



Office of the Services Commissions

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CIRCULAR No. 402 **OSC Ref. C. 5850¹⁷**

8th October, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Audit Manager (FMG/AS 4) (2 vacant posts) - Internal Audit Division**, salary range \$6,333,301 - \$ 8,517,586 per annum.
2. **Director Final Accounts and Reporting (FMG/PA 3) (Not Vacant) - Finance and Accounts Division**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Senior Payroll Officer (FMG/AT 3) (Not Vacant) - Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Bank Reconciliation Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Audit Manager (FMG/AS 4)

Job Purpose

Under the direction of the Chief Internal Auditor (CIA), the Audit Manager is responsible for overseeing the audit teams in the execution of audit engagements of different levels of complexity, ensuring that internal assessments adhere to relevant guidelines, laws and regulations. The Audit Manager provides expert internal audit consultation and advisory services to the Ministry and its Departments, Statutory Bodies, Public Bodies and Agencies, while providing support to the CIA in ensuring the efficiency of sound internal controls, risk management, compliance, governance and adherence of audit processes and procedures to internal audit standards.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Division's Corporate/Operational Plans, Budget;
- Develops Individual Work Plan in keeping with the Division's Operational Plan;
- Supervises the preparation of reports for the CIA, Permanent Secretary, relevant Senior Executives, Internal Audit Directorate, and other relevant stakeholders;
- Attends Public Accounts Committee (PAC) and Public Administration and Appropriations Committee (PAAC) of the Parliament of Jamaica to provide necessary information and support to the PS and CIA;
- Represents CIA at meetings, conferences, workshops and seminars;
- Prepares time and expense budget;
- Prepares reports and audit project documents, as required;
- Delivers Internal Audit presentations, when necessary;
- Supports and maintains customer service principles, standards, and measurements.

Technical/Professional:

- Assists the Chief Internal Auditor in carrying out strategic and risk-based planning for the MEGJC, its Departments and Agencies;
- Contributes to the development and implementation of the Annual Audit Plan and Audit Work Plan, ensuring adherence to MEGJC's policies, regulatory requirements, and guidelines, in preparation for submission to relevant key stakeholders;
- Applies knowledge of accounting principles, financial record-keeping procedures and general audit practices to carry out audits effectively;
- Provides recommendations on appropriate techniques, tests, and sampling methods for conducting audits, ensuring team members adhere to Internal Audit Standards, Accounting Standards, and Financial Regulations;
- Participates in the planning and execution of information technology (IT) audit projects;

- Oversees the execution of mandatory routine pre-audit functions and activities, including verifying leave and pension calculations, final payments resignations, gratuity payments, and salaries, in accordance with the FAA Act and Instructions;
- Maintains and supports an approved quality assurance and improvement programme that encompasses all aspects of Internal Audit;
- Assists MEGJC's Departments, Statutory Bodies, Public Bodies and Agencies in conducting quality self-assessments, compliance monitoring, and risk management activities, as needed;
- Oversees the preparation and content of audit reports, drawing conclusions and making recommendations based on evidence analysis;
- Proposes changes to Standard Operating Procedures and Methodologies within the Divisions of the Ministry, to ensure consistency and alignment with the GoJ's goals, objectives and targets;
- Conducts visits as needed to MEGJC's Departments, Statutory Bodies, Public Bodies and Agencies undergoing audits, to ensure adherence to audit procedures, resolve challenges, and maintain positive client relationships;
- Prepares reports on any deviations or departures from approved internal control systems, as well as any perceived risks, and recommends changes to ensure compliance and effectiveness;
- Manages the output of assigned audit team responsible for financial and non-financial audits within their designated areas of responsibilities;
- Evaluates audit findings to identify potential weaknesses, risk exposure and violations of rules and regulations;
- Contributes to the development and implementation of financial and non-financial systems and controls;
- Oversees the progress of audits, ensuring compliance with audit procedures and quality assurance standards;
- Provides guidelines and instructions to team members, tailoring them to each programme and functional area;
- Reviews working papers to ensure compliance with Internal Audit policies, quality assurance standards, processes and standards.

Human Resource:

- Provides effective management and guidance through effective planning, delegation, communication, training, mentoring, and coaching of highly skilled audit professionals;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Coordinates the development of Individual Work Plans and recommends performance targets for assigned staff;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfers, promotion and leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors staff performance and facilitates timely and accurate completion of annual performance appraisals and other periodic reviews;
- Implements disciplinary measures in accordance with established guidelines/practices.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal, oral and written communication skills;
- Integrity;
- Teamwork and co-operation;
- Good initiative;
- Compliance;
- Good analytical thinking skills;
- Good planning and organizing skills;
- Good time management skills;
- Goal/result oriented;
- Customer and quality focus;
- Ability to adapt.

Functional/Technical:

- Use of technology;
- Technical skills;
- In-depth knowledge of Audit Principles and Techniques, including ICT Audit;
- Expert knowledge of the Government of Jamaica's Accounting and Audit standards;

- Expert knowledge of FAA Act, Accounting Principles and Practices;
- Knowledge of GoJ ICT systems;
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of policy monitoring and evaluation frameworks;
- Proficient in integrating multiple ideas and complex information into a coherent summary, such as reports;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies, and programmes;
- Familiarity with GoJ relevant procedures, Acts, policies and legislation governing GoJ operations;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis.

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.

2. Director Final Accounts and Reporting (FMG/PA 3)

Job Purpose

Under the general direction of the Principal Finance Officer, the incumbent is responsible for the preparation of the accounts of the Ministry and all its Divisions on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Permanent Secretary.

Key Responsibilities

Management/Administrative:

- Assists in the development and updating of objectives and strategies of the Division's Strategic/Operational Plan;
- Participates in the quarterly evaluation of the performance of programme managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Advises the Permanent Secretary, Minister, and Director General on the financial performance of the Ministry and its financial status;
- Provides expert advice and specialist assistance to programme managers, as required;
- Prepares Progress, Annual, Special and other reports, as necessary;
- Represents Minister, Permanent Secretary at meetings, conferences, workshops and seminars, as required

Technical/ Professional:

- Manages the preparation of the accounts of the Ministry and its Divisions, namely its Recurrent, Capital A, Capital B and Deposits accounts;
- Reviews reports and accounts submitted by various Divisions/projects, which are in receipt of Imprest or other advance, checking conformity to the requirement of the FAA Act and other relevant stipulations;
- Prepares relevant and requested reports for international bodies and funding Agencies according to stipulated standards;
- Ensures that financial statements are supported by adequate notes, where required, by the requisite accounting standards;
- Conducts training sessions and on-the-job training, as required;
- Responds to queries and provides information in relation to financial statements;
- Reviews financial statements for inclusion of adequate notes, where required, by the requisite accounting standards;
- Ensures officers in the Unit and the relevant Departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOF Circulars, Accounting Manual and other guidelines critical to the performance of their jobs.

Human Resource:

- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Strategic and Operational Plans and Budgets, and monitoring the Unit's achievement against them;
- Developing and managing the performance of the Unit, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensures that the Division provides a consistently high level of service to them;
- Devises job rotation strategy for the Division in collaboration with the Human Resources Division;
- Evaluates the performance of the direct reports;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme;
- Sets agreed individual performance targets and monitoring performance and providing feedback to staff by monitoring and giving insight on the performance of their duties and assumption of their responsibilities;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills;
- Good problem-solving skills;
- Good team building skills;
- Excellent planning and organizing skills;
- Excellent interpersonal and influencing skills.

Technical:

- Excellent analytical and judgment skills;
- Excellent grasp and working knowledge of GoJ regulations related to public sector financial accounting;
- Skilled in the operation of GoJ Financial Management Systems and in the use of Microsoft Office applications.

Minimum Required Qualification and Experience

- BSc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting from MIND, along with the Diploma in Government Accounting, MIND.

3. Senior Payroll Officer (FMG/AT 3)**Job Purpose**

The incumbent is responsible for assisting with the timely and accurate preparation of the Ministry's Payroll.

Key Responsibilities**Management/Administrative:**

- Prepares Individual Work plan based on strategic alignment with the Division's Operational Plan;
- Prepares Annual/Quarterly and Monthly Reports, as required;
- Participates in meetings, seminars, conferences and workshops, as necessary.

Technical/Professional:**Salary Computation**

- Enters all relevant information in connection with the payment of salaries to the payroll system including:
 - Salary particulars for new employees;

- New appointments (promotions) and acting appointments;
- Details of deductions to be made from salaries;
- Transfers, Resignations, Dismissals, Study Leave, Vacation Leave and Dates of Resumption.
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Conducts recovery of advances and overpayment of salaries;
- Maintains and balances the “On and Off” Salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the Payroll, showing such information as the Date of Appointment, anniversary date for the payment of increment, post, cost centre, Salary Scale, present salary and notes regarding acting appointment;
- Monitors that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

Deductions and Returns:

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Makes Annual Returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Unit with the following particulars on each member of staff:
 - Name of employee
 - Present salary
 - Date of Appointment
 - Anniversary date for the payment of incremental salary adjustment.
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Good problem-solving skills;
- Good team skills.

Technical:

- Good judgement skills;
- Knowledge of Government payroll computation and administration.

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor’s Degree programmes mentioned above.

4. Bank Reconciliation Officer (FMG/AT 2)

Job Purpose

The incumbent is responsible for providing proper and timely reconciliation of the following bank accounts; Recurrent, Capital A, Capital B, Deposits and Salaries Bank Account.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan based on strategic alignment with Division's Operational Plan;
- Prepares and submits Annual/Quarterly and Monthly Reports, as required;
- Participates in meetings, seminars and workshops, as needed, based on job functions.

Technical/ Professional:

- Ensures that Bank Statements and cashed cheques are collected promptly from the bank;
- Ensures that all cheques are properly checked off against the Bank Statements to determine any discrepancies;
- Liaises with respective banks when errors are found on Bank Statements and follows-up with bank until errors are corrected;
- Ensures that Bank Statements are posted to the system;
- Ensures that bank charges, debit advices, credit advices, stale cheques and other related documents are sent to the Journal Officer for the preparation of journal;
- Prepares and submits completed bank statements to the Director, Final Accounts and Reporting;
- Examines Reconciliation Summary and Details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Prepares and submits completed Bank Reconciliation Statements to the Director, Final Accounts and Reporting.

Human Resource:

- Contributes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division, through the development of procedural manuals and other duties prescribed within the framework;
- Assists in preparing and conducting presentations on role of the Unit for the Orientation programme.

Required Knowledge, Skills and Competencies

Core:

- Excellent problem-solving skills;
- Excellent interpersonal and customer service skills;
- Excellent oral and written communication skills;
- Ability to lead and work in a team.

Technical:

- Excellent knowledge of Government Accounting policies and procedures;
- Knowledge of manual and automated bank reconciliation;
- Sound knowledge of the Financial Administration and Audit (FAA) Act;
- Excellent working knowledge of relevant computer application.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.


Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd October, 2024 to:**

Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.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