



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 23

OSC Ref. C.5166⁸

29th 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 be assigned to the post of **Human Resource Auditor (GMG/SEG 2) – (Not Vacant)** in the **Public Service HR Audit Unit, Office of the Services Commissions (Central Government)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

The incumbent will support the Senior Human Resource Auditor in assessing the performance of Ministries/Departments/Executive Agencies, to determine compliance with guidelines governing the management of delegated Human Resource functions.

Key Responsibilities

Technical/Professional:

- Assists with the development and implementation of the audit and monitoring programmes for Ministries/Departments/Executive Agencies assigned;
- Assists in conducting Human Resource Audits, by examining Minutes of Human Resource Committee Meetings, personal and other files, and other sources of secondary data, as well as assisting in the conduct of interviews and focus group discussions, to determine the level of compliance to the standards outlined in the Accountability Agreement;
- Prepares working papers and reports on audit findings, for submission to the Senior HR Auditor and/or Director, HR Audit;
- Makes recommendations for corrective action and improvement;
- Conducts on-going monitoring activities, including site visits, of the Ministries/Departments/Executive Agencies assigned, and examination of personnel transactions and Quarterly Reports submitted;
- Prepares Monitoring Reports, as required, as well as provides assistance in the preparation of Audit Reports;
- Provides general information on HR issues affecting delegation, as requested.

Required Knowledge, Skills and Competencies

- Sound analytical skills
- Sound interpersonal skills
- Excellent oral and written communication skills
- Knowledge of the general operations of the machinery of Government, especially the Public Sector HR Management and Development framework
- Sound personal and professional integrity
- Excellent customer orientation skills
- Computer literacy (Microsoft Office Suite)

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/Development, Public Administration, Management, or any equivalent combination of qualifications and training;
- Five (5) years working experience in the field of Human Resource Management.

Special Condition Associated with the Job

- Position requires travelling and occasional overnight stays.

Applications, accompanied by résumés, should be submitted no later than Friday, 6th February, 2026, to:

**Director
Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.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)**