



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 287
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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 **vacant** post of **Senior Internal Auditor (Level 8)**, in the **Internal Audit Branch, National Fisheries Authority**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Chief Internal Auditor (CIA), the Senior Internal Auditor supports the CIA in establishing and implementing an internal audit programme and control systems designed to evaluate the adequacy, efficiency and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act, and other regulations and directives issued by Ministry of Finance and the Public Service.

Key Responsibilities

Administrative:

- Assists in the development of the Operational and Annual Audit Work Plan;
- Represents the Unit at meetings and seminars, as directed.

Technical/Professional:

- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines, in achieving desired objectives;
- Verifies the adequacy and accuracy of financial records, examines and appraises systems and procedures, evaluates operational performance and Department policies and, from time to time, performs special investigations and value for money audits, in keeping with audit plan;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption, where appropriate, to improve the effectiveness of the Division;
- Executes and reviews audit-engagement fieldwork;
- Prepares, maintains and reviews adequate working papers in accordance with established guidelines for timely submission;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Conducts special investigations/assignments, as directed by the Chief Internal Auditor;
- Attends and Minutes entrance and exit meetings;
- Ensures the security of audit files;
- Establishes and maintains good working relationships with external auditors and other stakeholders.

Human Resource:

- Manages the Unit in the absence of the Chief Internal Auditor;
- Provides leadership and guidance to team members through effective planning, delegation, communication, training, mentoring and coaching;
- Attends training sessions as mandated by the Department/Unit;
- Ensures self-awareness and adherence to standards, policies, procedures and regulations of the Department/Unit;
- Performs any other related duties that may be assigned by the CIA from time to time.

Required Knowledge, Skills and Competencies

Core:

- Effective oral and written communication skills;
- Working collaboratively;
- Management of human resource;
- Good strategic and analytical thinking skills;

- Driving continuous change and improvements;
- Effective decision-making skills;
- Ensuring value for taxpayer's money;
- Resource mobilization;
- Providing quality service.

Technical:

- Good knowledge of Government procurement practices;
- Ability to critically assess accounting and operating systems and procedures;
- Good knowledge of FAA and PBMA Acts and Regulations;
- Excellent knowledge of Accounting principles;
- Excellent knowledge of auditing principles;
- Strategic planning;
- Operational planning;
- Monitoring and evaluation;
- Risk Analysis and Mitigation.

Minimum Required Qualification and Experience

- B.Sc. Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution;
- Completion of relevant Government Accounting/Auditing Courses and professional audit training;
- Four (4) years' related experience in accounting/auditing.

OR

- Association of Certified Chartered Accountant Level 3 (ACCA 111) or any equivalent recognized professional qualification in accounting or management;
- Completion of relevant Government Accounting/Auditing Courses and professional audit training;
- Four (4) years related accounting/audit experience.

Desirable:

Any auditing certification such as:

- Master's Degree in a relevant area;
- Certified Internal Auditor (CIA);
- Certification in Risk Management Assurance (CRMA);
- Certified Government Auditing Professional (CGAP);
- Certified Fraud Examiner (CFE);
- IT Auditing Certificate (CISA).

Special Conditions Associated with the Job

- May be required on occasions to work on weekends and holidays;
- May be required to travel;
- Exposure to confidential and sensitive information;
- Encounter potentially dangerous situations when conducting physical checks at outstations etc.;
- Possible exposure to adverse environments when conducting investigations in the field. such as inhalation of gas fumes etc.;

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

**Senior Director
Corporate Services Division
National Fisheries Authority
2c Newport East
Kingston 11**

Email: fisherieshr@moa.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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