



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 288

OSC Ref. C.6555¹⁷

19th July, 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 fill the post of **Senior Auditor (FMG/AS 3)- (Not Vacant)** during the period of **September 16, 2024 to December 9, 2024** in the **Ministry of Industry, Investment and Commerce**, salary range \$5,198,035- \$6,990,779 per annum.

Job Purpose

Under the general direction of the Chief Internal Auditor, plans, directs and coordinates the work of direct reports, examines and reports on the level of compliance with relevant laws, rules, regulations and policies governing the Ministry, assesses the adequacy, efficiency and effectiveness of internal controls in achieving desired objectives and recommends solutions or corrective measures where possible.

Key Responsibilities

Management:

- Participates in the development of the operational and annual audit work plan;
- Plans, directs and coordinates the work of the Audit Team and directs preparation of reports;
- Represents the unit at meetings and seminars as directed.

Technical/Professional:

- Assists in conducting risk assessment;
- Determines audit approach, i.e., plans the theory and scope of audits;
- Develops audit programmes;
- Develops and applies auditing procedures and techniques in conducting operational, financial and value for money audits;
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives;
- Verifies the accuracy of financial and other records;
- Conducts site visits where relevant;
- Reviews and signs off on working papers for direct reports;
- Prepares working papers for audits conducted;
- Discusses Audit Findings with relevant Managers/Department Heads;
- Consolidates overall audit findings;
- Prepares reports on audit findings stating deficiencies, makes appropriate recommendations and submits report to the Chief Internal Auditor;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor.
- Ensures the security of audit files.

Human Resources:

- Participates in the welfare and development of direct reports through the preparation of performance appraisals;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Manages the Unit in the absence of the Chief Internal Auditor;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs other related functions assigned by the Chief Internal Auditor from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Good planning and organizing skills;
- Compliance with the Ministry rules and regulations.

Technical:

- Comprehensive knowledge of accounting principles, procedures, standards and practices;
- Comprehensive knowledge of current auditing principles, standards and techniques;
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry/Agencies;
- Proficiency in the use of relevant computer applications;
- Working knowledge of supervisory practices and standards;
- Good analytical skills;
- Compliance with Auditing Standards and Procedures.

Minimum Required Qualification and Experience

- B.Sc. in Accounting/Management Studies; **or**
- ACCA Level 1; **or**
- Diploma in Accounting/Finance/Business Administration/ Management Studies; **or**
- Certificate in Accounting/Finance/Business Administration/ Management Studies; **or**
- Certificate in Government Accounting from the Management Institute for National Development (MIND); **or**
- Three years relevant experience in Private or Public Sector.

Special Conditions Associated with the Job

- May have exposure to 10-15% of aggression/hostility;
- Will be required to travel to external sites to conduct audits.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd August, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**