

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 83
OSC Ref. C. 6276¹⁵

29th April, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill a **VACANT** post in the **Maritime Authority of Jamaica**, as detailed in the attached Vacancy Notice.

Applications accompanied by résumés should be submitted **no later than Friday, 8th May, 2026 to:**

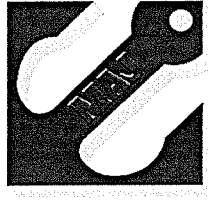
Human Resource Manager
Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Boulevard
Kingston

Email: hr@jamaicaships.com

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)



The Maritime Authority of Jamaica

Applications are invited from suitably qualified persons to fill the **vacant** post of **Chief Audit Executive, Level 8**), salary range: \$5,881,100 – \$7,909,425 per annum, at **The Maritime Authority of Jamaica:**

Chief Audit Executive, (Level 8)

Job Purpose

Under the general direction of the Director General/Audit Committee, the Chief Audit Executive will establish and implement an internal audit programme and control systems designed to evaluate the adequacy, efficiency and economy with which the Authority's financial and other operations are conducted. This involves ensuring compliance with established internal control procedures by examining records, reports, operating practices and documentation, verifying assets and liabilities in accordance with the Financial Administration and Audit (FAA) Act, and other regulations and directives issued by Ministry of Finance and the Public Service.

Key Responsibilities

Administrative:

- Develop Operational and Annual Audit Work Plan;
- Represents the Unit at meetings and seminars, as directed;
- Develops and ensures the implementation of audit plans and work programs and that activities are carried out within established regulations and policies;
- Monitors and evaluates the Authority's corporate planning, budgeting and risk management processes in respect of compliance with relevant Acts and guidelines;
- Prepare and submit quarterly reports for Audit Committee.

Technical/Professional

- Assesses adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines, in achieving desired objectives;
- Examines and appraises systems and procedures, evaluates operational performance and Department policies and, from time to time, performs special investigations and value for money audits, in keeping with audit plan;
- Analyses data for deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations and management policies;
- Recommends corrective action and suggests improvement;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures;
- Keeps abreast of trends and developments in Internal Auditing Management and recommends adoption, where appropriate, to improve the effectiveness of the Division;

- Executes and reviews audit-engagement fieldwork;
- Prepares, maintains and reviews adequate working papers in accordance with established guidelines for timely submission;
- Analyze annual reports, financial statements, and other records, using accepted accounting and statistical procedures, to determine financial condition;
- Establish and implement operational audit programs to review the extent to which the Authority has due regard for economy, efficiency and effectiveness;
- Examine payroll and personnel records to determine worker's compensation coverage;
- Inspect cash on hand, notes receivable and payable, and negotiable securities;
- Prepares and submits monthly and quarterly reports and undertakes special investigations in accordance with instructions of the Authority;
- Verifies the adequacy of internal control systems;
- Conduct special investigations/assignments, as directed by the Director General;
- Ensure compliance of directorates/branches/units with Internal Auditing;
- Attends and Minutes entrance and exit meetings;
- Ensures the security of audit files;
- Establishes and maintains good working relationships with external auditors and other stakeholders;
- Performs any other related duties that may be assigned by the Director General from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and management skills
- Excellent oral and written communication, report writing and presentation skills.
- Working collaboratively
- Sound strategic and analytical thinking skills
- Ability to continuously drive changes and improvements
- Effective decision-making and problem-solving skills
- Sound personal and professional integrity
- Ability to exercise sound judgement
- Ability to monitor and evaluate
- Well-developed human resource management skills
- Excellent customer orientation skills

Technical:

- Knowledge of Government procurement practices
- Knowledge of Government and fiscal control policies
- Knowledge of financial management
- Ability to critically assess accounting and operating systems and procedures
- Good knowledge of FAA and PBMA Acts and Regulations
- Excellent knowledge of accounting principles and practices
- Excellent knowledge of auditing principles and techniques
- Working knowledge of VFM/operational Audit, sampling techniques and application of computer-based audit techniques
- Working knowledge of laws, regulations, staff orders, and other instructions relevant to the Authority
- Knowledge of strategic and operational planning
- Knowledge of risk analysis and mitigation

- Sound knowledge of information technology and the scope it offers for supporting management and operations

Minimum Required Education and Experience

- B.Sc. Degree in Accounting or Management Studies or any equivalent relevant qualification from a recognized tertiary institution.
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training.
 - Four (4) years' related experience in accounting/auditing.
- OR**
- Association of Certified Chartered Accountant Level 3 (ACCA 111) or any equivalent recognized professional qualification in accounting or management.
 - Completion of relevant Government Accounting/Auditing Courses and professional audit training.
 - Four (4) years related accounting/audit experience.

Application accompanied by resume' should be submitted **no later than Friday, May 8th, 2026 to the:**

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Maritime Authority of Jamaica
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Email: hr@jamaicaships.com**

For full details on the position, please visit our website at www.maritimejamaica.com

Please note that only shortlisted candidates will be contacted.