



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 72 **OSC Ref. C. 6123⁴**

10th April, 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 Officer (AUGD/AGS 5) – (Not Vacant)**, in the **Human Resource Management and Administration Office, Auditor General's Department (AUGD)**, salary: \$3,501,526 per annum.

Job Purpose

Under the direction of the Director, Human Management, the incumbent manages the Auditor General's Department staff welfare and benefits programmes; updates and maintains accuracy and currency in the Human Resource Manual and electronic records for the staff.

Key Responsibilities

Technical/Professional:

- Prepares five (5) year Rolling Retirement Plan for all AuGD staff attaining the age of retirement within the next five (5) years;
- Compiles and updates Period of Service Records for all members of staff to ensure currency of records;
- Prepares all relevant documents in relation to approved retirees for submission to the Ministry of Finance and the Public Service for the processing of pre-retirement benefits;
- Participates in the planning and execution of Retirement Workshops;
- Advises staff on retirement processes and all matters relating to retiring benefits;
- Prepares employment verification letters, as requested;
- Prepares letters to the Ministry of Finance and the Public Service and the Accountant General's Department in respect of applications for Motor Vehicle Loans, Duty Concession, Motor Vehicle Insurance Loans, Salary Advances etc.;
- Liaises with the relevant Agencies regarding the applications submitted in respect of the staff;
- Processes requests for refund of contributions under the Family Benefits Scheme;
- Prepares submissions to the Ministry of Finance and the Public Service, requesting the payment of benefits to beneficiaries of deceased officers;
- Prepares and submits letters for the linkage of service to the Ministry of Finance and the Public Service;
- Advises staff of benefits and submits applications for enrolment under the Health Scheme.
- Requests medical examination for officers on their First Appointment;
- Ensures the proper completion and submission of Probationary Reports;
- Submits annually to the Cabinet Office, Office of the Prime Minister a list conveying the names of officers eligible to receive Long Service Awards;
- Maintains the Human Resources Management Information System;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills customer relations skills
- Excellent use of technology skills
- Excellent planning and organizing skills
- Professional and confidentiality
- Good time management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/Public Administration/Management Studies, or related field from a recognized University;
- Three (3) years' experience.

Special Working Conditions Associated with the Job

- Occasionally exposure to adverse working conditions.

Applications accompanied by résumés, including the names of two (2) referees, one must be a former/current supervisor, should be submitted **no later than Thursday, 23rd April, 2026 to:**

**Senior Director, Human Resource Administration (Actg.)
Auditor General's Department
40 Knutsford Boulevard
Kingston 5**

Email: careers@auditorgeneral.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)**