



## Office of the Services Commissions

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**CIRCULAR No. 140**  
**OSC Ref. C.6608<sup>10</sup>**

**20<sup>th</sup> July, 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 following **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Chief Internal Auditor (FMG/AS 4) – Internal Audit Division**, salary: \$6,333,301 per annum.
2. **Public Relations Officer (MCG/IE 3) – Public Relations and Corporate Communications Division**, salary: \$3,501,526 per annum.
3. **Administrative Assistant (GMG/AM 3) – Public Relations and Corporate Communications Division**, salary: \$2,803,771 per annum.

1. **Chief Internal Auditor (FMG/AS 4)**

**Job Purpose**

Under the general direction of the Permanent Secretary, the Chief Internal Auditor plans, directs, co-ordinates and monitors the operations of the Internal Audit Division. The incumbent continually assesses internal controls, processes employed to develop and implement new financial and non-financial systems and to comment on the implications of identified strengths and weaknesses observed in the conduct of routine and special audits.

**Key Responsibilities**

***Management/Administration:***

- Participates in the Ministry's Strategic Planning process by preparing and monitoring the Division's Operational Plan and Budget, ensuring that the work of the Division is carried out according to plan and agreed targets;
- Facilitates the development of Operational and Work Plans and Programmes for the Division, ensuring staff members are effectively utilized and productivity is maximized;
- Oversees the work of Audit Teams engaged in financial and non-financial audits with the Ministry, its Departments and Agencies;
- Manages and provides leadership, coaching and mentorship to members of the Division;
- Co-ordinates the work of the Division by assigning work to staff;
- Ensures the efficient, effective and economical utilization of assets and other resources in the Division;
- Prepares and submits reports, position papers and other documents, as required;
- Attends meetings and represents the Ministry at conferences, seminars and other fora, as required.

***Technical/Professional:***

- Develops Annual Audit Plan, to include the priority level of each assignment, time schedules and the deployment of staff;
- Reviews and approves the audit objectives, scope and audit programmes for assigned audit projects;
- Directs the performance of audit procedures, including identifying and defining issues and recommendations, developing criteria, reviewing and analyzing relevant information, evaluating evidence, documenting business processes and procedures, and completing audit documentation;
- Reports risk management issues and internal controls deficiencies identified and reported directly to the Audit Committee and provides recommendations for improving the Organisation's operations, in terms of both efficient and effective performance;
- Conducts site visits, as necessary, to monitor audit progress and/or provide guidance and on the job training;
- Manages the preparation and submission of final Audit Reports based on findings, recommendations and/or other relevant comments. Presents these Reports to the Audit

Committee and Permanent Secretary, identifying areas requiring attention, as well as ensuring implementation of any actions agreed;

- Maintains a working relationship with Internal Auditors based in the Departments and Agencies with reporting relationships to the Ministry. This is to ensure that they have all the information and support, as needed (special attention must be paid to those Departments and Agencies which do not have resident Internal Auditors).
- Co-ordinates the distribution and management of feedback to queries, follow-up procedures and audit results;
- Schedules and chairs exit meetings to discuss audit findings with the respective Heads of Divisions/Agencies;
- Performs special investigations and assignments, as instructed;
- Facilitates and participates in the development and implementation of financial and/or non-financial systems within the Ministry and its respective Departments and Agencies.

***Human Resource Management:***

- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated.

**Required Knowledge, Skills and Competencies**

***Functional/Technical:***

- Expert knowledge of current auditing principles, standards and techniques (for example, sampling techniques, VFM/Operational Auditing, Risk Assessments)
- Expert knowledge of accounting principles, procedures, standards and practices
- Sound knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

***Core:***

- Excellent oral and written communication skills
- Strategic Vision
- Analytical thinking
- Excellent problem solving and decision-making skills
- Teamwork and co-operation
- Excellent leadership and people management skills
- Excellent interpersonal skills

**Minimum Required Qualification and Experience**

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

**Special Conditions Associated with the Job**

- There can be high pressure when deadlines are to be met;
- Travelling within Jamaica is expected.

**2. Public Relations Officer (MCG/IE 3)**

**Job Purpose**

Under the direction of the Director, Public Relations and Corporate Communications, the Public Relations Officer provides administrative and communication services to assist in ensuring Media coverage and exposure for the activities and programmes of the Ministry, its Departments and

Agencies, as well as the dissemination of timely information to stakeholders and the general public, particularly through new media platforms.

### **Key Responsibilities**

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

- Assists in providing full Media coverage for the Ministry;
- Assists in organizing Media interviews for the Honourable Minister and Permanent Secretary;
- Assists with arrangements for Press Conferences/Briefings and Official Signing Ceremonies;
- Assists with the research and drafting of Speeches, Press Releases and Statements. Maintains copies of all Speeches, Statements and Press Releases to facilitate the Media and the Ministry and the general public;
- Establishes and maintains liaison with the Jamaica Information Service, in respect of the Ministry's Media coverage;
- Arranges meetings with the Media and other groups, as directed;
- Assists in the planning and implementation of the Ministry's Communications and Public Relations programmes;
- Monitors all print, electronic and new media (including Websites, Facebook, Twitter, YouTube, Instagram) for matters relating to the Ministry, its Departments and Agencies, and brings pertinent issues to the attention of Director, Public Relations and Corporate Communications, and keeps proper records/clippings of such reports;
- Designs and places advertisements in the media or any other outlet, as directed;
- Assists in editing of Publications;
- Secures and dispatches official documents and information on the Ministry, as required;
- Provides support in designing Business Cards, Letterheads, other presentations and photo services;
- Establishes and updates Ministry's presence on all new Media platforms, including website, Facebook, Twitter, YouTube, Instagram;
- Performs other related duties that may be assigned from time to time.

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

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

- In-depth knowledge of Mass Communication techniques
- Excellent skills and experience in new media
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

#### ***Core:***

- Good oral and written communication skills
- Good problem solving and decision making
- Teamwork and cooperation
- Initiative
- Integrity
- Adaptability
- Interpersonal skills
- Ability to manage external relationships

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

- An Undergraduate Degree in Mass Communications or its equivalent, from a recognised Institution;
  - Two (2) years' experience in Public Relations and Corporate Communications;
- OR**
- Diploma in Mass Communications/Journalism from a recognised institution;
  - Four (4) years' experience in Corporate Communications, Public Relations, Advertising or the Media.

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

- There can be high pressure when deadlines are to be met;
- Will be required to travel locally and overseas;
- Extended working hours are expected, to include weekends and Public Holidays.

### **3. Administrative Assistant (GMG/AM 3)**

#### **Job Purpose**

Under the general supervision of the Director, Public Relations and Corporate Communications, the Administrative Assistant is required to assist in the delivery of efficient and effective administrative and general office procedure services to the Public Relations and Corporate Communications Division.

#### **Key Responsibilities**

- Assists in supporting the requirements of the approved Budget for the Division, ensuring that all expenditure are documented and accounted for according to GoJ guidelines;
- Prepares all internal and external commitments relating to the Division's expenditure, in collaboration with the Finance and Accounts Unit of the Ministry;
- Schedules and prioritises the engagements and appointments for the Director, and advises of matters requiring prompt attention;
- Schedules and coordinates internal and external meetings on behalf of the Director;
- Maintains an effective system that allows security and speedy retrieval of documents/information, in accordance with established standards, and records all mail received;
- Assists with research in the preparation of reports, brief and speeches for the Director's review and Operational and Work Plans, as well as Quarterly/Monthly Status Reports, on the work of the Division;
- Processes assigned correspondence and provides feedback to the Director, as required;
- Arranges for the printing, binding, dispatching and making photocopies of documents produced from the Director's desk;
- Organises meetings hosted by the Director, to include staff meetings and all other relevant meetings, to include Heads of Divisions/Branches, Heads of Agencies Meetings, and prepares Minutes, reproduces and distributes, in accordance with established guidelines;
- Sorts and distributes correspondence (print and electronic), and assists with the follow up on special requests made of the Director;
- Attends meetings with the Director, upon request, takes notes/minutes as required;
- Assists the Director with Ad-Hoc Reports and Quarterly Reviews, as instructed;
- Interfaces with the staff of the Ministry, Agencies and other stakeholders, and responds to problems/concerns and issues that need the Director's attention;
- Responds to official enquires about the work of the Division and, where necessary, refers these enquiries to the appropriate officers.

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

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

- Excellent knowledge in Office Procedures
- Customer and quality focus
- Good research and analysis skills
- Able to work well with creative people and diverse groups
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

##### ***Core:***

- Good oral and written and communication skills
- Good problem solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Good interpersonal skills
- Teamwork and cooperation
- Sound integrity

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

- Diploma in Administrative Management/Business Administration or its equivalent from a recognised Tertiary Institution;
- Training in Secretarial/Office Administration would be an asset;
- Three (3) years' experience in Office Administration.

**Special Conditions Associated with the Job**

- There can be high pressure when deadlines are to be met;
- Travelling within and external to Jamaica is expected;
- Extended working hours are expected, to include weekends and Public Holidays.

Applications, accompanied by résumés, should be submitted **via email no later than Friday, 31<sup>st</sup> July, 2026, to: [careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.gov.jm)**, to the attention of:

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

**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)**