



## Office of the Services Commissions

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### **CIRCULAR No. 56** **OSC Ref. C. 4858<sup>54</sup>**

18<sup>th</sup> March, 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 following posts (**Not Vacant**) in the **Internal Audit Unit (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining:**

1. **Audit Manager (Co-ordinator) (FMG/AS 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Auditor (FMG/AS 2)**, salary range \$4,266,270 - \$5,737,658 per annum.

#### 1. **Audit Manager (Co-ordinator) (FMG/AS 4)**

##### **Job Purpose**

Under the leadership and direction of the Chief Audit Executive (CAE), the Audit Manager is responsible for managing Audit Teams in the execution of varied internal financial and operational assessments with multiple degrees of complexity, in accordance with applicable procedures and standards. Additionally, the Audit Manager provides a high level of internal audit consultancy and advisory services for the Ministry of Agriculture, Fisheries and Mining (MoAFM) and its Subjects, while supporting the CAE in ensuring the effectiveness and appropriateness of internal audit, internal controls, risk management, compliance and governance.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to CAE, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Attends Public Accounts Committee (PAC) and Public Administration and Appropriations Committee (PAAC) of the Parliament of Jamaica, to provide information and support the PS and CAE, as applicable;
- Represents CAE at meetings, conferences, workshops and seminars;
- Prepares reports and project documents, as required;
- Prepares and delivers Internal Audit presentations, as needed;
- Supports and maintains customer service principles, standards and measurements.

###### ***Technical:***

- Supports the Chief Audit Executive actively in conducting strategic and risk-based planning for the MoAFM, its Departments and Agencies;
- Participates in the development and implementation of annual Audit Plan and Work Plan being guided by the MoAFM's policies, regulatory requirements and guidelines;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and general audit practices to the audit processes;
- Recommends the appropriate use of techniques, as well as tests and sampling methods in the conduct of audits; ensures that Team Members conform to Internal Audit Standards, Accounting Standards and Financial Regulations;
- Participates in the planning and execution of information and communication technology (ICT) audit projects;
- Manages the pre-audit functions and activities involving the assessment of leave and pension calculations, resignations, gratuity payments and mandatory yearly pre-audits of all salary and payment vouchers, in accordance with the FAA Act and Instructions;
- Supports and maintains an approved quality assurance and improvement programme covering all aspects of Internal Audit;

- Provides support to Internal Audit Divisions/Units in the Departments and Agencies of the MoAFM, in conducting quality self-assessments, as well as compliance monitoring and risk management activities, as required;
- Manages the preparation and content of Audit Reports by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Recommends changes to the Divisions' standard operating procedures and methodologies, in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ.
- Visits MoAFM Departments and Agencies being audited, to ensure compliance with audit procedures, resolve challenges and maintain good client relations;
- Reports on deviations and/or departure from the approved internal control systems, as well as any perceived risks, and recommends changes which will safeguard compliance and effectiveness;
- Manages the output of assigned Audit Team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and/or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls, whether automated or manual;
- Manages the audit progress and review compliance with audit procedures and quality assurance which must be aligned to that of the Internal Audit Directorate;
- Provides guidelines and instructions to Team Members and tailors instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards;
- Conducts flow up audits and site visits to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and/or supervises special audits which are assigned by the CAE;
- Manages and guides direct reports towards achieving the Strategic Objectives of the Audit Division of the MoAFM and supporting the Ministry's vision of becoming regional leader in facilitating effective access to justice for all;
- Monitors assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets;
- Reviews adherence to audit procedures and agreed performance targets;
- Convenes team meetings to assess accomplishments, discuss upcoming audits and job scheduling, as well as issues and concerns which could impact and/or prevent the Team from delivering according to agreed timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness;
- Performs any other related duties assigned by the CAE.

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

#### **Core:**

- Strong customer relations skills
- Teamwork and cooperation
- Good problem solving and conflict management skills
- Strong leadership and management skills
- Excellent planning and organizing skills
- Managing external partners

#### **Technical:**

- In-depth knowledge of Audit Principles and Techniques, including ICT Audit
- Expert knowledge of the Government of Jamaica's Accounting and Audit standards
- Expert knowledge of Accounting Principles and Practices;
- Knowledge of GOJ ICT Systems
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms
- Good understanding of the public expenditure policy environment and the goals
- Good knowledge of policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes

- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with Team Members, both within and outside of the Ministry
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite, Projects and Teammate

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

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent, plus over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset.

### **Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally, to attend conferences, seminars and meetings.

## **2. Auditor (FMG/AS 2)**

### **Job Purpose**

Under the direction and management of the Audit Manager, the Auditor is responsible for undertaking reviews and assessments of moderate to intermediate complexities, and is a critical team player on major audit assignments, in accordance with applicable audit procedures and standards for the MoAFM and its Subjects.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

#### ***Technical:***

- Prepares Risk-based Audit Work Programmes and Audit Reports for assignments with moderate to intermediate complexities;
- Conducts operational audits, financial audits, technological audits and any special assignments, in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
  - ✓ Following the relevant audit procedural programmes; and
  - ✓ Applying internal audit procedures and techniques;
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertains and evaluates operational processes and systems of internal control;
- Ensures that output of assigned Audits is in line with acceptable Audit Standards and Practices, as well as GOJ requirements;
- Ensures that working papers are appropriately prepared, compiled and submitted for reviews;

- Compares, analyzes and interprets facts and figures promptly;
- Corresponds orally and in writing, with respect to the results of audits to the Team Leader, or according to established procedures;
- Consolidates overall audit findings and prepares working papers highlighting deficiencies, causes and implications, and makes recommendations;
- Checks assigned Financial Statements, according to defined procedures;
- Conducts pre-audit functions and activities involving the assessment of leave and pension calculations, resignations, gratuity payments and mandatory yearly pre-audits of all salary and payment vouchers, in accordance with the FAA Act and Instructions;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attends related meetings to present audit findings and results, as instructed, and prepares relevant reports for the Audit Manager;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

***Human Resource:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs any other related duties assigned by the CAE/Audit Manager.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Strong customer relations skills
- Teamwork and cooperation
- Good problem solving and decision-making skills
- Strong leadership and management skills
- Excellent planning and organizing skills
- Managing external partners

***Technical:***

- Good knowledge of Audit Principles and Techniques and ICT Auditing
- Good knowledge of the Government of Jamaica's Accounting and Audit standards
- Good knowledge of Accounting Principles and Practices
- Knowledge of GOJ ICT Systems
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms
- Good understanding of the public expenditure policy environment and the goals
- Good knowledge of policy monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes
- Good ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with Team Members, both within and outside the Ministry
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite, Projects and Teammate.

**Minimum Required Qualification and Experience**

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

**Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally, to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Tuesday, 31<sup>st</sup> March, 2026, to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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)**