



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 524 **OSC Ref. C. 6530⁷**

19th December, 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 **Ministry of Labour and Social Security**:

1. **Productivity Specialist (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Internal Auditor (Contractual)**, salary range \$4,594,306 - \$6,178,830 per annum.

1. Productivity Specialist (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Senior Productivity Specialist, Technical Services Unit, the incumbent will provide technical assistance to private and public sector organizations in the area of productivity improvement programmes (PIP) based upon measurements and diagnostics and assist Private and Public Sector Managers in developing the capacity to undertake productivity measurements and benchmarking.

Key Responsibilities

- Trains managers to identify, measure and interpret key productivity indicators within their respective firms, Divisions or Units;
- Utilizes productivity measurements and diagnostic information (static and dynamic) to make PI decisions (operational, marketing, labour, capital and processes, etc);
- Develops and promotes Productivity Linked Wage Systems (PLWS);
- Assists in the development of JPC's Annual Budgets and Work Plans;
- Develops and maintains database of firms and industry benchmarks;
- Reviews and tracks development in the macro economy to identify opportunities and impediments for enhancing productivity and competitiveness;
- Prepares pamphlets, newspaper and website articles, brochures, briefing papers and technical reports on the subject of productivity;
- Assists in preparing costings for activities.

Required Knowledge, Skills and Competencies

- Strong quantitative and qualitative analytical skills;
- Strong management capabilities and interpersonal skills;
- Experience with the application of productivity improvement tools (TQM, BPI, ISO, JIT and Six sigma, etc);
- Knowledgeable in the interpretation of financial ratios, profitability ratios and productivity ratios derived from financial statements;
- Excellent communication (written and oral) skills;
- A disciplined approach to evidence-based PI recommendations e.g., benefit-cost analysis, time and motion analysis, queuing application, etc. integrity;
- Awareness of macro and socio-economic issues as well as political and administrative challenges and tendencies and their impact on productivity and competitiveness;
- Strong hands-on use of computer applications.

Minimum Required Qualification and Experience

- First Degree in Economics, Industrial Engineering, Business Administration with Operations Research, or a suitable combination of related disciplines;
- At least four (4) years' experience in a production environment at a supervisory level.

Special Conditions Associated with Job

- Visits to typical manufacturing or business establishments;
- Local, regional and international travel required.

2. Internal Auditor (Contractual)

Job Purpose

Under the direction of the Chief Internal Auditor, Ministry of Labour and Social Security, the incumbent is specifically responsible for managing the portfolio of audit projects and activities for the National Insurance Investment Secretariat and its subsidiaries and associated companies to promote good corporate governance towards achieving the Organization's Mission and Vision. This will be achieved through supporting the accomplishment of strategic objectives and helping to ensure that established financial, operational and compliance practices, and the related controls, are designed and operating effectively; lead financial and accounting investigations; provides reports as well as formal assessments of the adequacy of the National Insurance Investment Secretariat internal control environment in accordance with auditing standards and internal audit best practises.

Key Responsibilities

Management:

- Provides technical advice to Permanent Secretary, Transition Manager and other relevant personnel on audit and regulatory matters in accordance with international auditing standards and best practise;
- Provides technical support to ensure that international financial reporting standards (IFRS) are adhered to;
- Leads the end-to-end development and execution of audit plans and reports for the National Insurance Fund (NIF) and all subsidiaries or related companies;
- Prepares and provides Audit Strategic Plan, Audit Budget and programme;
- Determines audit scope and identify risks and implications, leveraging a risk based approach;
- Provides advice on audit and risk management issues relating to operations of the National Insurance Fund and all subsidiaries or related companies;
- Evaluates the adequacy of the policies and procedures of the NIF and its subsidiaries and associates;
- Participates in the development of the strategic direction of the National Insurance Fund;
- Provides reports that supports the effective administration of the Audit Committee and contributes to the continuous improvement of the Audit process;
- Participates in Board Meetings, Committee Meetings and Management Meetings to ensure Internal Audit is well informed of key business development that could have an impact on audit priorities and/or plans;
- Communicates audit findings and develops appropriate recommendations to mitigate possible losses and litigation and improve operational efficiency and effectiveness;
- Leads and directs the execution of follow-up reviews on all open audit issues to ensure Management's action plans are appropriate and adequately addressed within agreed timeframes as directed by the Board Audit Committee;
- Represents the National Insurance Fund at meetings, conference and other functions

Technical:

- Develops Work Plan in consultation with the Permanent Secretary, Transition Manager, Accounting Officer, Audit and Risk Management Committee, Investment Committee and Board on a needs basis;
- Develops Audit programmes and testing procedures relevant to risk and test objectives in the execution of Audit Engagement Field work;
- Conduct audits according to approved Work Plans, requirements of quality assurance and schedules and needs basis;
- Reviews financial statements and other related documentation to detect irregularities;
- Reports on control deficiencies to management and makes recommendations to mitigate risk and add value;
- Monitors both external and internal audit recommendations made to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Assists management on the development and implementation of internal controls through regular appraisal of the National Insurance Fund and subsidiaries activities;
- Reports to the Board Audit Committee and Management on audit findings and recommendations so that they can determine the appropriate collective plan;

- Develops risk-based audit plans to set out the priorities of the internal audit function, consistent with the organizational objectives and auditing standards;
- Implements and maintains quality assurance and improvement programme (QAIP).

Required Knowledge, Skills, and Competencies

- Excellent knowledge of local and international auditing standards and procedures including value for money audit;
- Sound knowledge of the fundamentals of Accounting, Finance, Commercial Law and Taxation;
- Excellent knowledge of the organization's policies and procedures;
- Excellent analytical and problem solving skills;
- Excellent interpersonal and customer service skills;
- Excellent presentation, oral and written communication skills;
- Excellent planning, time management and organizing skills;
- Technologically proficient in relevant computer applications including ACL;
- Sound knowledge of the Financial Administration and Audit Act, GOJ Procurement Act and any related GOJ policies, guidelines, regulations and procedures governing the Public Sector.

Minimum Required Qualification and Experience

- Completion of ACCA Level 3; **or**
- Post Graduate Degree in Accounts, or Finance, Business Administration, Management Studies (Accounting) or Economics (Accounting);
- Three (3) years' experience as a Senior Auditor;
- Working in a Financial Institution would be an asset.

Special Conditions Associated with Job

- Extensive travelling.

Applications accompanied by résumés should be submitted **no later than Thursday, 4th January, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**