



## Office of the Services Commissions

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### **CIRCULAR No. 437** **OSC Ref. C.6567<sup>13</sup>**

**8<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 fill the **vacant** following posts in the **Ministry of National Security (MNS)**:

1. **Director, Public Affairs and Communications (MCG/IE 6) – Public Affairs and Communication Branch**, salary range \$6,333,301 – \$8,517,586 per annum.
2. **Senior Auditor (FMG/AS 4) – Internal Audit**, salary range \$6,333,301 – \$8,517,586 per annum.

#### **1. Director, Public Affairs and Communications (MCG/IE 6)**

##### **Job Purpose**

The incumbent is responsible for planning and implementing the Ministry's strategic integrated communication strategy within an approved budget framework, ensuring the provision of accurate, consistent and timely dissemination of information, and providing expert communication advice. This is geared at increasing awareness and public education while enhancing the Ministry's brand image and being responsive to communication needs.

##### **Key Responsibilities**

- Develops and implements the Ministry's strategic integrated public affairs and communication strategy aligned with the strategies;
- Monitors the development and implementation of the Ministry's Communication Plan;
- Establishes reporting frameworks to evaluate return on investment on the various public affairs and communication initiatives;
- Develops communication guidelines and protocol for all Ministry staff and the staff of the Ministry's portfolio Department and Agencies;
- Organizes and supports press conferences, receptions and officials visit for the Ministry in consultant with the Permanent Secretary and the Ministry's senior management team;
- Arranges and co-ordinates press, radio and television interviews for the Honourable Minister(s), the Permanent Secretary and other key personnel within the Senior Management Team;
- Establishes processes, systems and controls to enable achievement of the Unit's objectives effectively and efficiently.

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

- Excellent leadership, co-ordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Excellent knowledge of the GOJ Communication and Protocol Policy;
- Knowledge of Procurement;
- Sound analytical, problem-solving and sound judgment skills;
- Strong human resource management and development skills;
- Excellent oral and written communication skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Sound understanding of Government operations, management and practices, including a strong appreciation of the interconnectedness of Government entities involved in and/or impacting national security;
- Working knowledge of financial management and budgeting;

- Working knowledge of relevant information and communication technologies;
- Strong organizational and project/programme management skills;
- Excellent knowledge of government policy and planning processes.

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

- First Degree with specialization in Public Affairs and Communication from a recognized tertiary institution;
- Three (3) years' management experience in the Communication and Public Affairs field with demonstration ability to handle all media types ideally across the Public and Private Sectors;
- Demonstrated experience in media and stakeholder relations management to include senior officials.

### **Special Conditions Associated with the Job**

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;
- Critical deadlines for completion of tasks;

## **2. Senior Auditor (FMG/AS 4)**

### **Job Purpose**

The incumbent is responsible for conducting internal protective and constructive audits of the controls, financial records, administrative procedures and operations of the Ministry of National Security and its Departments/Agencies, in accordance with regulations guidelines established by the Government of Jamaica and the Institute of Internal Auditors.

### **Key Responsibilities**

- Conducts/leads stakeholder meetings/interviews (entrance, exits, system documentations);
- Conducts/supervises Risk Assessments at the engagement level to identify, prioritize risk(s) and develop audit programmes to review the organization's functional activity and operations;
- Conducts sensitive audit assignments as directed by Chief Internal Auditor;
- Conducts/supervises audit reviews (pre-audits, post audits and special assignments) of assigned organizational and functional activities (financial, operational, performance, IT, compliance) in accordance with the provisions of Annual Audit Plan/Schedule, relevant laws, regulations, policies and rules standards, prescribed audit programmes;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures, where applicable;
- Follows-up (as directed) responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented, and internal controls are being adhered to;
- Provides guidance to direct reports regarding assignments and reviews their work (working papers) manual/teammate for sufficiency of scope and for accuracy;
- Reviews draft reports and queries submitted by direct reports;
- Consolidates overall audit findings/review combined draft reports;
- Reviews current and permanent files submitted by the Direct Reports.
- Conducts audit effectiveness survey to determine if the audit process was in compliance with stipulated standards.

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

- Excellent knowledge of auditing standards and procedures;
- Excellent knowledge of the Organization's policies and procedures;
- Sound knowledge of the FAA Act and Financial Instructions and other pertinent regulations;
- Excellent supervisory skills;
- Demonstrate ethical behaviour;
- Excellent analytical and problem-solving skills;

- Good interpersonal and customer service skills;
- Good presentation, oral and written communication skills;
- Excellent planning and organizing skills;
- Demonstrate ability to lead, co-ordinate and work in team;
- Demonstrate ability to manage partners and external relationships;
- Working knowledge of relevant computer application/technology.

#### **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**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel locally to external sites in the performance of official duties;
- May be required to work under adverse condition from time to time.

Applications accompanied by résumés should be submitted **no later than Thursday, 21<sup>st</sup> November, 2024 to:**

**Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5**

Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.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**