



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 27**

**OSC Ref. C.6567<sup>13</sup>**

**3<sup>rd</sup> February, 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/be assigned to the following posts in the **Ministry of National Security and Peace**:

- 1. Auditor (FMG/AS 2) – (3 Vacant posts) - Internal Audit Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
- 2. Auditor (FMG/AS 2) – (2 Temporary Posts) - Internal Audit Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
- 3. Assistant Auditor (FMG/AS 1) – (2 posts) (Vacant and Not Vacant) Internal Audit Unit**, salary range \$3,501,526 - \$4,709,163 per annum.
- 4. Accounting Technician (FMG/AT 3) – (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Auditor (FMG/AS 2) – (3 Vacant Posts)**

##### **Job Purpose**

The incumbent is responsible for providing technical support to the Team Leader in the execution of financial, compliance and operational audits in compliance with government and international standards.

##### **Key Responsibilities**

###### ***Professional/Technical***

- Participates in stakeholder meetings/interviews (entrance, exits, system documentation);
- Conducts risk assessments at the engagement level to identify and prioritize risk(s) and develops audit programmes to review the organization's functional activity and operations;
- Conducts audit reviews (pre—audits, post audits and special assignments) of assigned organizational and functional activities (financial, operational, performance, IT, compliance) in accordance with the provisions of relevant laws, regulations, policies and rules standards, prescribed audit programmes;
- Obtains, analyses and appraises evidential data as a basis for an informed opinion;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures, where applicable;
- Clears any query on the working papers prepared;
- Prepares Draft Reports and submit them for review;
- Follow-up (as directed) responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to.

###### ***Managerial/Administrative***

- Assists and gives guidance to Assistant Auditors;
- Consolidates audit findings and submit significant issues to the Team Leader;
- Assists Team Leader in providing follow-up responses and clear queries;
- Reports risk management issues and internal controls;
- Performs other related functions assigned from time by time by the Team Leader.

### **Required Knowledge, Skills and Competencies**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics or equivalent.
- 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.

### **Minimum Required Qualification and Experience**

- Sound knowledge of the principles, procedures and practices of accounting
- Sound knowledge of current auditing principles and techniques.
- Good knowledge of the Financial Administration and Audit (FAA) Act; and other pertinent statutes, regulations
- Working knowledge of the laws and regulations that guides the Organization.
- Evidence of use of Microsoft Office Suite
- Excellent report writing skills.
- Knowledge and use of Teammate Software would be an asset.

## **2. Auditor (FMG/AS 2) – (2 Temporary Posts)**

### **Job Purpose**

The incumbent is responsible for providing technical support to the Team Leader in the execution of financial, compliance and operational audits in compliance with Government of Jamaica and international standards.

### **Key Responsibilities**

- Conducts audit reviews (pre—audits) of assigned organizational and functional activities (Terminal Benefit Payments – Pensions contributions, Statement of Earnings, Statement of Arrears, Overpayments, Tuition Refunds, Medical Expenses/Re-imbursements and Vacation Leave Computations) in accordance with the provisions of relevant laws, regulations, policies, rules and standards as prescribed in the audit programmes;
- Obtains, evaluates and analyses evidential data as a basis for an informed opinion;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures, where applicable;
- Clears any query on the working papers prepared;
- Prepares Audit Reports/Memoranda and submit for review;
- Follow-up (as directed) responses to Audit Reports/Memoranda to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Consolidates audit findings and submits significant issues to the Team Leader;
- Assists team leader in providing follow-up responses and clear queries;
- Reports on internal control issues;
- Assists with developing Individual Work Plan;
- Performs other related functions assigned from time by time by the Team Leader.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of the principles, procedures and practices of accounting
- Sound knowledge of current auditing principles and techniques.
- Good knowledge of the Financial Administration and Audit (FAA) Act; and other pertinent statutes, regulations
- Working knowledge of the laws and regulations that guides the Organization.
- Working knowledge of GOJ Pension Administration
- Working knowledge of GOJ Leave Administration
- Evidence of use of Microsoft Office Suite
- Excellent report writing skills.
- Knowledge and use of Teammate Software would be an asset.

### **Minimum Required Qualification and Experience**

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

### **3. Assistant Auditor (FMG/AS 1)**

#### **Job Purpose**

The incumbent is responsible for providing technical support to the Auditor and Audit Supervisor in the execution of audits (performance, operational, financial and compliance) carried out in conformance with Government and International Standards.

#### **Key Responsibilities**

- Attends and participates in Entrance Conference/ Interview and assist in the preparation of the Minutes;
- Gathers background information and understanding the audit area to be audited (organize resource materials for assigned task(s));
- Assists in conducting audit reviews (pre—audits, post audits and special assignments) of assigned organizational and functional activities (financial, operational, performance, IT, compliance) in accordance with the instructions given by Supervisor and the prescribed audit programmes;
- Retrieves, compiles and analyses a variety of statistical data from computer files, records, reports or from other sources within a specific timeframe.; assists in the examination and the appraisal of financial and accounting practices, systems and procedures to verify their accuracy and completeness;
- Prepares and organizes working papers and submits to the Supervisor for review;
- Clears any query on working papers prepared;
- Assists with the preparation/drafting of Individual Audit Reports with preliminary recommendations;
- Participates in Exit Interviews and construct Notes/Minutes of Exit Interviews;
- Assists with the compilation and maintenance of Permanent Files and current Working Paper file(s);
- Performs other related functions assigned.

#### **Required Knowledge, Skills and Competencies**

- Sound knowledge of the principles, procedures and practices of accounting.
- Sound knowledge of current auditing principles and techniques in accordance with the GOJ Internal Audit Manual.
- Sound knowledge of the Financial Administration and Audit (FAA) Act/Instructions.
- Working knowledge of the laws and regulations that guides the Organization.

#### **Minimum Required Qualification and Experience**

- Associate Degree in Accounting, AAT Level 3, ACCA-CAT Level 3, ACCA Level 1 from an accredited Institution;
- At least two (2) years auditing or accounting experience;
- Training in SPSS and ACL would be an asset.

#### **4. Accounting Technician (FMG/AT 3)**

##### **Job Purpose**

The incumbent is responsible for providing support to the Accounting Officer by performing routine and non-routine accounting functions, ensuring transactions undertaken are systematically carried out and accounts are properly maintained

##### **Key Responsibilities**

- Reconciles Cash Books for Social Workers to ensure effective management of resources;
- Analyses payments/expenditure requests in view of cash flow and makes necessary recommendations;
- Verify bills for payment of goods received;
- Ensures lodgements and receipts are correctly posted;
- Verifies Claim Forms prior to payment;
- Develops payment schedules to support adequacy of financial resource;
- Maintains accurate manual filing system of receipts;
- Assists Accounting Officer with cross-checking of Cash Books;
- Assists with the preparation of financial reports to support informed decisions;
- Assists in the development of Annual Budget to inform the Corporate Plan;
- Prepare reports as requested by Supervisor;
- Ensures bills are paid in a timely manner;
- Conducts financial transactions at designated Financial Institution;
- Manages Petty Cash effectively.

##### **Required Knowledge, Skills and Competencies**

- Training in Government Accounting
- Knowledge of Budget Preparation would be an asset

##### **Minimum Required Qualification and Experience**

- AAT Level 3; or
- ACCA-CAT Level C/Level 3; or
- ACCA Level 1; or
- NVQJ Level 3, Accounting; or
- Diploma in Accounting from an accredited University or Community College; or
- ASc. Degree in Business Studies/Business Administration from an accredited Tertiary Institution; or
- ASc. Degree in Accounting, MIND; or
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; or
- BSc. Degree in Accounting or Management Studies with Accounting; or
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.
- At least two (2) years experience in an accounting related position.

##### **Special Condition Associated with the Job**

- Typical working environment
- Willingness to work long hours and occasional weekend

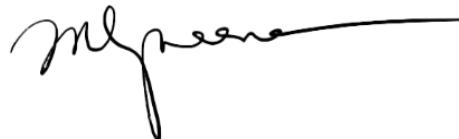
Applications accompanied by résumés should be submitted no later than Monday, 16<sup>th</sup> February, 2026 to:

**Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security and Peace  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5**

Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.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)**