



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 102 **OSC Ref. C.6655**

26th May, 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 the **vacant** post of **Auditor (FMG/AS 2)** in the **Independent Commission of Investigations**, salary: \$4,266,270 per annum.

Job Purpose

Under the direction of the Senior Auditor, the Auditor is responsible for reviewing, analyzing and evaluating internal control systems and processes within the Commission. The incumbent is responsible for identifying deficiencies and deviations from the rules, regulations and laws, and making the necessary recommendations for corrective action, to the Senior Auditor.

Key Responsibilities

- Assists in the development of the Internal Audit Charter and Audit Strategy;
- Conducts Operational and other audits, to determine the Commission's compliance with the provision of relevant laws, regulations, policies and guidelines;
- Conducts periodic risk assessments to identify audit focus areas and aiding in the development of the Annual Risk-Based Audit Plan;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards with a view for their adoption, where necessary, to enhance the Commission's planning and policy development functions;
- Performs pre-audit functions and activities involving the assessment of leave and pension calculations, resignations, gratuity payments; and mandatory yearly audits of all financial and accounting records to include 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 the Departments of the Commission in conducting quality self-assessments, as well as compliance monitoring and risk management activities, as required;
- Conducts special audits/ investigations, as required.

Required Knowledge, Skills and Competencies

- High ethical conduct, diplomacy and confirmed integrity
- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports
- Thinks critically with highly developed analytical skills and demonstrated abilities to identify risks, as well as determine materiality and levels of impact
- Be responsive to changing requirements and priorities and be able to adapt to unpredictable circumstances
- Demonstrates exceptional confidentiality
- Excellent consultative abilities in guiding communication approaches
- Shares the Commission's Core Values, Mission and Vision
- Excellent customer service, interpersonal and social skills
- Excellent computer related skills, including Word Processing, Spreadsheet and Database Management applications
- Excellent organizational and file management skills
- Excellent time management skills
- Good attention to detail and accuracy in the work product
- Excellent judgment, problem-solving and decision-making skills
- Ability to meet performance and deadline driven output standards

- Knowledge of accounting principles and practices, auditing principles and techniques and public administration
- Comprehensive knowledge of the Government of Jamaica's Accounting and Audit standards
- Excellent knowledge of Government Administration Systems, Laws, Policies and other Instructions governing both financial and operational aspects, such as the Staff Orders, Public Service Regulations, Procurement Guidelines, FAA Act, etc.
- Knowledge of GoJ Internal Audit Manual
- Expertise in auditing standards, policies, techniques and procedures
- Knowledge of accounting principles and standards
- Knowledge of management practices and principles
- Ability to analyze and interpret financial and accounting reports
- Good knowledge of INDECOM Act, relevant laws, Staff Orders, policies and procedures and other instructions specific to the Commission
- Good knowledge of policy monitoring and evaluation frameworks
- Competent in the use of ICT solutions, with knowledge of relevant auditing software applications
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
 - One (1) year's auditing experience;
- OR**
- Associate of Science Degree in Accounting from the Management Institute for National Development, along with the completion of the revised Certificate in Government Accounting Course;
 - ACCA Fundamentals;
 - Two (2) years' auditing experience.

Special Conditions Associated with the Job

- Will be required to travel to external sites in the performance of official duties;
- May be required to work beyond normal working hours.

Applications, accompanied by Résumés, should be submitted ***via email, no later than Monday, 8th June, 2026, to:***

hrd@indec.com.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)**