation

- Good knowledge of accounting systems, controls, principles and practices. Knowledge of best practices regarding organizational policies and procedures
- Use of Technology
- Report writing
- Analytical thinking
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good oral and written communication skills
- Ability to use initiative
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Impact and Influence
- Good leadership skills

Minimum Required Qualification and Experience

- Certificate in Audit Technique Level I and II and other related training;
- ACCA Level II or equivalent qualification;
- Three (3) years minimum experience in Auditing or a closely related field;
- Knowledge of current professional accounting and auditing standards, procedures and reporting requirements with emphasis on GOJ's auditing standards and the Internal Auditing standards issued by the Institute of Internal Auditors.

Special Conditions Associated with the Job:

- Traveling to Regional Offices, Pounds, and any other assigned Transport Authority location.

2. Senior Investigator (Level 9)

Job Purpose

The incumbent has the responsibility to co-ordinate, direct, implement and supervise activities of the Investigators to ensure conformity with policies and procedures of the Authority and the relevant provisions of the "Transport Authority Act", the "Transport Authority Regulations", the "Public Passenger Transport (K.M.T.R.) Act", and any regulations made thereunder, the "The Public Passenger Transport (Rural Area) Act" and any regulations made thereunder, and the provisions of the "Road Traffic Act" and "Road Traffic Regulations" in so far as provisions relate to Public Passenger Vehicles.

Key Responsibilities

Technical/Professional:

- Serves on any person process or documents relative to any complaints or incidents and to attends Court/hearings as required;
- Detects and reports on any activity which impede on a safe, smooth and efficient Transportation Sector;
- Deploys Investigators as well as conducts daily Briefing and Debriefing Sessions;
- Implements, leads, manages and supervises investigative operational activities and the daily activities of the assigned locations to achieve compliance and reduction in the number of complaints;
- Prepares and submits reports on results of daily activities including written reports on all accidents, incidence on any other occurrence;
- Liaises with the Police and garner support from Justices of the Peace to verify and confirm statement/documents in line with the Transport Authority's investigations;
- Assists in the preparation of the Duty Roster;
- Maintains a Case Management System relative to all investigation undertaken;
- Assists in the co-ordination, preparation and implementation of Monthly Plans by preparing and submitting to the Chief Investigator weekly Work Plan geared towards achieving investigative objectives and targets;
- Monitors the Movement Dairy and other relevant forms/records to ensure that information entered is done on a timely basis, and that it is relevant, and accurate.

Human Resource:

- Manages team assigned; ensuring adequate standard of work and professionalism;

- Manages the welfare and development of Investigators through the preparation of Performance Appraisals and recommendations of required training and development performance;
- Provides leadership to Investigator through effective objective setting, delegation and communication;
- Provides guidance, assistance and support to staff through coaching, mentoring, and training as needed;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Department and Authority;
- Performs any other related duties that may be assigned by the Transport Authority from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of road traffic laws
- Sound knowledge of the Transportation Sector
- Sound knowledge of the relevant statutory regulations Knowledge of make and type of vehicles operating in the Public Passenger Transportation Sector
- Knowledge of relevant computer applications including word processing

Minimum Required Qualification and Experience

- Associate Degree in Business Administrative or any other related subject;
- Three (3) G.C.E. O'Level/C.X.C. subjects (General Proficiency level I-II) including English Language;
- Successfully complete the Area Supervisor level examination administered by the Transport Authority;
- Formal training in Customer Relations/Customer Service/Investigation;
- Five (5) years continuous working experience in similar discipline with at least one (1) year in a supervisory post.

Special Conditions Associated with the Job:

- Required to work long hours, especially when relief does not report for duty;
- Working hours are on a shift basis and sometimes work on weekends and Public Holidays are required.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th July, 2023 to:**

**Human Resource Management and Administrative Division
Transport Authority
119 Maxfield Avenue
Kingston 10**

Email: jobopportunities@ta.org.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**