



## Office of the Services Commissions

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**CIRCULAR No. 387**  
**OSC Ref. C.5166<sup>8</sup>**

**26<sup>th</sup> 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 **Human Resource Auditor (GMG/SEG 2) – (Not Vacant)** in the **Public Service HR Audit Unit, Office of the Services Commissions (Central Government)**, salary range \$4,266,270 - \$5,737,658 per annum.

### **Job Purpose**

The incumbent will be required to support the Director, Human Resource Audit in assessing the performance of Ministries/Departments/Executive Agencies to determine compliance with guidelines governing the management of delegated Human Resource function.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Assists with the development and implementation of the audit and monitoring programmes for Ministries/Departments/Executive Agencies assigned;
- Assists in conducting Human Resource Audits by examining minutes of Human Resource Committees' Meetings, personal and other files, and other sources of secondary data, as well as assisting in the conduct of interviews and focus group discussions to determine the level of compliance to the standards outlined in the Accountability Agreement;
- Prepares working papers and reports on audit findings for submission to the Senior Human Resource Auditor and/or Director, Human Resource Audit;
- Makes recommendations for corrective action and improvement;
- Conducts on-going monitoring activities including site visits of the Ministries/Departments/Executive Agencies assigned and examination of personnel transactions and quarterly reports submitted;
- Prepares monitoring reports, as required, as well as provides assistance in the preparation of Audit Reports;
- Provides general information on Human Resource issues affecting delegation, as requested.

### **Required Knowledge, Skills and Competencies**

- Sound analytical skills;
- Sound interpersonal skills;
- Excellent oral and written communication skills;
- Knowledge of the general operations of the machinery of government, especially the Public Sector HR Management and Development framework;
- Sound personal and professional integrity;
- Excellent customer orientation skills;
- Computer literacy (Microsoft Office suite).

### **Minimum Required Qualification and Experience**

- First Degree in Human Resource Management/Development, Public Administration, Management or, any equivalent combination of qualifications and training;
- Five (5) years working experience in the field of Human Resource Management.

### **Special Condition Associated with the Job**

- Position requires travelling and occasional overnight stays.

Applications accompanied by résumés should be submitted **no later than Friday 4<sup>th</sup> October, 2024 to:**

**Director  
Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4**

Email: [hrm@osc.gov.jm](mailto:hrm@osc.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**