



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 336 **OSC Ref. C5849/S157**

12th November, 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 **Internal Audit Unit, Court Administration Division (CAD)**:

1. **Audit Manager (FMG/AS 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Auditor (FMG/AS 2)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. **Audit Manager (FMG/AS 4)**

Job Purpose

Under the direct supervision of the Chief Executive Officer, the incumbent leads the audit process in assign regions, ensuring compliance to Government legislation, policies and procedures.

Key Responsibilities

Management:

- Participates in developing the Unit's Budget, Corporate, Operational and Work Plans;
- Participates in Internal Audit Meetings at the Ministry of Finance and the Public Service;
- Represents the CAD at meetings and conferences;
- Participates in developing a comprehensive, practical audit programme for the CAD;
- Liaises with Divisional Heads regarding scheduled audits.

Technical:

- Conducts financial and operational audits to determine compliance with the provisions of relevant laws, regulations and policies;
- Assesses the adequacy, efficiency and effectiveness of the internal controls implemented by management and makes recommendation, where applicable;
- Conducts sensitive audit assignments, as directed by Audit Manager;
- Determines, classifies and appraises areas of risk as it relates to assignments;
- Reviews and approves the purpose, scope and approach of each audit project submitted;
- Reviews and signs off on working papers for audits undertaken by the Division;
- Clears any queries on the working papers prepared;
- Reviews and prepares interim or final reports of audit finding and recommendations;
- Supervises the work of Direct Reports;
- Visits team leaders off site to ensure compliance with rules, policies and procedures;
- Assists in the preparation of annual audit plan;
- Assists in the follow-up of audit quires to ensure deficiencies are corrected, improved, procedures are implemented and internal controls are being adhered to.

Human Resource:

- Manages the welfare and development of direct reports, through coaching, mentoring, performance appraisals and training;
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities
- Ensures that staff is aware of, and adheres to policies, procedures and regulations of the CAD;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Technical:

- Excellent problem-solving and decision-making skills
- Good computer skills and experience, using software tools, such as Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to use technology

- Excellent numerical, analytical and problem-solving skills
- Sound knowledge of Financial and Business Acumen
- Good strategic vision

Core:

- Good interpersonal and customer service skills
- Good oral and written communication skills
- Good presentation skills
- Ability to exercise a high level of integrity and confidentiality
- Attention to detail, with a good degree of accuracy
- Ability to work in an organized, logical and efficient manner
- Ability to work in a team
- Adaptability
- Customer and quality focus

Minimum Required Qualification and Experience

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

2. Auditor (FMG/AS 2)

Job Purpose

Under the direct supervision of the Audit supervisor, the incumbent is responsible for the examination of transactions at all levels, including project contracts and investment, and determining compliance with the provision of relevant laws, regulations, policies and rules on internal controls.

Key Responsibilities

- Conducts operational, information technology and financial audits;
- Develops audit programme;
- Prepares Audit Plans;
- Constructs risks matrix and applies, along with other internal audit procedures and techniques;
- Obtains, analyses and appraises evidential data as a basis for an informed opinion;
- Conducts Exit Interviews;
- Evaluates, reviews and collates working papers and submits to supervisor;
- Prepares and submits audit reports;
- Assesses the effectiveness of the internal control systems;
- Interviews key personnel in the assigned organization;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent planning and organizing skills
- Working knowledge of relevant computer application
- Excellent numerical, analytical and problem-solving skills
- Sound knowledge of the FAA Act

Core:

- Good interpersonal and customer service skills
- Excellent oral and written communication skills
- Ability to exercise a high level of integrity and confidentiality
- Attention to detail, with a good degree of accuracy
- Ability to work in an organized, logical and efficient manner
- Ability to work in a team

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 qualifications, plus two (2) years auditing or accounting experience.

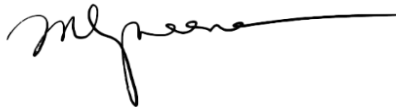
Applications, accompanied by résumés, should be submitted **no later than Tuesday, 25th November, 2025, to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
Public Building West
King Street
Kingston**

Email: hrma@jamaicajudiciary.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**