

Office of the Services Commissions

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CIRCULAR No. 161
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24th August, 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 Energy, Transport and Telecommunications (METT)**:

1. **Senior Auditor (FMG/AS 3) (3 posts)**, salary: \$5,198,035 per annum.
2. **Auditor (FMG/AS 2) (3 posts)**, salary: \$4,266,270 per annum.
3. **Customer Service Monitoring and Evaluation Officer (GMG/AM 3)**, salary: \$2,190,302 per annum.
4. **Senior Payroll Officer (FMG/AT 3)**, salary: \$2,190,302 per annum.
5. **Payroll Officer (FMG/AT 2)**, salary: \$1,711,060 per annum.

1. **Senior Auditor (FMG/AS 3)**

Job Purpose

Under the general direction of the Audit Manager, the Senior Auditor is responsible for examining and reporting on the level of compliance with relevant laws, rules, regulations, and policies governing the Ministry and its Agencies, assessing the adequacy, efficiency, and effectiveness of internal controls in achieving desired objectives and, where necessary, recommend appropriate solutions or corrective measures.

Key Responsibilities

Administrative/Management

- Participates in the development of the Operational Audit Plan;
- Liaises with Departmental and Agency Heads with regards to proposed audits;
- Represents the Unit at meetings and seminars, as directed;
- Provides guidance/advice to team members.

Technical

- Assists in the conduct of the Unit's annual risk assessment exercise;
- Leads the conduct of the risk matrix exercise for team assignments;
- Determines audit approach, that is, plans the theory and scope of audits for direct reports;
- Prepares audit programmes and submits to Audit Manager for review;
- Selects areas for review based on the results of the risk matrices;
- Prepares and discusses individual assignments with direct reports;
- Develops and apply auditing procedures and techniques in conducting operational, financial and value for money audits;
- Assesses the adequacy, efficiency, effectiveness of internal controls and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives;
- Verifies the accuracy of financial and other records;
- Performs special investigations as directed and prepares interim report;
- Prepares working papers for audits conducted;
- Reviews and signs off on working papers for direct reports;
- Performs entry and exit interviews, that is, discusses audit areas and findings with relevant Managers/Department Heads;
- Consolidates overall audit findings and prepare draft reports stating deficiencies, makes appropriate recommendations and submits report to the Audit Manager for review;
- Follows-up Department/Agency Heads' responses to audit report to determine whether deficiencies are corrected and improved procedures are implemented;
- Ensures the security of audit files.

Required Knowledge, Skills and Competencies

Core:

- Oral and written communication skills
- Good customer and quality focus
- Team work and cooperation
- Good interpersonal skills
- Compliance
- Quality of output
- Integrity
- Initiative
- Good strategic vision
- Problem solving and decision making skills
- Analytical thinking
- Impact and influence
- Good change and people management
- Goal/result oriented
- Good leadership skills
- Good planning and organizing skills
- Methodical
- Good research and analytical skills

Technical:

- Use of technology (relevant computer applications)
- Managing external relationships
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministry and its portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, Financial Administration and Audit Act.
- Knowledge of accounting and auditing standards, principles and practice
- Comprehensive knowledge of current auditing techniques

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics and two (2) years' experience in audit/specialized area or;
- ACCA Fundamentals or equivalent and two (2) to five (5) years' experience in audit/specialized area;
- Successful completion of relevant government auditing courses and professional audit training would be an asset.

Special Conditions Associated with the Job

- Required to travel to external sites in the performance of official duties;
- May be required to work under adverse condition from time to time;
- May be required to work beyond normal working hours.

2. Auditor (FMG/AS 2)

Job Purpose

Under the general direction of the Senior Auditor, the Auditor is responsible for examining and analysing accounting records to assess the financial status of the Ministry. The role includes reviewing financial transactions to ensure compliance with accepted accounting procedures and determining adherence to relevant laws, regulations, policies, and rules governing the Ministry and its Agencies. The Auditor also evaluates the adequacy, efficiency, and effectiveness of management controls and recommends corrective actions to address identified weaknesses and improve operational effectiveness.

Key Responsibilities

Management/Administrative:

- Liaises with internal and external stakeholders on pre-audit and post-audit matters;
- Prepares and submits working papers for review, ensuring accuracy, completeness, and compliance with audit standards;
- Maintains and secures audit files and related documentation in accordance with established procedures.

Technical/Professional:

- Interprets and carries out audit assignments as directed by the Senior Auditor;
- Conducts reviews of assigned organisational and functional activities in accordance with prescribed audit programmes and instructions;
- Undertakes operational, financial, and value-for-money audits using established audit standards and procedures;
- Analyses and evaluates evidential data to determine the adequacy, efficiency, and effectiveness of activities under review, as well as compliance with relevant laws, regulations, policies, and procedures;
- Conducts special audit assignments as directed by the Senior Auditor;
- Consolidates audit findings and submits significant issues to the Senior Auditor for review;
- Responds to queries and provides clarification on working papers prepared;
- Makes preliminary recommendations to address weaknesses or deficiencies identified during audits;
- Assists in the preparation of draft audit reports;
- Assists the Senior Auditor in following up on audit recommendations and management responses;
- Performs other related functions assigned by the Senior Auditor and the Chief Internal Auditor.

Required Knowledge, Skills and Competencies***Core:***

- Good oral and written communication skills
- Good customer and quality focus
- Good team work and cooperation skills
- Good interpersonal skills
- Compliance
- Quality of output
- Methodical
- Strategic vision
- Level of integrity
- Takes initiative
- Analytical thinking
- Good problem solving and decision making skills
- Good planning and organizing skills

Functional:

- Use of technology (relevant computer applications such as Microsoft Suite)
- Change management

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics
- ACCA Fundamentals or; equivalent and no experience.
- ASc. 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

- Required to travel to external sites in the performance of official duties;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

3. Customer Service Monitoring and Evaluation Officer (GMG/AM 3)

Job Purpose

Under the direction of the Manager, Customer Service Monitoring and Evaluation, the Customer Service Monitoring and Evaluation Officer is responsible for providing support and assistance in the collection and analysis of data and the preparation of relevant reports for monitoring and evaluation of the Customer Service Programme.

Key Responsibilities

Technical /Professional:

- Assists with the collection, analysis, and reporting of feedback generated through the Ministry's Mystery Shopper Programme;
- Supports the evaluation of Customer Service training and sensitization sessions conducted for the Ministry, in collaboration with the Human Resource Development Unit;
- Assists with evaluating the quality of customer service delivery, products, and service offerings across the Ministry, its departments, and portfolio agencies;
- Supports the administration, distribution, and collection of internal and external customer service surveys to assess customer satisfaction and service effectiveness;
- Assists with analysing survey findings and preparing summaries to support decision-making and service improvement initiatives;
- Updates and maintains the Customer Service Monitoring and Evaluation Database to ensure data accuracy, completeness, and accessibility;
- Assists in compiling monthly, quarterly, half-yearly, and annual Customer Service Monitoring and Evaluation Reports;
- Provides administrative and logistical support for the printing, binding, and distribution of survey instruments and other data collection tools;
- Supports customer service research activities, including data gathering and analysis for special studies and assessments;
- Assists with coordinating focus groups, meetings, and feedback sessions to obtain customer insights and stakeholder feedback.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Teamwork and cooperation
- Takes initiative
- Managing the client interface
- Methodical approach

Technical:

- Data entry skills
- Data analysis skills
- Report writing skills
- Proficiency in relevant software applications
- Knowledge of GoJ customer service policies and procedures

Minimum Required Qualification and Experience

- Diploma/Certificate in Management Studies or Public Administration or related subject.
- At least 2 years' experience in supporting data collection and analysis and/or work in a research environment
- Familiarity in using databases. Familiarity with statistical tools is an asset.

Special Conditions Associated with the Job

- Work is primarily conducted in an office environment.
- May be required to work beyond normal working hours to meet reporting deadlines and operational requirements.

4. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the guidance of the Payroll Manager, the Senior Payroll Officer plays a key role in ensuring the accurate and timely processing of the Ministry's payroll. The Senior Payroll Officer also assists with the effective supervision of Payroll Unit staff, contributing to the smooth and efficient functioning of the Unit's daily operations.

Key Responsibilities

Administrative

- Prepares Individual Work Plan;
- Prepares status and other reports, as required;
- Attends meetings, as required.

Technical/Professional

- Ensures the timely and accurate preparation of the monthly payrolls assigned;
- Certifies payroll data on the Ministry's computerized payroll system all payroll transactions for monthly and fortnightly paid staff;
- Certifies covering vouchers for the funding of monthly salaries and salary remittances (deductions);
- Requests information from the Agencies for the preparation and submission of statutory payments to the Accountant General's Department and the Ministry of Finance and the Public Service;
- Ensures the Commitment Vouchers for the Agencies are prepared and submitted on time for the funding of salary accounts;
- Prepares Virement for METT and its Agencies;
- Reconciles payroll taxes to ensure that correct amounts are paid over to Inland Revenue Department;
- Ensures SO1 is filed on a timely basis;
- Enters and maintains all relevant information electronically and manually in connection with the payment of salaries on the payroll system, such as:-
 - Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotion etc;
 - Details of deductions to be made from salaries;
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption.
- Ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" salary Control Register for each payroll run.
- Ensures that cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for lodgements;
- Maintains employee earning records;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS and NHT are submitted promptly after the end of the year;
- Ensures deductions cheques are prepared and dispatched to the Registry on time for delivery to the entities;
- Ensures that statutory cheques for the project staff are prepared and paid over to Inland Revenue on the due date;
- Assists with preparing Personnel Emoluments budgets by providing information to the Management Accounts Section with the following particulars on each staff member:-
 - Name of employee;
 - Present salary;
 - Date of appointment;
 - Date for the payment of incremental salary adjustments, etc.
- Assists with compiling and arranging payroll related matters to Accountant General's Department for the processing of Payroll;
- Provides letters to employees or organizations upon requests, regarding:-
 - Salary payable;
 - NHT Contributions;
 - Income Tax, etc.
- Checks statement of earnings for temporary, permanent and retired employees and gratuity payment for contractual employees;
- Prepares Cost Summary Report for Final Accounts.

Required Knowledge, Skills and Competencies

Core/Behavioural

- Good oral and written communication skills
- Teamwork and cooperation
- Good interpersonal skills
- Initiative
- Client and quality focus/ commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Confidentiality
- Analytical thinking

Technical

- Use of Information, Communication and Technology
- Legislation, Regulations and Policies
- Financial Accounting (Cash Accounting)
- Financial Accounting (Accrual Accounting)
- Financial Analysis
- Management Accounting
- Management Control (Internal Control)
- Financial Systems (FINMAN, BizPay, MyHR+)

Minimum Required Qualification and Experience

- AAT Level 3 **or**,
- ACCA CAT Level C Level 3 **or**,
- ACCA Level 1 **or**,
- NVQJ Level 3, Accounting **or**,
- Diploma in Accounting from a n accredited University or Community College **or**,
- ASc. Degree in Business Studies/ Business Administration from an accredited tertiary Institution **or**,
- ASc. Degree in Accounting, MIND **or**,
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 **or**,
- B Sc. Degree in Accounting or Management Studies with Accounting **or**,
- BBA Degree **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above
- Two (2) years' experience in Government payroll computation and administration.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.

5. Payroll Officer (FMG/AT 2)

Job Purpose

Under the supervision of the Payroll Manager, the Payroll Officer is directly responsible for the control and payment of salaries and wages, statutory deductions, and other salary-related documents in respect of monthly and fortnightly paid staff.

Key Responsibilities

- Prepares salaries payment voucher for lodgement to the Salaries Bank Accounts;
- Enters and maintains all relevant information in connection with the payment of salaries on the payroll system, such as:-
 - Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotion etc.;
 - Details of deductions to be made from salaries;
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption.
- Processes payments from the Accountant General's Department and prepares and submits salary adjustment letters to the Department;
- Process overtime claims each fortnight and insert on payroll;
- Upload fortnightly and monthly salary to GFMS for authorization;
- Prepares statement of earnings for temporary, permanent and retired employees and gratuity payment for contractual employees;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the relevant persons on payday;
- Prepares and submits, salary returns and NIS and NHT returns.

Deductions and Returns

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Other Duties

- Prepares Personnel Emoluments Budgets for submission to the Management Accounts Section;
- Prepare employees salary information (P45, P24, N.H.T & NIS letters etc.), upon request;
- Prepare Family Benefit Schedule, upon request.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus
- Team work and cooperation
- Good interpersonal skills
- Compliance
- Initiative
- Integrity
- Good problem solving and decision making
- Analytical thinking
- Good planning and organizing skills
- Methodical

Functional:

- Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting system (GFMIS).
- Problem solving and decision making
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAAA Act.

- Skilled in the operation of computerised accounting systems;
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- AAT Level 2;
 - ACCA-CAT Level B/Level 2;
 - NVQJ Level 2, Accounting;
 - Certificate in Accounting from an accredited University;
 - Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
 - ASc. Degree in Business Studies/ Business Administration/Management Studies; ASc. Degree in Accounting from the Management Institute for National Development (MIND);
- OR**
- Certificate in Government Accounting Level 2

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition

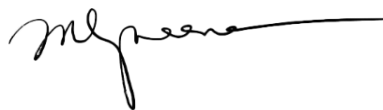
Applications, accompanied by Résumés, should be submitted **no later than Friday, 4th September, 2026, to:**

**Permanent Secretary
Ministry of Energy, Transport and Telecommunications
PCJ Building
36 Trafalgar Road
Kingston 10**

Email: hr@mtw.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)**