



## Office of the Services Commissions

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### **CIRCULAR No. 433** **OSC Ref. C. 6276<sup>14</sup>**

7<sup>th</sup> November, 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/fill the following posts in the **Ministry of Local Government and Community Development**:

1. **Chief Internal Auditor (FMG/AS 5) (Not Vacant)** during the period **December 30, 2024 to March 31, 2025**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Secretary (OPS/SS 3) (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

#### 1. **Chief Internal Auditor (FMG/AS 5)**

##### **Job Purpose**

Reporting to the Permanent Secretary, the incumbent is responsible for planning, directing, coordinating and monitoring the auditing of the Ministry of Local Government and Community Development, its Authorities and Agencies, ensuring that internal policies and procedures are adhered to and that internal controls are adequate to maintain the integrity of the organization and its' operations as it relates to the Financial Administration and Audit Act.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Participates in the development of the Ministry's Corporate Planning process;
- Develops Operational Plan, Budget Work Plan for the Division in accordance with the organizational priorities determined for the period;
- Issues guidelines and instructions to the Audit Teams and tailors all instructions to each programme or functional areas in the organization;
- Ensures the provision of proper working environment for efficiency and confidentiality;
- Review and revises the organizational audit policies and procedures in accordance with auditing standards;
- Develops audit plans in consultation with audit team leaders to include the priority level of each assignment, time, schedule and the deployment of staff and performance and value for money audit;
- Manages the work of several audit teams engaging in financial and non-financial audits with the Ministry, Local Authorities and portfolio entities.

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

- Conducts site visits as necessary to monitor audit progress and provide guidance;
- Reviews and signs-off on the working paper of audits undertaken by the Unit;
- Manages and reviews the preparation and submission of all audit reports and findings for accuracy, soundness and compliance with internal audit standards;
- Prepares and submits quarterly reports on activities and findings of the Audit Unit to the Ministry of Finance and the Public Service;
- Attends Court, Public Accounts Committee sessions or other related meetings to present audit explanation through clarifications;
- Facilitates/participates in the development and implementation of financial and/or non-financial system for compliance with legislation, regulations and other guidelines;
- Appraises and reviews reports addressing internal control processes employed to develop and implement new financial and non-financial systems and to comment on the implications of identified strengths and weaknesses observed in the conduct of routine and special audits;
- Reports on the result of audits;
- Designs and implements Risks Assessment procedures;
- Provides assurance to management on the reliability of financial reporting and the degree of compliance with organizational policies, procedures and applicable laws and regulations;
- Provides technical advice/recommendations and monitors the response to audit findings;

- Follows-up Division Heads responses to audit reports to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Ensures a smooth client interface with audit teams;
- Administers the detailed orientation package to new members of the Internal Audit Department;

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective actions wherever necessary, to improve performance and/or established personal and/or organizational goals
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- Develops and implements in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- 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;
- Excellent interpersonal and customer relations skills;
- Excellent ethics/integrity is exercised in the performance of duties;
- Proficiency in the use of relevant computer applications.

***Functional:***

- Excellent technical skills;
- Good leadership skills;
- Good use of technology;
- Expert knowledge of accounting principles and practice;
- Expert knowledge of auditing principles and techniques;
- Working knowledge of laws, regulations and other instructions relevant to the Ministry;
- Working knowledge of the Microsoft Office Suite components;
- Working knowledge of Government Accounting, sampling techniques and Application of computer assisted audit techniques.

**Minimum Required Qualification and Experience**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics.
- OR**
- ACCA Fundamentals plus over six (6) 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. Senior Secretary (OPS/SS 3)**

**Job Purpose**

Reporting to the Chief Internal Auditor, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Internal Audit Division are adequately strengthened to meet the needs for delivery of services.

## **Key Responsibilities**

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

- Receives and routes all correspondence referred to the office of the Chief Internal Auditor and ensures that all matters are attended to and dispatches promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Chief Internal Auditor;
- Establishes and maintains a filing system for control of confidential documents, such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, monthly warrants and policy matters;
- Prepares drafts of Cabinet Submissions, letters, charts etc. from general instructions given by the Chief Internal Auditor;
- Monitors and operates fax machine to ensure that faxes are dispatched promptly to the relevant officers in the Section;
- Participates in research of documents and other materials to provide basic information to the Commemorative and Special Events Unit, for reference to the electronic/print media and other senior officers within the Ministry, its Agencies and Local Authorities;
- Ensures that all meetings requested by the Chief Internal Auditor with members of staff in the Unit, Heads of Sections in the Ministry, its Agencies and Local Authorities;
- Maintains and prioritizes the Chief Internal Auditor's diary on a daily basis, and ensures that he/she is kept abreast of important dates and deadlines;
- Advises Heads of Sections and other relevant officers on the scheduled date of meetings, as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the conference rooms are always booked to accommodate meetings and organizing refreshments, where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Chief Internal Auditor and ensures that all reports etc. are received and the information collated and documented, as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Secretary Managers or other senior officers to ensure that all relevant data is available to prepare the reports required;
- Liaises with the members within the Internal Audit Division to ensure that departmental reports on specific areas are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Chief Internal Auditor, which is needed for presentation at the Senior Management Meetings and external Agencies;
- Attends meetings internally and externally, produces relevant reports as instructed by the Chief Internal Auditor;
- Makes contact with senior officers within the Ministry, its Agencies and the Local Authorities to follow up on queries addressed to the Chief Internal Auditor and ensures that he/she receives responses promptly;
- Conducts preliminary interviews with persons desiring to see the Chief Internal Auditor, by screening callers and refers complaints to the appropriate offices for attention, where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Chief Internal Auditor is kept abreast and reminded of these scheduled dates;
- 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;
- Excellent interpersonal skills;
- Excellent customer relations skills;
- Good integrity/ethics exercised in the performance of duties.

### ***Functional:***

- Excellent knowledge of protocol for meetings;
- Excellent shorthand and typing skills;
- Proficiency in the use of relevant computer applications;
- Sound planning and organizing skills;
- Sound judgment and initiative.

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

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;  
**OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> November, 2024 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10**

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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**