



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 204

OSC Ref. C. 4860¹¹

12th June, 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/be assigned to the following posts in the **Internal Audit Unit (North Street), Ministry of Labour and Social Security**:

1. **Auditor (FMG/AS 3) — (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum
2. **Auditor (FMG/AS 2) – (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum
3. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, salary range \$1,439,455 - \$1,935,907 per annum

1. Auditor (FMG/AS 3)

Job Purpose

The incumbent will assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems, in accordance with the Government policies and procedures, to determine the adequacy and integrity of the system.

Key Responsibilities

Technical:

- Provides advice/guidance to team members, to ensure accuracy of information disseminated to operational managers;
- Reviews/Reforms Audit Reports prepared by team members, then collates and submits a team report to the Auditor (AS 4);
- Conducts audit of subsidiary ledgers of Vote Accounts, Deposit Account, Overseas Workers' Savings Account, Appropriation-In-Aid Accounts, Fund Accounts and Investment Accounts to determine accuracy and reliability of information documented and adherence to the Accounting Standards;
- Reviews and signs off on working papers for audits undertaken by the team members, to facilitate preparation of Interim/Monthly/Quarterly Reports;
- Prepares assignment Work Plan to support Annual Audit Plan and Interim Time-budget based assignments;
- Assists in the follow-up of audit queries, to ensure that deficiencies are corrected, improved, procedures are implemented, and internal controls are being adhered to.

Human Resource:

- Provides leadership to staff, by assisting in delegation and communication of duties and responsibilities, and in identifying training needs;
- Participates in the orientation of staff within the Department;
- Ensures that staff is aware of and adheres to policies, procedures and regulations of the Ministry;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of auditing standards and procedures, including value for money audit
- Excellent knowledge of the organization's policies and procedures
- Excellent analytical and problem-solving skills
- Good interpersonal and customer service skills
- Good presentation skills

- Good oral and written communication skills
- Good planning and organizing skills
- Ability to lead and work in team
- Working knowledge of relevant computer application
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years, but less than five (5) years' experience in the specialized area;
- Successful completion of relevant government auditing courses and professional audit training would be an asset.

Special Condition Associated with the Job

- Investigations carried out in volatile communities.

2. Auditor (FMG/AS 2)

Job Purpose

The incumbent will assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems, in accordance with the Government policies and procedures, to determine the adequacy and integrity of the system.

Key Responsibilities

Technical:

- Prepares Work Plans to support the time budget based assignment;
- Conducts audit inspections of areas, such as financial statements for recurrent, deposit and capital accounts, payroll, vouchers, furniture and equipment inventories, stores, farm work payments, work permit and pay and condition of employment, to determine if transactions were properly supported, in accordance with the FAA Act and Government Regulations, and are arithmetically correct;
- Conducts walk through audit of Departments/Division/agencies/local offices, to use as a guide in the detailed assignment;
- Discusses audit findings with team leader and Senior Auditor;
- Evaluates and reviews working papers and reports with team members, to facilitate preparation of Interim/Monthly/Quarterly Report to team leader;
- Prepares and submits audit reports of findings and recommendations to team leader;
- Ensures compliance with the relevant policies and procedures;
- Assesses the effectiveness of the internal control system in place, and makes recommendations, where applicable;
- Prepares charts, tables, flow charts and risk matrix, to aid in the presentation of audit findings;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent analytical skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to lead and work in team
- Working knowledge of relevant computer application
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent, **and no experience**;
- ASc. Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus two (2) years auditing or accounting experience.

Special Condition Associated with the Job

- Investigations carried out in volatile communities.

3. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent will provide professional secretarial services. to facilitate the efficient operation of the Department.

Key Responsibilities

- Takes dictation and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Maintains a system for the control of permanent and other files;
- Faxes and makes photocopies of documents;
- Maintains diary and schedules appointments and meetings;
- Accesses and sends e-mail, via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel, as requested;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Proficient in the use of relevant computer applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent, with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School, with at least three (3) years' experience in the field.
 - At this level Shorthand at a speed of 80-100 words per minute would be an assist.

Please visit <https://www.lmis.gov.jm/> and submit applications, accompanied by résumés, **no later than Monday, 23rd June, 2025, to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Applications and résumés may also be emailed to: resume@mlss.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**