



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 48**  
**OSC Ref. C. 6528<sup>9</sup>**

7<sup>th</sup> February, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Science and Technology (MST)**:

1. **Audit Manager (FMG/AS 4) – Internal Audit Division – (Not Vacant)**, salary range \$2,777,255 – \$3,301,284 per annum and any allowance(s) attached to the post.
2. **Senior Payroll Officer (FMG/AT 3) – Finance and Accounts Division – (Not Vacant)**, salary range \$1,049,068 – \$1,247,012 per annum and any allowance(s) attached to the post.

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

**Job Purpose**

Under the general direction of the Chief Internal Auditor, the incumbent will participate in Audits by planning, supervising and performing reviews as well as special Audits of the Ministry of Science, and Technology, its external Departments/Divisions and Portfolio Agencies to ensure the effectiveness and efficiency of managerial controls and the accuracy of recorded data.

**Key Responsibilities**

***Administrative/Managerial:***

- Participates in the development of the Strategic and Operational Audit Plans;
- Oversees the development of Individual Work Plans for Direct Reports;
- Plans, directs and co-ordinates the work of Direct Reports;
- Manages the performance of Direct Reports by ensuring each has an output focused Job Description;
- Liaises with Department and Agency Heads with regards to proposed Audits;
- Represents the Division at meetings and seminars as directed;
- Provides guidance/advice to team to ensure that clear goals and objectives of Audits are identified and completed;
- Documents relevant facts and information which supports the work performed and conclusions drawn so other reviewers can follow the Auditor's logic and methodology.

***Technical:***

- Applies internal control concepts and appropriately assess the exposures resulting from ineffective or missing control practices;
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant policies, GAAP, laws, regulations and other stipulated guidelines in achieving desired objectives;
- Conducts Risk Assessment;
- Determines Audit approach, that is, plans the theory and scope of Audits;
- Prepares Audit programmes for special assignments and reviews programmes prepared by Direct Reports;
- Applies Auditing procedures and techniques in conducting operational, financial and value for money Audits;
- Verifies the accuracy of financial and other records;
- Develops or revises Audit procedures for implementing assignments;
- Performs special investigations and other assignments as instructed and prepares Interim or Final Reports;
- Reviews and signs off on working papers and draft reports for Direct Reports;
- Performs Entry and Exit Interviews, that is, discusses Audit areas and findings with relevant Managers/Department Heads;
- Provides guidance to management in the development and implementation of new and revised internal control procedures;

- Follows-up Department/Agency Heads' responses to Audit Reports to determine whether deficiencies are corrected/improved procedures are implemented;
- Conducts special investigations/assignments as directed by the Chief Internal Auditor;
- Prepares draft reports on Audit findings stating deficiencies, makes appropriate recommendations for improved controls to enhance business efficiency and submits report to the Chief Internal Auditor;
- Assists in the preparation of Quarterly Reports for submission to the Ministry of Finance and the Public Service;
- Ensures the security of Audit files.

***Human Resource:***

- Participates in the welfare and development of Direct Reports through the preparation of Performance Appraisals;
- Leads the identification and development of individual performance goals as determined by the Corporate Plan;
- Provides leadership to junior staff through effective objective setting, delegation and communication;
- Recommends training for staff to the Human Resource Division through the Chief Internal Auditor;
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed;
- Manages the Division in the absence of the Chief Internal Auditor;
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Audit Division and the Ministry;
- Conducts Appraisal discussions with Direct Reports;
- Performs other related functions assigned by the Chief Internal Auditor from time to time.

**Required knowledge, Skills and Competencies**

- Excellent Oral and Written Communication skills
- Customer and Quality Focus
- Excellent Interpersonal skills
- Excellent Problem Solving, Decision Making, Planning, Analytical and Organizing skills
- Goal/result oriented
- Excellent Report Writing, Public Speaking and Presentation skills
- Excellent knowledge of Government Administration Systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff Orders, Public Service Regulations, Procurement guidelines and the Financial Administration and Audit (FAA) Act
- Excellent knowledge of Accounting and Auditing standards, principles and practices

**Minimum Required Qualification and Experience**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics, ACCA Fundamentals or equivalent and 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. Senior Payroll Officer (FMG/AT 3)**

**Job Purpose**

The Senior Payroll Officer is directly responsible for the control and payment of salaries and wages for the Ministry.

**Key Responsibilities**

***Administrative/Managerial:***

- Prepares Individual Work Plan;
- Prepares Status and other reports as required;
- Attends meetings as required.

**Technical:**

- Administers the Monthly Payroll for temporary staff in the Ministry and externally funded project staff;
- Requests information from the Agencies for the preparation and submission of Statutory Payments to the Accountant General's Department (AGD) and the Ministry of Finance and the Public Service;
- Ensures the Commitment Vouchers for the Agencies are prepared and submitted on time for the funding of salary accounts;
- Prepares Virement for the Ministry and its Agencies;
- Reconciles Payroll Taxes to ensure that correct amounts are paid over to Tax Administration Jamaica (TAJ);
- Enters and maintains all relevant information electronically and manually in connection with the payment of salaries on the payroll system, such as:-
  - ✓ Salary particulars for employees, appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointments and promotions, etc.
  - ✓ Details of deductions to be made from salaries
  - ✓ Transfers, resignations, dismissals, Study and Vacation Leave and dates of resumption and assumption;
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" Salary Control Register for each payroll run;
- Maintains Employee Earning Records;
- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, National Insurance Scheme (NIS) and National Housing Trust (NHT) are submitted promptly after the end of the year;
- Ensures deductions cheques are prepared and dispatched to the Registry on time for delivery to the entities;
- Assists with preparing Personnel Emoluments Budgets by providing information to the Management Accounts Section with the following particulars on each member of staff:
  - ✓ Name of employee
  - ✓ Present salary
  - ✓ Date of appointment
  - ✓ Date for the payment of incremental salary adjustments, etc.;
- Assists with compiling and arranging payroll related matters to the AGD for the processing of Payroll;
- Provides letters to employees or organizations upon requests regarding:
  - ✓ Salary payable
  - ✓ NHT contributions
  - ✓ Income Tax, etc.;
- Performs any other duties assigned from time to time.

**Required knowledge, Skills and Competencies**

- Good Oral and Written Communication skills
- Customer and Quality Focus
- Good Interpersonal skills
- Good Problem Solving, Decision Making, Planning, Analytical and Organizing skills
- Goal/result oriented
- Excellent knowledge of Government Administration Systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff Orders, Public Service Regulations and the FAA Act
- Excellent knowledge of Accounting standards, principles and practices

**Minimum Required Qualification and Experience**

- AAT Level 3, **or**;
- ACCA-CAT Level C, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 and 3, **or**;

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> February, 2019 to:**

**Director, Human Resource Management and Development  
Ministry of Science and Technology  
PCJ Building, 2<sup>nd</sup> Floor  
36 Trafalgar Road  
Kingston 10**

Email: [careers@mset.gov.jm](mailto:careers@mset.gov.jm)

Additional details may be viewed on the Ministry's Website: [www.mset.gov.jm](http://www.mset.gov.jm).

Please note that only short listed 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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**