



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 185
OSC Ref. C. C6272¹⁹

28th September, 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 **Internal Audit Unit, Office of the Prime Minister**, salary: \$4,266,270 per annum.

Job Purpose

Under the supervision of the Senior Auditor, the Auditor is responsible for providing support and assistance in the operational and financial audits and special assignments to ensure the economical, effective and efficient use of resources and compliance with established policies, procedures, laws and regulations. The job responsibilities include:

- Examining the operational and financial transactions, records and documents in the Ministries, Departments and Agencies (MDA's) to determine compliance;
- preparing, maintaining and submitting working papers and audit reports of findings with recommendations for review by Senior Auditor.

Key Responsibilities

To examine the operational and financial transaction records and documents in the Ministries, Departments and Agencies (MDA's) to determine compliance.

- Assists in operational, financial, value for money audits and special audit assignments to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with relevant laws, rules and regulations;
- Identifies sufficient, reliable, relevant and useful information;
- Identifies variances to policy guidelines and procedures and make recommendations to address anomalies.

To prepare, maintain and submit working papers and audit report of findings with recommendations for review by Senior Auditor.

- Ensures that working papers are accurate, properly prepared and submitted for review;
- Address any queries on working papers based on responses received;
- Prepares local queries on material/significant findings;
- Consolidates overall audit findings and prepare draft reports.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Good judgement and decision-making skills
- Good planning and organizing skills
- Strong analytical and problem-solving skills
- Excellent interpersonal and customer relation skills
- Good negotiation skills
- Knowledge of auditing, accounting and public administration and the public finance legal framework
- Knowledge and experience of Government of Jamaica's Public Sector operations
- Knowledge of the principles, procedures and practices of accounting
- Knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry
- Proficient in use of current and relevant computer applications, Microsoft Office Suite (Word, Excel, PowerPoint) and also auditing software

Minimum Required Qualification and Experience

- BSc Degree preferably in Accounts, Finance, Business Administration, Management or Economics.

OR

- ACCA Fundamentals or equivalent and no experience.

OR

- ASc. Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent
- Qualifications; plus at least two (2) years auditing or accounting experience.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 9th October, 2026, to:**

**Senior Director
Human Resource Development & Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.**

Email: jobs@opm.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)**