



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm



CIRCULAR No. 92
OSC Ref. C.5851¹⁶

18th March, 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 fill the post of **Senior Auditor (FMG/AS 3) - (Vacant)** in the **Jamaica Library Service (Headquarters)**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose

The Senior Auditor will lead the Internal Audit Team in the conduct of all audits across the thirteen (13) Parish Library Network, including, but not limited to Financial, Operational, Information Technology and Human Resource Audits.

Key Responsibilities

Management/Administrative:

- Prepares the Annual Audit Plan;
- Leads the development of the Department's and the Individual Staff Work Plans;
- Prepares and submits routine and special Audit Reports;
- Provides advice on risk management issues and the need for special study/investigation;
- Attends Audit Committee Meetings of the Board;
- Contributes to organization's Strategic Plan;
- Prepares Annual Report for the Department.

Technical/ Professional:

- Leads team audits to determine compliance with the relevant laws, regulations, policies, procedures and guidelines;
- Conducts special audits as required;
- Reviews and validates working papers and drafts reports submitted by direct reports.

Human Resource Management:

- Provides leadership to direct reports through effective delegation, communication, coaching, training and planning;
- Monitors and evaluates the performance of direct reports;
- Ensures that training and other needs of staff are adequately identified and submitted for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the organization.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the (Financial Administration and Audit (FAA) Act, Staff Orders for the Public Service and the Public Service Regulations
- Expert knowledge of auditing standards, principles and procedures
- Very good knowledge of the Government Procurement Guidelines
- Excellent communication skills, including report writing and presentation skills
- Proficient in the use of Microsoft Office and other relevant software
- Excellent data mining, analytical and critical thinking skills
- Superior interpersonal and human relations skills
- Excellent problem-solving skills
- Detail oriented

Minimum Required Qualification and Experience

- Professional qualification such as ACCA, CPA, CIA or Master's Degree in Accounts or Finance with five (5) years' experience in a senior auditing position preferably in a Government Ministry, Agency or Statutory Body
- OR**
- Bachelor's Degree in Accounts, Finance or Management Studies with ten (10) years' experience in a senior auditing position preferably in a Government Ministry, Agency or Statutory Body;
 - Certificate in Information Technology Audit;
 - Diploma in Auditing.


Applications accompanied by résumés should be submitted **no later than Friday, 29th March, 2019 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5**

Email: dirgen@jls.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.


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