



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 103

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11th March, 2025

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the **VACANT** posts in the **University Hospital of the West Indies**, as detailed in the attached Vacancy Notice.

Signed applications accompanied by résumés should be submitted **no later than Monday, 24th March, 2025 to:**

**Senior Director, Human Resource Management and Development
University Hospital of the West Indies
Mona
Kingston 7**

Email: hrd@uhwi.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**



UNIVERSITY HOSPITAL OF THE WEST INDIES

Applications are invited from suitably qualified persons to fill the following **vacant** positions at the **University Hospital of the West Indies (UHWI)**:

1. **Deputy Technical Director (SOG/ST 6) - Engineering and Maintenance Department**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Internal Auditor (FMG/AS 2) - Internal Audit Department**, salary range \$ 4,266,270 - 5,737,658 per annum.

1. Deputy Technical Director (SOG/ST 6)

Job Purpose

This position assumes responsibilities for the Engineering and Maintenance Department in the absence of the Technical Director. The incumbent will plan, direct, co-ordinate and review work assignments/projects of the Engineering and Maintenance staff, to ensure optimum utilization of labour, mechanical equipment and material in the areas of work in carpentry, electrical maintenance, plumbing, masonry, boiler operations and general repairs and maintenance.

Key Responsibilities

- Supervises the maintenance and repairs of hospital buildings, machinery, equipment, fixtures to ensure conformity with standards;
- Develops Work Plans and programmes for staff to facilitate long term and short-term developmental work of the hospital;
- Deals promptly with complaints, representations from Heads of Departments, clinics, offices, residences, etc.;
- Assists in preparing budget and forecast plans for the Department;
- Organizes and co-ordinates ongoing work schedules on buildings and grounds, in order to achieve and maintain safety practices at the Hospital;
- Supervises the use of mechanical and other technical equipment used on projects, to ensure maximum care and utilization;
- Visits sites and areas to inspect work in progress and to recommend modifications or otherwise, as the case may be;
- Instructs employees in proper work methods and techniques in the performance of tasks;
- Collaborates with the Human Resource Departmental to ensure compliance with safety practices for employees throughout the hospital;
- Assists in ensuring proper control and inventory of Hospital's property;
- Examines preventive maintenance measures, from time to time, and makes recommendations for improvement in policy, where necessary;
- Assesses requests for replacements of equipment, fixtures etc. and take action in accordance with hospital policy;
- Acts independently in solving day-to-day problems of a technical nature, in relation to the various aspects of the job e.g. problems associated with the operations, mechanical equipment, boiler, etc.;
- Solves administrative problems within the scope of his authority, e.g. deployment of staff or re-assignment within specific guidelines to ensure smoothness in work programmes;
- Performs any related duties assigned by the Technical Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good interpersonal skills

Technical:

- Good knowledge of the Ministry's policies, practices and procedures
- Proficiency in the relevant computer applications
- Working knowledge of electrical and mechanical systems
- Familiarity in drafting and understanding blueprints and schematics

Minimum Required Qualification and Experience

- B.Sc. in Construction, Mechanical or Electrical Engineering from a recognized institution;
- Three (3) years' experience at the supervisory level in a hospital or similar environment.

Special Conditions Associated with the Job

- Required to own and operate a reliable motor vehicle;
- Required to meet numerous deadlines simultaneously;
- Required to work on multiple tasks simultaneously;
- Required to comply with the hospital's policy and procedures, as amended from time to time;
- Required to devote entire time and attention during working hours to carrying out assigned duties and not engage in any other employment or business.

2. Internal Auditor (FMG/AS 2)**Job Purpose**

The incumbent performs the functions delegated to him/her in fulfilling his/her lawful and statutory obligations. The objectives to be met include ensuring that:

- ✓ Management is provided with assurance that existing controls are working as management intended;
- ✓ The expenditure shown in the accounts has been incurred in accordance with the wishes of Parliament, and such expenditure conforms to the authority which governs it, and has been incurred with due regard to the avoidance of waste and extravagance;
- ✓ The existing rules, procedures and systems on internal control are adequate to secure an effective check on the assessment and collection of revenue and disbursements;
- ✓ The essential records are maintained, and the rules and procedures currently applied are sufficient to safeguard and effectively control all stores and other property.

Key Responsibilities

- Interprets audit procedures and carries out the instructions given in the assignment issued by the Senior Auditor accurately;
- Issues and retrieves internal control questionnaire functions and activities in the assigned department, to ascertain the nature of operations and the adequacy of the system of control for achieving established objectives;
- Assists the Senior Auditor in determining the objectives and scope of the proposed audit;
- Assists the Senior Auditor in developing audit procedures to be used in the engagement;
- Performs audits in a professional manner and in accordance with the approved audit programme. In doing so the auditor obtains, analyses and appraises data to make an informed objective opinion about the adequacy and effectiveness of the system, and the efficiency of the performance of activities under review;
- Examines expenditure vouchers, other financial statements, salary records, stores accounts, etc. in order to ascertain the nature of operations and the adequacy of the systems of internal control;
- Performs pre-audit activities;
- Prepares and submits working papers to the Senior Auditor for review in accordance with guidelines laid down from time to time;
- Complies with all Staff Orders, Acts, Rules, Regulations and FFA Instructions relevant to the general operations of the Public Service and the UHWI in particular;
- Participates in courses of formal training needed to contribute to professional and personal development;
- Maintains effective working relations with executive and operating management;
- Compiles working paper for submission to the Senior Auditor on audits completed, outlining the deficiencies that have been identified and completes all heading on working paper;

- Conducts special audit assignments;
- Conducts all other assignments specific to the audit programme for the year under review;
- Compiles working paper file with the relevant references;
- Conducts follow-up audit engagement;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the regulations of the Financial Administration and Audit Instructions
- Public Sector and Hospital regulations regarding leave entitlement, salary and other benefits of hospital personnel
- Knowledge of established government and Hospital policies and procedures regarding security of assets
- Good computer literacy skills, particularly in Microsoft Word
- Good analytical and problem-solving skills
- Excellent interpersonal and public relations skills
- Ability to work well as a team player
- Ability to communicate effectively both orally and in writing
- Working knowledge of relevant computer applications
- Good time management skills

Minimum Required Qualification and Experience

- BSc/BBA in Accounting/Finance and/or Management, or ACCA Level 2;
- Two (2) Accounting/Auditing experience with a knowledge of the regulations of the Financial Administration and Audit Act.