



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 427 **OSC Ref. C. 6528¹³**

29th 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 the following **vacant** posts in the **Office of the Information Commissioner (OIC)**:

1. **Internal Auditor (FMG/AS 4)**, salary range 6,333,301 - \$8,517,586 per annum.
2. **Strategic Planning Analyst (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Information Systems Analyst (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Internal Auditor (FMG/AS 4)

Job Purpose

The incumbent is responsible for reviewing internal control systems and objectively examine, evaluate and advise on the adequacy of internal control as a contribution to the proper, economic and effective use of resources at the OIC.

Key Responsibilities

Management/Administrative:

- Develops and ensures the implementation of policies and procedures to guide the operations of the Division within the framework of Government of Jamaica guidelines and international auditing standards;
- Engages in the formulation and execution of the strategic direction of the OIC;
- Leads the development and implementation of the Internal Audit Division's Corporate and Operational Plans and Budget;
- Ensures that the objectives of the Division are clearly defined and communicated to the staff;
- Keeps informed about trends and advancements in internal audit management and suggests pertinent recommendations to enhance the efficacy of the Audit Division;
- Monitors Agency/Divisional 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 and information requested from the Division;
- Represents the OIC at meetings, conferences and other functions, as necessary;
- Provides assistance or advice to the Information Commissioner on internal audit issues, as requested;
- Develops new policy guidelines in response to changing systems and practices in auditing standards, in keeping with the FAA Act and GOJ policies;
- Approves Individual Work Plans for the Division;
- Develops programmes to determine whether ethical behavior is consistent with international audit standards.

Technical/Professional:

- Reviews and reports on proper control over the receipts, custody, and utilization of all financial resources of the OIC;
- Reviews and reports on conformity with financial and operational procedures in order to ensure effective control over the expenditure of the OIC;
- Reviews and reports on the correctness of classification and allocation of revenue and expenditure accounts;
- Reviews and reports on the reliability and integrity of financial and operating data;
- Reviews and reports on the systems in place used to safeguard assets and, as appropriate, the verification of the existence of such assets;
- Reviews and reports on operations or programmes to ascertain whether results are consistent with established objectives and goals;

- Evaluates information security and associated risk exposures;
- Leads the annual Risk Assessment exercise to determine priority audit areas;
- Liaises with external Auditors, where appropriate, in the preparation of the Annual Audit Work Plan;
- Examines the effectiveness of all levels of management in their stewardship of the OIC's resources and their compliance with established policies, procedures, Government regulations and guidelines, and makes recommendations for improvement, as necessary;
- Conducts special investigations of a complex nature;
- Reviews and signs off on working paper files and draft Audit Reports;
- Meets with the Information Commissioner and Department Heads to discuss audit findings;
- Prepares final Audit Reports stating deficiencies, implications, recommendations and management responses, and submits the reports to the Information Commissioner, Department/Agency Heads and the OIC's Audit Committee.
- Prepares and submits Quarterly Reports on audits conducted to the Ministry of Finance and the Public Service;
- Prepares and submits Quarterly Status Reports on activities conducted by the Audit Division to the OIC's Information Commissioner;
- Authorizes the publication of reports and results of audit examinations, including recommendations for improvement;
- Attends Operational Meetings where the Audit Department has a key role in the development and verification of systems;
- Ensures the security of audit files;
- Ensures that the activities of the Audit Unit are conducted in compliance with international auditing standards.

Human Resource Management:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Manages the welfare and development of the Division's staff through the preparation and review of Performance Appraisals and the recommendation of required training and developmental programmes;
- Develops and implements a Succession Planning Programme in collaboration with the Human Resources Division, to ensure continuity of skills and competencies in the Division;
- Ensures the training needs of the Branch are adequately identified and addressed;
- Participates in the recruitment of staff for the Division;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Branch and the OIC;
- Ensures that proper working conditions exist for the Internal Audit staff;
- Administers disciplinary action in keeping with human resource policies and procedures;
- 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;
- Customer and quality focus;
- Teamwork and co-operation;
- Good interpersonal skills;
- Compliance;
- Ability to use own initiative;
- Good leadership skills;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Quality of output;
- Integrity.

Functional:

- Use of technology (relevant computer applications);
- Managing external relationships;
- Strategic vision;
- Analytical thinking skills;
- Impact and Influence;
- People Management;
- Change management;
- Goal/result oriented;
- Methodical;
- Excellent report writing, public speaking and presentation skill;

- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAA Act;
- Excellent consultative abilities in guiding communication approaches in support of executive leaders and business strategy;
- Excellent knowledge of accounting and auditing standards, principles and practices.

Minimum Required Qualification and Experience

- ACCA Level 2 or 3;
- Associate of Science Degree in Accounting from the Management Institute for National Development along with the completion of the revised certificate in Government Accounting Course.

OR

- Bachelor of Science Degree in Accounting or Management Studies and Business Administration with Accounting from a recognized University;
- Postgraduate training in Accounting is an Asset;
- Five (5) years' auditing experience in Private or Public Sector performing duties at a senior level.

Special Conditions Associated with the Job

- Required to travel to external sites in the performance of official duties;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

2. Strategic Planning Analyst (GMG/SEG 2)

Job Purpose

The incumbent is responsible for supporting the Strategic Planning and Monitoring area, in collaboration with the Strategic Planning and Monitoring Manager, prepare and analyse all the data necessary for tracking and evaluating strategic and operational management tools.

Key Responsibilities

Management/Administrative:

- Participates in the Division's Strategic Planning Programmes;
- Prepares reports for the Strategic Planning Manager, as required;
- Identifies and brings to the attention of the Strategic Planning Manager areas that are lagging in achieving performance targets.

Technical/Professional:

- Prepares reports and provides planning support to all Divisions, Branches and other areas, in close collaboration with the Strategic Planning Manager;
- Organizes complex data used as input for guidance on strategy and policy issues. Data includes market research, market analysis and internal analysis;
- Prepares strategic presentations on behalf of the Branch;
- Assists with development activities, such as proposals, whitepapers, conferences and/or other thought leadership materials;
- Writes, edits and proofreads other strategy documents;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance;
- Good problem-solving and decision-making skills;
- Ability to use own initiative;
- Good planning and organizing skills;
- Good interpersonal skills.

Functional:

- Strategic vision;
- Change management
- Analytical thinking skills;
- Ability to work under pressure
- Goal/result oriented;
- Managing external relationships;
- Proficient in the use of relevant computer applications;
- Knowledge of the Staff Orders and Public Service Regulations;
- Knowledge of GOJ policies and programmes;
- Thorough knowledge of policy analysis, monitoring and implementation;
- Ability to conduct research, analyse data and make logical conclusions;
- Knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues;
- Ability to establish and maintain co-operative working relationship with all segments of the OIC, Ministry and Agencies of Government;
- Ability to work under pressure.

Minimum Required Qualification and Experience

- Bachelor's Degree from an accredited college or university in a related field (strategy, marketing communications, business administration or humanities);
- Two (2) years relevant experience.

Special Condition Associated with the Job

- Work will be conducted in a typical office environment.

3. Information Systems Analyst (MIS/IT 5)**Job Purpose**

The incumbent is responsible for ensuring the implementation and management of all information technology products, services and support for all OIC's Divisions, Branches and activity areas.

Key Responsibilities

- Supports the development, implementation and operation of all information systems and technology solutions for the OIC;
- Maintains all IT concentric systems, including but not limited to servers, telecom switches, data switches, firewalls, wireless access points, PC"s, tablets, and network printers;
- Recommends IT policies, standards and procedures for the OIC that support efficient and effective operations and security of sensitive information;
- Sources and prepares appropriate documentation in the purchase of OIC IT hardware and software up to and including building and installation. Must also be able to provide administration with life-cycle planning for hardware;
- Provides Help Desk support for the OIC personnel regarding information technology;
- Prepares and presents yearly budget recommendation for the Information Systems Branch, along with explanatory narrative;
- Serves as administrator of the OIC anti-virus applications and OIC Website services and provides a first line of support for website owners;
- Manages appropriate vendor relationships, as assigned;
- Manages and monitors the OIC Email Exchange server, including the ability to add/change/delete employee mailboxes. Manages and implements IT backup procedures;
- Participates in IT on-call rotation;
- Works closely with other members of the Information Systems Branch Team;
- Works in straight collaboration with the Complaints Resolution and Compliance Division and Legal Services Division of the OIC in compliance assessment and resolution of complaints;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;

- Good interpersonal skills;
- Compliance;
- Integrity;
- Good leadership skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Ability to use own initiative.

Functional:

- Change management;
- Use of technology (relevant computer applications such as Microsoft Office Suite);
- Managing external relationships;
- Analytical thinking skills;
- People management/strategic vision;
- Excellent knowledge of network infrastructure;
- Excellent knowledge of network operating systems;
- Very good grasp of standard PC repair techniques;
- Good troubleshooting;
- Innovation;
- Strategic management;
- Good negotiating and persuading skills;
- Project management skills;
- Excellent knowledge of the maintenance of computer equipment;
- Ability to supervise efficiently and prioritize the processing of data, tasks and activities.

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology, Computer Science, or related field;
- Three (3) years relevant experience;
- Relevant certification in Cisco Certified Network or WAN, WLAN and LAN design, implementation and support; **or**
- Proficient in the configuration and administration of Ubiquiti network devices; **or**
- Proficient in the configuration and/or Administration of Fort iOS.

Special Conditions Associated with the Job

- May be required to examine cables in a dusty or elevated environment;
- May be required to lift and physically transport computer equipment from time to time;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Monday, 11th November, 2024 to:**

**Information Commissioner
Office of the Information Commissioner
The Masonic Building
45-47 Barbados Avenue
Kingston 5**

Email: hr@oic.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**