



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 18 **OSC Ref. C. 5851²¹**

26th January, 2026

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 **Jamaica Library Service**:

1. **Auditor (FMG/AS 2) – Internal Audit Division**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Deputy Director, Database and Network Services (MIS/IT 5) – Information Technology Division**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Auditor (FMG/AS 2)

Job Purpose:

The incumbent will assist in the implementation of audit programmes and procedures designed to ensure the integrity of the Agency's operations and the adequacy of its internal systems of control.

Key Responsibilities

Management/Administrative

- Participates in meetings, seminars, workshops, conferences, as requested;
- Contributes to the development of the Division's Operational, Strategic Business and Budget;
- Develops Individual Work Plan based on Operational Plan.

Technical/ Professional

- Participates in the planning and prioritisation of audit programmes and the development of audit procedures;
- Conducts audits based on audit programmes and schedules;
- Conducts risks assessments of entities being audited to inform frequency and prioritization of audits;
- Appraises the financial and accounting systems and practices of the Agency's HQ, Departments and Parish Offices/Libraries;
- Verifies the adequacy and accuracy of financial records;
- Checks to ensure observation of and compliance with operational rules and regulations by the Ministry, Departments and Agencies;
- Ensures compliance with established internal auditing standards in the conduct of audits;
- Maintains current and complete working papers for all audit investigations;
- Identifies deficiencies and deviations from established financial, accounting and operational standards and guidelines and recommends corrective action;
- Implements appropriate monitoring mechanisms to facilitate compliance with corrective measures where deficiencies and deviations have been identified;
- Recommends where appropriate, surcharge for breaches of rules and regulations;
- Liaises with Divisional Directors, the Auditor General, the Ministry of Finance and Regulatory Agencies in the performance of duties;
- Performs other related duties, as assigned.

Required Knowledge, Skills and Competencies

Core

- Ability to work as part of a team
- Excellent interpersonal skills
- Confidentiality and integrity
- Good written and oral communication skills
- Good analytical skills
- Meticulous

Technical

- Knowledge of Government operating laws, principles and practices, including accounts, human resource and administration, procurement
- Full grasp of the laws and regulations applicable to the audit
- Proficient in the use of spreadsheets and other standard computer

Minimum Required Qualification and Experience

- First Degree in Accounting, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience.
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

Working Conditions

- Typical office working conditions, frequent commute between locations for the purpose of conducting audits.

2. Deputy Director, Database and Network Services (MIS/IT 5)**Job Purpose:**

The incumbent will manage the design, implementation and management of a stable enterprise class network and relational database management system with relevant network-based applications / systems that meets changing organisation needs. Co-ordinate and assist in staff training to ensure that the human asset of the organisation is equipped with the requisite knowledge to efficiently and effectively utilise deployed systems and is responsible for:

- The design, implementation, maintenance and management of technical, administrative and library technology database systems;
- To co-ordinate and provide staff training in the use of information systems and database systems;
- To supervise the administration of all data and communication network assets.

Key Responsibilities

- Assists with the evaluation of corporate objectives and meet with senior managers to develop suitable approaches that conform to and/ or enhances the IT policy of the organization;
- Assists in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements;
- Develops technical specifications for sourcing or development of applications, database management systems, network architecture and supporting ICT infrastructure;
- Completes and gain acceptance for design specification, system architecture;
- Manages the fine tuning of systems and network infrastructure;
- Assists in the evaluation and selection of multi-media information and learning resources;
- Assists the establishment and maintenance of disaster preparedness and recovery plans;
- Makes infrastructure recommendations that underpin e-library services;
- Supervises the addition, upgrade and maintenance of the organisation intra/ internet infrastructure and web-base applications;
- Evaluates system requirements and recommend purchase, development and modifications;
- Ensures that the appropriate system security measures and define contingency and disaster recovery plans;
- Maintains control of the structure, content, integrity, replication, backup and access of the organisation's database management system;
- Establishes and manages relevant and updated system documentation and user manuals for all computer based systems and network components;
- Assists with the acceptance testing of system components and the diagnosis of system errors;
- Develops or recommends training material and assists with the planning and implementation of training programmes;

- Trains the JLS system user to troubleshoot user specific problems, errors and discrepancies;
- Co-ordinates the implementation of database change requests.
- Assists with the preparation and monitoring of the Information Technology Division's Budget;
- Manages system administrators and support personnel of the JLS island wide data and communication networks;
- Authorizes and oversees the addition and deletion of users from the enterprise network;
- Liaises with supplier in the procurement and installation of computer systems hardware, software and network components;
- Provides technical guidance to staff.

Required Knowledge, Skills and Competencies

- Sound knowledge of current advances and emerging technology in field telecommunications and computer networks relating to enterprise architecture, design, implementation, security, network operating systems platforms and management.
- Expert knowledge of enterprise database management systems and the mechanism required for design, implementation, security, data protection and management.
- Working knowledge of project costing and management.
- Strong oral communication and interpersonal skills

Minimum Required Qualification and Experience

- A University Degree in Computer Science, Computer Information System, Management Information System, Electronics, Electrical Engineering with Computer Science, Mathematics with Computer Science, Digital Technology or a closely related discipline.
- Certification in one (1) or more of the following (or a closely related certification): CISCO Certified Network Associate (CCNA), Microsoft Certified System Engineer (MCSE), Certified Information System Security Professional (CISSP), Project Management Professional (PMP).
- Minimum of 5 years experience with at least two (2) years at the middle management level and three (3) years as a network administrator or systems engineer in an enterprise network environment.

Applications accompanied by Résumés should be submitted **no later than Thursday, 5th February, 2026 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 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)**