



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. 258

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21st June, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post **Audit Supervisor (FMG/AS 4) – (Not Vacant)** during the period **July 22, 2024 to September 20, 2024** in the **Internal Audit Unit, Office of the Prime Minister**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the supervision of the Chief Internal Auditor, the Audit Supervisor is responsible for planning, co-ordinating and directing the work of the Audit Teams, conducts Value for Money (VFM) and Risked-based audits of sensitive or complex nature of the Ministries, Departments and Agencies (MDA's). The Audit Supervisor also provides report of the adequacy, efficiency and effectiveness of the internal controls implemented by Management and recommend solutions or corrective measures, where applicable.

Key Responsibilities

- Ensures the effectiveness of Internal Controls and the accuracy of financial records in all Ministries, Departments and Agencies (MDA's);
- Identifies areas within the Ministries, Departments and Agencies (MDA's) to be audited during the year;
- Prepares audit procedures and sets performance targets;
- Assesses the results of the audit examination to identify possible weaknesses in the system and violations of rules and regulations;
- Liaises with external Departments/Agencies being audited to ensure compliance with audit procedure, clarifies (where necessary) any problems arising, and conducts on the job training;
- Reviews working papers/reports of Senior Auditors and manages the preparation and submission of final reports on findings recommendations and for other relevant comments;
- Ensures that the Chief Internal Auditor (CIA) is appraised of deficiencies in the effectiveness of the Internal Control Systems within the Ministries, Departments and Agencies;
- Prepares and submits timely and accurate report on deviations or departure from the approved system of controls and recommends changes for a more effective and efficient system on a quarterly basis;
- Maintains records to indicate work in progress and to facilitate monitoring of replies to audit reports/queries;
- Leads and manages the teams within the Internal Audit Unit in the achievement of the stated objectives;
- Develops and maintains current audit procedures and guidelines to identify deviation from the system of internal controls;
- Collects, organizes and analyzes information on sensitive and complicated audit assignments;
- Develops Risk Matrix and Audit Programme as it relates to each assignment;
- Reviews working papers/reports of Senior Auditors and manages the preparation and submission of final reports on findings, recommendations, and/or other relevant comments;
- Revisits external Department/Agencies for follow up audits.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent Interpersonal skills;
- Strong analytical and problem-solving skills;
- Good leadership skills;
- Good planning, organizing skills;
- Good negotiation skills;
- Good Judgment;

- Thorough knowledge of auditing, accounting principles combined with analytical skills and sampling techniques to determine the level of risk involved;
- Knowledge of Value for Money (VFM) auditing and experience in conducting audits in areas of economy, efficiency and effectiveness;
- Ability to identify the underlying causes and impact of weaknesses observed;
- Ability to identify significant issues to be audited ensuring accountability, programme effectiveness, economic acquisition of goods and services in relation to VFM;
- Good knowledge and experience of Government of Jamaica's operations and of Public Sector issues;
- Expert knowledge of the principles, procedures and practices of accounting;
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry;
- Integrity and ethics;
- Job knowledge;
- Official conduct;
- Proficiency in computer auditing techniques.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Business Administration, Management or Economics;
- OR**
- ACCA Fundamentals or equivalent and over five (5) years' auditing experience and relevant experience in the specialized area;
 - Successful completion of the relevant Government Auditing Courses and Professional Audit Training would be an asset.

Special Conditions Associated with the Job

- Assignments conducted at external locations;
- Maybe required to work outside of normal work hours and on weekends as the need arises.

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

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**