



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 358 **OSC Ref. C. 6222¹³**

12th September, 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 of **Chief Internal Auditor (FMG/AS 4) – (Not Vacant)** in the **Administration Division, Post & Telecommunications Department**, salary range \$6,333,301 – \$8,517,586 per annum.

Job Purpose

Under the general direction of the Postmaster General (PMG), the incumbent manages the Internal Audit function of the Department by establishing and implementing internal audit programmes, which examine and evaluate the adequacy of management control systems provided to accomplish the objectives of the Department in its operations.

Key Responsibilities

Management/Administrative:

- Develops and ensures the implementation of policies and procedures to guide the operations of the Unit within the framework of Government guidelines and international auditing standards (confers with the PMG);
- Participates in the development and implementation of the strategic direction of the Department;
- Leads the development and implementation of the Unit's Corporate and Operational Plans and Budget;
- Ensures that the objectives of the Internal Audit Unit are clearly defined and communicated to the staff;
- Provides assistance/advice to the PMG on internal audit issues, as requested;
- Develops new policy guidelines in response to changing systems and practices in auditing standards;
- Develops programmes to determine whether ethical behaviour is consistent with international standards and other related Agencies;
- Keeps abreast of trends and developments in internal audit management and recommends relevant adoption, where appropriate, to increase the effectiveness of the Audit Unit;
- Represents the Unit/Department at meetings/conferences and other functions, as required.

Technical/Professional:

- Leads Internal Audit's Annual Risk Assessment Planning process to develop the Audit Plan and ensures the Plan is responsive to and aligned with the risk profile of the Department;
- Leads the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the PTD;
- Manages the process for the review of organizational activities in order to determine its compliance with legislative and policy parameters;
- Develops Work Plans in consultation with the Heads of Units and Post Offices and Audit team;
- Develops one year Audit Plans in consultation with audit team leaders to include the priority level of each assignment, time scheduled and the deployment of staff;
- Oversees the execution of individual audits defined in the Audit Plan, ensuring the highest level of service quality and client satisfaction.
- Reviews and validates the working papers of all audits undertaken by the Internal Auditors;
- Issues all Internal Audit reports, ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management;
- Reviews audits reports and makes recommendations for changes in processes and procedures;
- Monitors Unit Head's responses to audit reports to ascertain the level of deficiencies corrected and adherence to internal controls;
- Manages the preparation and submission of final audit reports with relevant recommendations, and ensures timely submission of documents/information requested from the Unit;
- Monitors audit findings and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;

- Prepares and submits quarterly reports on audits conducted to the Ministry of Finance and Public Service and Audit Committee.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions, where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized to the policies, procedures and regulations of the Public Service/Department;
- Conducts audit staff training;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Excellent knowledge and understanding of GoJ administration system, procurement policies and procedures, the Financial Administration and Audit Act and Financial Instructions, (FAA), the Staff Orders and the Public Service Regulations and other applicable regulations;
- Sound knowledge of finance and accounting principles and practices;
- Sound knowledge of general accepted Auditing Standards.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset.

Special Conditions Associated with the Job

- Required to travel island wide;
- Possession of a valid Driver's License and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th September, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston CSO**

Email: recruitment@jamaicapost.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**