



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 1 **OSC Ref. C.5850¹⁷**

6th January, 2025

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** post of **Auditor (Level 6)** in the **Internal Audit Unit, National Land Agency (NLA)**, salary range \$ 3,501,526 - \$ 4,709,163 per annum.

Job Purpose

Under the direction of the Senior Auditor, the Auditor examines transaction, records and documents, both financial and operational, to determine compliance with the provisions of relevant laws, regulations, policies and rules; reports on internal controls and, where necessary, recommends appropriate measures to be taken.

Key Responsibilities

Technical/Professional:

- Prepares risk-based audit work programmes and audit reports for assignments with moderate to intermediate complexities;
- Conducts operational audits, financial audits, technological audits and any special assignments, in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
 - Following the relevant audit procedural programme;
 - Applying internal audit procedures and techniques;
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertains and evaluates operational processes and systems of internal control;
- Ensures that output of assigned Audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements;
- Ensures that working papers are appropriately prepared, compiled and submitted for reviews;
- Compares, analyzes and interprets facts and figures promptly;
- Corresponds, orally and in writing, with respect to the results of audits to the Senior Auditor/CAE or according to established procedures;
- Consolidates overall audit findings and prepares working papers highlighting deficiencies, causes, implications, and makes recommendations;
- Checks assigned financial statements according to defined procedures;
- Conducts pre-audit functions and activities involving the assessment of leave, resignations and gratuity payments, in accordance with the FAA Act and Instructions;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attends related meetings to present audit findings and results, as instructed, and prepares relevant reports for the Senior Auditor/CAE;
- Conducts special audits and special assignments, as directed;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goals;
- Keeps abreast of trends and changes in the discipline;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Proficiency in the use of relevant computer applications;
- Good knowledge of Audit Principles and Techniques, ICT Auditing;
- Good knowledge of auditing, accounting and public administration;
- Good knowledge of Accounting Principles and Practices;
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms;
- Good understanding of the public expenditure policy environment and the goals;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects;
- Integrity, confidentiality and good ethical standards.

Minimum Required Qualification and Experience

- Undergraduate Degree in Management or Accounting (with auditing as a major course) from a recognized institution, or ACCA Level 2;
- Two (2) years' working experience in auditing and accounting

Applications accompanied by résumés should be submitted **no later than Friday, 17th January, 2025 to:**

**Director, Human Resource Management and Development
National Land Agency
35 Hope Road
Kingston 10**

Email: jobapplications@nla.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**