



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 177
OSC Ref. C.5851¹⁵

4th July, 2018

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 post of **Internal Auditor (FMG/AS 3) – (Contractual)** in **The Council of Community Colleges of Jamaica**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting directly to the Executive Director, the Internal Auditor (FMG/AS 3) ensures that internal policies and procedures are adhered to and internal controls are adequate to maintain integrity of the Council of Community Colleges of Jamaica (CCCJ's) operations and to assist in monitoring the CCCJ's risk environment.

Key Responsibilities

Management/Administrative:

- Keeps abreast of trends and developments in Internal Audit management and recommends their adoption/application, where appropriate, to increase the effectiveness of the job function;
- Monitors the CCCJs Corporate Planning, Budgeting and Risk Management processes in respect of compliance with relevant Acts and guidelines;
- Assists with the consolidation and compilation of Final Audit Reports;
- Provides advice to the Executive Director on Internal Audit issues, as requested.

Technical/Professional:

- Establishes and implements Operational Audit programmes to review the extent to which the CCCJ is compliant in relation to economy, efficiency and effectiveness;
- Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information;
- Develops and maintains the Internal Audit Charter Review operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned;
- Designs and administers Internal Control Questionnaires to assess the adequacy of the systems of internal control in the operations to achieve established Audit objectives;
- Conducts Risk Assessment to determine Audit areas;
- Prepares Audit Plan based on Risk Assessment conducted;
- Prepares and submits Audit Reports to the Executive Director, stating deficiencies, implementations and recommendations;
- Meets with the Executive Director and Department Heads to discuss Audit findings.

Required knowledge, Skills and Competencies

- Excellent analytical and problem-solving skills
- Keen attention to details
- Excellent writing and presentation skills with the ability to effectively communicate at all levels
- Sound technical proficiency including excellent knowledge of audit techniques and practices and value for money
- Knowledge of the CCCJ's policies and procedures

Minimum Required Qualification and Experience

- Professional Accounting Designation (ACCA Level II or III) or CPA or CIA;
- Bachelor's Degree in Management Studies/Business Administration/Accounting or equivalent;
- Three (3) years related Auditing experience;
- Professional Audit training would be an asset.

Special Conditions Associated with the Job

- Ability to pass a background security check and willingness to declare assets;
- Occasional exposure to heavy dust from examination of old files;
- Required to deal with a wide variety of people on various issues.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th July, 2018 to:**

**Human Resource Co-ordinator
The Council of Community Colleges of Jamaica
37 East Street
Kingston**

Email: hr@cccj.edu.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 (acting)**