



Office of the Services Commissions

(Central Government)

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13th 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 **Ministry of Legal and Constitutional Affairs (MLCA)**:

1. **Senior Auditor (FMG/AS 3) (vacant) - Internal Audit Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Human Resource Officer (vacant) - Staffing (GMG/SEG 1) - Human Resource Management and Development Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Performance Management and Appraisal Systems Officer (GMG/SEG 1) (vacant) - Human Resource Management and Development Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Executive Secretary 1 (OPS/SS 4) (vacant) - Legal Reform Department**, salary range \$2,109,302 - \$2,945,712 per annum.
5. **Bearer (LMO/TS 2) (vacant)**, salary range \$ 18,647 - \$25,078 per week.

1. Auditor (FMG/AS 3)

Job Purpose

Under the leadership and direction of the Internal Audit Committee and Permanent Secretary, the Senior Auditor is responsible for establishing and maintaining the Internal Audit vision and culture in the Ministry of Legal and Constitutional Affairs and its subjects. This position is specifically responsible for supporting the accomplishment of strategic objectives and helping to ensure that established GOJ financial, operational and compliance practices, and the related controls, are designed and operating effectively.

Key Responsibilities

Technical/Professional:

- Guides the establishment and maintenance of an Internal Audit philosophy and culture within the Ministry of Legal and Constitutional Affairs and its subjects;
- Leads Internal Audit's annual risk assessment/enterprise risk assessment and the strategic planning processes to develop the audit plan, and ensure the plan is responsive to and aligned with the risk profile of the Ministry of Legal and Constitutional Affairs and its subjects;
- Leads Internal Audit's change initiative by implementing action plans related to risk assessment and annual planning, audit execution, audit reporting, audit technology, and Audit Committee reporting;
- Oversees the execution of individual audits defined in the audit plan, ensuring the highest level of service quality and client satisfaction;
- Leads the planning and execution of Information Technology (IT) audit projects, designed to provide assessment of internal control processes and operational performance, in accordance with department and professional standards;
- Applies principles, procedures and practices of accounting, financial records/record keeping and audit practices to include in the planning process;
- Develops, implements and recommends appropriate use of auditing techniques, as well as tests and sampling methods in the conduct of audits;
- Oversees the progress of Audits and reviews compliance with Audit procedures and provides guidance/clarity as applicable;
- Implements and maintains a quality assurance and improvement programme which covers all aspects of Internal Audit;

- Leads quality self-assessments, compliance monitoring and risk management activities for the Internal Audit Division;
- Conducts periodic reviews of the output of Audit Managers, Senior Auditors and Auditors in accordance with their Work Plans, completion of assignments and compliance with established policies and procedures;
- Conducts and/or supervises special audits on request;
- Issues all Internal Audit reports, ensuring the reports are clear, concise, identify root causes with practical solutions, and ultimately provide value to management;
- Meets regularly with the Audit Committee to report the status of Internal Audit's ongoing monitoring activities, educates/informs the Committee of emerging risks and/or exposures that should be considered, and serves as a "thought leader" with respect to risk management and internal control best practices;
- Inform senior management, proactively, of significant risks or exposures related to internal controls, compliance, and/or governance, requiring prompt attention;
- Collaborates with the Enterprise Risk Management Branch in the development of the Ministry of Justice's frameworks and culture for the risk management function;
- Provides expert advice or assistance to resolve complex and/or sensitive matters;
- Leads the process to track, follow-up, and ultimately close all open audit issues leveraging the Audit Committee, if necessary;
- Communicates with the Permanent Secretary to identify specific areas of concern within MDAs, which need to be audited during a specified period;
- Participates in the Executive Management Meetings and/or Committees, to ensure that Internal Audit is well-informed of key business developments that could have an impact on audit priorities and/or plans aactively;
- Develops and maintains strong working relationship with external auditors in MDAs and the Auditor General, to ensure effectiveness of service delivery and appropriate resolution of findings/issues identified;
- Oversees Internal Audit's participation in critical business and technology initiatives and projects, ensuring that audit's perspective is effectively voiced and appropriate controls are designed and implemented on a proactive basis;
- Maintains audit technology platform, leveraging support from the Internal Audit Directorate - MoFPS and ICT authority, as needed;
- Co-ordinates the activities of external auditors (where applicable), including how best to leverage the work performed and results produced from Internal Audit's work;
- Monitors and evaluates the performance of the Internal Audit Division, ensuring that work is executed in accordance with established professional standards, GOJ requirements and remain abreast of emerging trends and best practices that can be incorporated into the function;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative:

- Directs the alignment of the Division's Corporate/Operational Plans and Budget with the Ministry's strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Division, in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Prepares and submits performance and other reports relating to the achievement of targets for the ministry and its agencies, as required, and ensures timely submission of all documents/information requested from the Division;
- Develops Individual Work Plan based on strategic alignment with MLCA's Operational Plan;
- Establishes and maintains various Audit Committees and Technical Working Groups that make recommendations for the implementation of improved procedures and systems;
- Represents the MLCA at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora, as needed;
- Prepares reports and project documents, as required;
- Prepares and delivers Internal Audit presentations, as needed;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity;

- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave, in accordance with established Human Resource policies and procedures;
- Identifies skills/competency gaps and contributes to the Development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Excellent negotiating and consultative skills
- Excellent leadership skills
- Excellent time management skills with the ability to meet deadlines
- Excellent interpersonal and people management skills

Minimum Required Qualification and Experience

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

2. Senior Human Resource Officer - Staffing (GMG/SEG 1)

Job Purpose

The incumbent is responsible for guiding the implementation of Human Resource activities in accordance with established policies and procedures, in order to achieve the Branch's strategic objectives.

Key Responsibilities

- Evaluates the existing staffing situation including turnover, vacancies and the current recruitment strategies to identify and forecast staffing requirements;
- Reviews job profile for approval, in respect of open positions for advertising, after consultation/approval by the Post Operations Committee;
- Reviews recruiting documents for completeness and accuracy;
- Participates in the recruitment, selection and appointment of staff, for posts equivalent to GMG/SEG 1 and below;
- Prepares documents and makes the necessary arrangements for the interview, including selection mechanism;
- Conducts Preliminary Orientation Programmes and exposure with new employees;
- Ensures that new employees are aware of the policies, procedures and regulations of the Branch and Unit;
- Plans activities for the staff, and ensures that staff are given adequate instructions and guidance;
- Oversees the preparation of Work Plans for HRM staff;
- Develops and manages performance of the Unit with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Evaluates performances in keeping with targets and standards;
- Ensures that the Unit has sufficient and appropriate physical resources to enable the staff to perform their assigned duties in an efficient and effective manner;
- Conducts site visit to interact with staff members and ascertain their concerns;

- Maintains effective working relations with external and internal stakeholders to ensure that the Unit provides a consistently high level of service to them, in keeping with the Citizen's Charter;
- Administers termination in respect of temporary appointment, in accordance with the terms and conditions of the temporary appointment;
- Assists in conducting and analysing exit interviews for employees who are separating from the Service, and ensures that all separation matters e.g. loans, bills, etc, are satisfactorily settled;
- Conducts investigations into situation of termination for cause:
 - ✓ Researches information and provides response to staff's queries;
 - ✓ Absence from island without permission;
 - ✓ Absence from duties without permission for five (5) consecutive days;
 - ✓ Misconduct in contravention of acceptable established conduct;
 - ✓ Consistent performance below established standard/expectation;
 - ✓ Employee convicted of a criminal offence;
- Performs any other related duties that may be assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Excellent problem-solving, analytical and decision-making skills
- Excellent time management skills
- Excellent leadership skills

Minimum Required Qualification and Experience

- First Degree in Human Resource Management **OR** First Degree in Management Studies with a diploma in Human Resource Management;
- Three (3) years' experience in a Human Resource Department.

3. Performance Management and Appraisal Systems Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Performance Management and Appraisal Systems Officer, is responsible for working collaboratively with all internal stakeholders (Line Managers, Staff and Strategic Planning Section) to support the development and monitoring of the Performance Management and Appraisal Systems (PMAS), within the Ministry of Legal and Constitutional Affairs.

Key Responsibilities

- Implements a performance management and improvement framework for the MLCA, that leads to the proper alignment of Individual Work Plans with the Divisional strategic Business Plans, to facilitate an increase in organizational effectiveness and efficiency;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the Ministry;
- Reviews and assesses the PMAS with a view to identify weaknesses and develops appropriate solutions;
- Co-ordinates performance management and quality improvement capacity building for all levels of employees;
- Designs and conducts PMAS Sensitization Sessions within the Ministry, ensuring knowledge and importance of the PMAS;
- Collaborates with Strategic Planning Branch in the MLCA to develop an annual work plan for the oversight of the operation of the PMAS in the Ministry;
- Examines the performance management and appraisal systems to determine systematic weaknesses e.g. subjectivity, lack of proper measurement tools, as well as activities that do not add value to the process;
- Prepares comprehensive PMAS compliance reports;
- Executes PMAS related initiatives in collaboration with other stakeholders;

- Participates in the Corporate and Operational Planning activities of the Ministry, to gain a full understanding of the Mission and Objectives, so as to inform the activities of the HRM&D Branch in providing guidance to line managers and staff in completing their Individual Work Plans and other related requirements of the PMAS;
- Reviews the Work Plans and performance reports for the staff of the Ministry, and ensures that Work Plans are properly prepared and reflect measurable performance indicators as well as align to Divisional plans;
- Monitors and evaluates the Ministry's Performance Management and Appraisal System to discern achievements and weaknesses;
- Develops and maintains an organization-wide competency framework to support performance management, recruitment and selection, and reinforce the Ministry's core values;
- Reviews Divisional Operational/Corporate Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Provides feedback to Divisional Heads and recommends areas for improvements as it relates to Performance Management;
- Reviews and advises the Director HRM&D on the implementation of remedial and corrective action to address poor performance;
- Reviews and addresses all PMAS grievance that may arise;
- Recommends PMAS corrective action and related procedures specific to situations that may arise;
- Recommends approaches to the execution of PMAS interventions;
- Develops customized PMAS material for employee Orientation Session;
- Provides training, in collaboration with HRD Section, for newly appointed manager, supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Designs and implements mechanisms that ensure staff eligible for an increment/award is identified, and the relevant personnel notified in the stipulated timeframe;
- Puts in place systems that will recognize employees' improvements;
- Generates the relevant reports that will facilitate employee increment payment, development and recognition;
- Plans and co-ordinates the performance Recognition and Reward activities/events for the Ministry;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Management/Administrative:

- Manages the development of the Section's Unit Plan, Budget and Individual Work Plans;
- Represents Director, Human Resource Management and Development at meetings, conferences, workshops and seminars;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Excellent problem-solving, analytical and decision-making skills
- Excellent time management skills
- Excellent leadership skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/ Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Three (3) years' experience in a Human Resource Management environment in the Public Service.

4. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the supervision of the Director of Legal Reform, the incumbent ensures the efficient operation of the Department by providing administrative/secretarial services to maintain the day-to-day activities within the Department.

Key Responsibilities

- Carries out the duties of the Executive Secretary 2 during her absence;
- Liaises with officers internally and externally regarding information and directives;
- Assists in planning and organizing departmental activities;
- Liaises with Parliament and other relevant bodies for meetings, updates, schedules and confirmation of meetings;
- Takes dictations and produces letters, memoranda and other documents for the signature of the Director and other senior members of staff;
- Assists with the preparation of the various Reports emanating from the Department;
- Assists in recording incoming and outgoing correspondence;
- Assists with the preparation of overseas travel arrangements for the Director and other staff members;
- Receives and screens incoming telephone calls to the Director and other senior members of staff, where necessary, refers the caller to relevant outside Agency or Department to which the call should be directed;
- Keeps updates on the maintenance of equipment and secures services of the relevant technicians when needed;
- Takes notes and prepares Minutes of the Executive Management Meetings;
- Schedules meetings for the Director and other senior members of staff;
- Makes preparation for the recruitment and admission of new staff;
- Assists with the facilitation of Interns;
- Assists with the maintenance of the Imprest Account for the Department;
- Assists with the supervision of junior administrative staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent time management skills
- Good judgment and use of initiative
- Ability to work in a team
- Ability to work under pressure
- Confidentiality

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

5. Bearer (LMO/TS 2)

Job Purpose

Under the direction of the Transport Manager, the incumbent will have overall responsibility to distribute documents/packages. He/she will support the Transport and Fleet Management Section, Administration Branch in operational tasks and in activities such as delivery, while abiding by the safety rules and regulations of the GOJ.

Key Responsibilities

- Sorts, collects and delivers mails, packages, documents and other items;
- Conducts transactions at parish collectorates, as assigned;
- Maintains a log of items collected or delivered;
- Observes and maintains strict adherence to established GOJ safety policies and practices;
- Provides appropriate customer service, internally and externally;
- Develops and maintains good relationship with customers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of GOJ safety policies and guidelines;
- Knowledge of the Road Code;
- Knowledge of the operation of a motor bike.

Minimum Required Qualification and Experience

- Secondary level Education;
- Two (2) years related experience;
- Valid licence to operate a motor bike.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Thursday, 26th June, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Legal and Constitutional Affairs
1A Fairway Avenue
Kingston 10**

Email: careers@mlca.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**