



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 3 **OSC Ref. C. 6276¹³**

2nd January, 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 Internal Auditor (FMG/AS 3)** in the **Social Development Commission**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the general direction of the Senior Internal Auditor, the incumbent has the responsibility to assist in planning, organizing and controlling the work of the Internal Audit Unit: to develop audit procedures to ensure the existence of an effective and efficient system of internal control process; and to ensure compliance to the Laws, Rules and Regulations governing all financial transactions of the Commission.

Key Responsibilities

Technical/Professional:

- Assists with the development of the Annual Internal Audit Plan;
- Determines Internal Audit scope and develops audit objectives;
- Develops & maintains audit procedures to ensure the existence of an effective & efficient system of Internal Control (IC) processes;
- Conducts compliance audit of operational procedures in Head Office;
- Undertakes substantive audit of all monies received to ensure compliance with FAA Act & other Government regulations;
- Reviews procedure relating to the disbursement of funds to ensure efficiency and compliance with proper internal controls and Government Regulations;
- Conducts audit of all the Bank Accounts of the Head Office and reviews programmes associated with the bank accounts;
- Assists with audit of the Regional Accounting Centres operations and the related Parish Offices;
- Documents findings in relation to all audit checks and verifications carried out;
- Prepares and presents reports that reflect audit's results, and documents the process that outlines means of improving efficiency and effectiveness.

Required Knowledge, Skills and Competencies

Core:

- Ability to communicate effectively in both oral and written formats.
- Good organizational, time-management skills and high level of initiative and flexibility
- Ability to analyze, interpret and report findings and recommendations.
- Knowledge of modern office management principles, practices and equipment;
- Working knowledge of PC applications software, including word processing and spreadsheet packages

Functional:

- Ability to establish and maintain effective working relationships with management, employees and stakeholders.
- High integrity
- Confidentiality
- Ethical practices
- Team Player

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent;
- Over two (2) to five (5) years' experience in the specialized area;

- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

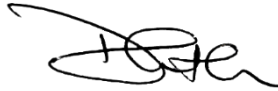
Applications accompanied by résumés should be submitted **no later than Monday, 15th January 2024 to:**

Senior Director
Human Resource Management and Development Division
Social Development Commission
22 Camp Road
Kingston 4

Email: hr@sdcc.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 (acting)