



Office of the Services Commissions

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CIRCULAR No. 74
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14th February, 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 following **vacant** posts in the National Fisheries Authority:

1. **Senior Internal Auditor (Level 8)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Inventory Officer (Level 4)**, salary range \$2,190,302-\$2,945,713 per annum.

1. **Senior Internal Auditor (Level 8)**

Job Purpose

Under the general direction of the Chief Internal Auditor (CIA), the Senior Internal Auditor supports the CIA in establishing and implementing an internal audit programme and control systems designed to evaluate the adequacy, efficiency, and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation; verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act and other regulations, and directives issued by Ministry of Finance and the Public Service.

Key Responsibilities

Management/Administrative

- Assists in the development of the Operational and annual Audit Work Plan;
- Represents the Unit at meetings and seminars as directed.

Technical/Professional:

- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines, in achieving desired objectives;
- Verifies the adequacy and accuracy of financial records, examines and appraises systems and procedures, evaluates operational performance and department policies and, from time to time, performs special investigations and value for money audits in keeping with audit plan;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of financial records;
- Examines and appraises financial and accounting practices, systems and procedures;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption, where appropriate to improve the effectiveness of the division;
- Executes and reviews audit-engagement fieldwork;
- Prepares, maintains and reviews adequate working papers, in accordance with established guidelines for timely submission;
- Consults with CIA on technical matters in principles of accounting practice and/or on any other areas that need clarification;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor;
- Attends and Minute entrance and exit meetings;
- Ensures the security of audit files;
- Establishes and maintains good working relationships with external auditors and other stakeholders.

Human Resource Management:

- Manages the Unit in the absence of the Chief Internal Auditor;
- Provides leadership and guidance to team members through effective planning, delegation, communication, training, mentoring and coaching;
- Attends training sessions as mandated by the Department/Unit;

- Ensures self-awareness and adherence to standards, policies, procedures and regulations of the Department/Unit;
- Performs other related duties which may be assigned by the CIA from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in teams
- Good leadership skills
- Good analytical thinking skills
- Change management
- Good decision making skills
- Ensuring Value for tax payer's money
- Resourceful
- Good customer and quality focus

Technical:

- Good knowledge of Government procurement practices
- Ability to critically assess accounting and operating systems and procedures
- Good knowledge of FAA and PBMA Acts and Regulations
- Excellent knowledge of Accounting principles
- Excellent knowledge of auditing principles
- Strategic Planning
- Operational Planning
- Monitoring and Evaluation
- Risk Analysis and Mitigation

Minimum Required Qualifications and Experience

- BSc Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training
 - At least four (4) years' related experience in accounting/auditing.
- OR**
- Association of Certified Chartered Accountant Level 3 (ACCA 111) or any equivalent recognized professional qualification in accounting or management
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training
 - At least four (4) years' related accounting/audit experience.

Desirable

Any auditing certification such as:

- Masters Degree in a relevant area
- Certified Internal Auditor (CIA)
- Certification in Risk Management Assurance (CRMA)
- Certified Government Auditing Professional (CGAP)
- Certified Fraud Examiner (CFE)
- IT Auditing Certificate (CISA)

Special Conditions Associated with the Job

- May be required on occasions to work on weekends and holidays.
- May be required to travel
- Exposure to confidential and sensitive information.
- Encounter potentially dangerous situations when conducting physical checks at outstations etc.
- Possible exposure to adverse environments when conducting investigations in the field such as inhalation of gas fumes, etc.

2. Inventory Officer (Level 4)

Job Purpose

Under the direct supervision of the Director, Facilities, Property and Transport, the Inventory Officer is responsible for establishing and maintaining inventory records of the Authority's furniture, equipment and assets. The incumbent is also responsible for identifying and recommending equipment, furniture and assets that should be Board of Survey to the relevant authorities utilizing Government of Jamaica's guidelines.

Key Responsibilities

Technical/Professional

- Maintains systems, procedures and activities to facilitate the optimum levels of inventory control for the NFA
- Develop and maintains database of all government furniture, equipment and other assets
- Maintains and secures all inventory records in Head Office and all outstations
- Monitors location of all furniture, equipment and government assets
- Develops and maintains Master Inventory of furniture, equipment and assets of the Authority's Head Office and all outstations
- Updates Master Inventory records electronically and manually.
- Identifies and recommends all repairs and Board of Survey to the relevant authorities
- Installs and maintains all location records within the Authority's government furniture, equipment and assets
- Prepares report on all equipment and furniture that are to be repaired/Board of Surveyed
- Ensures that the proper protocol is utilized to dispose of Government's assets.
- Travels islandwide to conduct inventory duties.
- Liaises with members of staff to ensure proper usage of government furniture, equipment and assets
- Examines supply invoices and compares with purchase orders.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in teams
- Good decision making skills
- Ensuring value for tax payer's money
- Resourceful
- Good customer and quality focus

Technical:

- Operations and maintenance
- Space management
- Occupational health and safety
- Risk analysis and mitigation
- Crisis management

Minimum Required Qualifications and Experience

- Diploma in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Two (2) years experience in a comparable working environment.
- OR**
- Certificate in Inventory Management, Business Management or related disciplines from a recognized institution.
 - Four (4) years experience in a comparable working environment.
- OR**
- Four (4) CXC or GCE O levels including English Language and Mathematics.
 - Five (5) years experience in a comparable working environment.

Special Conditions Associated with the Job

- Exposure to dust, harmful chemicals
- Required to visit the stockroom, a non-office environment.
- Some lifting may be required.
- Required to travel islandwide.

Applications accompanied by résumés should be submitted **no later than Thursday, 27th February, 2025 to:**

**Senior Director
Corporate Services Division
National Fisheries Authority
2c Newport East
Kingston 11**

E-mail: fisherieshr@moa.gov.im

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**