



Office of the Services Commissions

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CIRCULAR No. 475 **OSC Ref. C. 5850¹⁵**

9th November, 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 Engineer, Technical Audit (SOG/ST 7)** in the **Policy Planning, Monitoring and Evaluation Division, Ministry of Economic Growth and Job Creation**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the direction of the Senior Director, Technical Audit and Special Projects, the Senior Engineer, Technical Audit will ensure that the technical auditing of roads, ancillary infrastructure and other projects is done by conducting periodic audit and monitoring projects. More specifically, the Senior Engineer Technical Audit is responsible for monitoring road maintenance and other works carried out by the NWA (and other contractors) and conducting field audits to ensure compliance with contract and technical specification.

Key Responsibilities

Technical/Professional:

- Assesses value of work completed to support the processing of invoices and payment certificates;
- Assists in identifying system deficiencies and recommends effective solutions to the Manager of the Branch;
- Assists in reviewing project funding requests from the NWA to establish compliance with required specification; makes recommendation on the feasibility of these intended implementations as well as their cost effectiveness;
- Assists with the preparation of response to audit queries relating to assigned projects;
- Performs Technical Audits on road works and infrastructure development projects as scheduled to:
 - Verify the procedures and materials used conform to established specifications
 - Verify levels, alignment and elevation of installations using surveyor's level and transit
 - Measure distances to verify the accuracy of dimensions of structural installations and layouts
 - Verify that erection of structural concrete and other site work complies with engineering drawing, specification and good construction practice
 - Carry out follow-up inspections as necessary
- Reviews Technical Audit Reports completed by external contracted auditors for accuracy and adherence to established guidelines; assists in monitoring performance to ensure compliance with terms of contracts and established operational procedures;
- Tracks requests for project funding and bills submitted by the NWA;
- Investigates and resolves issues/problems that may arise utilizing appropriate conflict resolution approaches and ensures that all relevant parties are consulted to avoid undue delays in project completion.

Management/Administrative:

- Maintains a daily log of inspection activities;
- Creates and maintains a database to track routine maintenance programmes against budgeted allocation to ensure projects are within the Budget and provides timely feedback to Manager, Technical Audit;
- Prepares and submits progress and other reports as required for review by the Manager, Technical Audit;
- Prepares payment recommendations for audited projects;
- Contributes to the preparation of the Branch's Operational Plan and Budget;
- Contributes to the review/development of operating standards and procedures to guide the Branch.

Other:

- Provides support to other Units in order to achieve established targets/objectives;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good technical report writing skills
- Honesty and integrity
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Good time management skills

Technical:

- Sound understanding of Technical Auditing techniques
- Sound understanding of quality assessment techniques
- Good understanding of road maintenance
- Adequate appreciation of technical contract administration
- Knowledge of relevant computer applications including CAD, GIS and Microsoft Projects

Minimum Required Qualification and Experience

- BSc in Civil Engineering/Construction or equivalent qualification;
- Certificate in Project Management;
- Seven (7) years' work experience in the field of engineer or related area;
- Two (2) years technical auditing experience.

Special Conditions Associated with the Job

- Island wide travelling to conduct site visits;
- Exposure to conditions related to the construction industry such as (noise, disruptive conditions, dust, heat and unsociable behaviour).

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd November, 2023 to:**

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

Email: human.resources@megic.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**