



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 292 **OSC Ref. C. 6608⁸**

4th July, 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 **Chief Internal Auditor (FMG/AS 4) – (Band 10)**, in the **Ministry of Culture, Gender, Entertainment and Sport**, salary range \$5,597,715 – \$7,528,305 per annum.

Job Purpose

Under the general direction of the Permanent Secretary, the Chief Internal Auditor (CIA) plans, directs, co-ordinates and monitors the operations of the Internal Audit Division. The CIA continually assesses internal controls, processes employed to develop and implement new financial and non-financial systems and, to comment on the implications of identified strengths and weaknesses observed in the conduct of routine and special audits.

Key Responsibilities

- Participates in the Ministry's Strategic Planning process by preparing and monitoring the Division's operational plan and budget, ensuring that the work of the Division is carried out according to plan and agreed targets;
- Facilitates the development of Operational and Work Plans and programmes for the Division, ensuring staff members are effectively utilized and productivity is maximized;
- Oversees the work of Audit Teams engaged in financial and non-financial audits with the Ministry and its Departments and Agencies;
- Develops Annual Audit Plan to include the priority level of each assignment, time schedules and the deployment of staff;
- Reviews and approves the Audit Objectives, Scope, and audit programmes for assigned audit projects;
- Directs the performance of audit procedures, including identifying and defining issues and recommendations, developing criteria, reviewing and analyzing relevant information, evaluating evidence, documenting business processes and procedures, and completing audit documentation;
- Reports Risk Management issues and internal controls deficiencies identified and reported directly to the Audit Committee and provides recommendations for improving the Organization's operations, in terms of both efficient and effective performance;
- Conducts site visits as necessary to monitor audit progress and/or provide guidance and on the job training;
- Manages the preparation and submission of final Audit Reports based on findings, recommendations and/or other relevant comments. Present these reports to the Audit Committee and Permanent Secretary identifying areas requiring attention as well as ensuring implementation of any actions agreed;
- Maintains a working relationship with Internal Auditors based in the Departments and Agencies with reporting relationships to the Ministry of Youth and Culture. This is to ensure that they have all the information and support as needed. Special attention must be paid to those Departments and Agencies which do not have resident Internal Auditors;
- Co-ordinates the distribution and management of feedback to queries, follow-up procedures and audit results;
- Schedules and Chairs Exit Meetings to discuss audit findings with the respective Head of Divisions/Branches/Agencies;
- Performs special investigations and assignments as instructed;
- Facilitates and participates in the development and implementation of financial and/or non-financial systems within the Ministry and its respective Departments and Agencies;
- Prepares and submits reports, position papers, and other documents as required;
- Attends meetings and represents the Ministry at conferences, seminars and other fora as required.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Expert knowledge of current auditing principles, standards and techniques (for example, sampling techniques, VFM/Operational auditing, Risk assessments)
- Expert knowledge of accounting principles, procedures, standards and practices
- Sound knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Core:

- Excellent oral and written communication skills
- Strategic Vision
- Analytical thinking
- Excellent problem-solving and decision-making skills
- Teamwork and co-operation
- Excellent leadership skills
- People Management
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 17th July, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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**