Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 199 **27th October, 2026**
OSC Ref. C.6632

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 Water, Environment and Climate Change:**

1. **Senior Auditor (FMG/AS 3)** salary: $5,457,937 per annum.
2. **Auditor (FMG/AS 2)** salary: $4,479,584 per annum.
3. **Assistant Auditor (FMG/AS 1)** salary**:** $3,676,602 per annum.
4. **Commitment Control Officer (FMG/AT 3),** salary: $2,299,817 per annum.
5. **Senior Accounts Payable Officer (FMG/AT 3),** salary: $2,299,817 per annum
6. **Payable Officer (FMG/AT 2),** salary: $1,796,613 per annum

1. Senior Auditor (FMG/AS 3)

Job Purpose

Under the general direction of the Chief Internal Auditor, plans, leads and conducts financial, operational, compliance, systems, value-for-money and special audit assignments to assess internal controls, risk management, governance and compliance. The incumbent leads audit teams, develops risk-based audit programmes, reviews junior auditors' work and prepares draft audit reports and recommendations.

Key Responsibilities

Technical/Professional:

- Assists with annual and engagement-level risk assessments and prepares risk matrices;
- Develops risk-based audit programmes, objectives, testing procedures and methodologies;
- Plans, leads and conducts financial, operational, compliance, systems, value-for-money and other audit engagements;
- Evaluates internal controls, risk management and governance processes and compliance with applicable requirements;
- Reviews working papers and ensures audit evidence and conclusions are adequately supported;
- Consolidates findings, develops evidence-based recommendations and prepares comprehensive draft audit reports;
- Conducts or leads special audits, investigations and follow-up reviews;
- Provides technical guidance, coaching and support to Auditors and Assistant Auditors;
- Prepares audit status/performance reports and ensures audit files are properly maintained and secured.

Required Knowledge, Skills and Competencies

Technical

- Comprehensive knowledge of auditing principles, standards, practices and techniques.
- Sound knowledge of accounting, internal control, risk management and governance.
- Sound knowledge of the FAA Act, related Regulations and Instructions, Public Finance legal framework and GOJ accounting/auditing requirements.
- Strong risk assessment, audit planning, research, analytical and report-writing skills.
- Ability to lead audit engagements, review working papers and guide junior auditors.
- Proficiency in Microsoft Office and relevant audit/data-analysis software.

Minimum Required Qualification and Experience

- First Degree preferably in Accounting, Finance, Business Administration, Management or Economics; plus
- Over two (2) but less than five (5) years' experience in audit/specialized area.
- Relevant Government auditing courses and professional audit training would be an asset.

2. Auditor (FMG/AS 2)

Job Purpose

Under the general supervision of the Senior Auditor, conducts financial, operational, compliance, systems and other audit assignments; examines and analyses records and processes; evaluates audit evidence; identifies control weaknesses and non-compliance; prepares working papers, preliminary recommendations and draft audit reports.

Key Responsibilities

Technical/Professional

- Assists in planning assigned audit engagements and identifying risk/control areas;
- Conducts assigned audit activities in accordance with approved programmes and applicable standards;
- Examines transactions, records, systems, processes and supporting documentation;
- Evaluates internal controls and obtains sufficient, reliable and relevant audit evidence;
- Prepares properly referenced working papers and addresses supervisory review notes;
- Prepares audit queries, preliminary recommendations and assigned sections of draft reports;
- Conducts pre-audit/follow-up activities and assists with special audits and investigations;
- Maintains audit files and uses relevant audit/data-analysis systems;
- Provides guidance to Assistant Auditors where required.

Required Knowledge, Skills and Competencies

Technical

- Sound knowledge of auditing and accounting principles and practices.
- Knowledge of internal control, risk management, GOJ accounting/auditing requirements and the FAA Act.
- Good audit report-writing, research and analytical skills.
- Ability to evaluate financial/operational information and audit evidence and formulate findings and recommendations.
- Ability to prepare accurate audit working papers.
- Proficiency in Microsoft Office and relevant audit/data-analysis software.

Minimum Required Qualification and Experience

- Bachelor's Degree preferably in Accounting, Finance, Business Administration, Management, Economics or a related discipline; OR
- ACCA Fundamentals or equivalent; OR
- Associate Degree in Accounting or related discipline, AAT Diploma, ACCA-CAT Level 3 or equivalent, plus at least two (2) years' auditing or accounting experience.

3. Assistant Auditor (FMG/AS 1)

Job Purpose

Under the general supervision of the Senior Auditor, assists with financial, operational, compliance and other audits; examines financial and other records; performs assigned audit procedures; prepares working papers; and documents preliminary findings for review.

Key Responsibilities

Management/Administrative:

- Collects, reviews and analyses data and records to assist with audit planning;
- Performs assigned audit procedures in accordance with approved programmes and applicable standards;
- Examines records, transactions and supporting documents for accuracy, completeness and compliance;

- Obtains and documents audit evidence and identifies errors, discrepancies, control weaknesses and non-compliance;
- Prepares accurate, complete and properly referenced working papers;
- Addresses supervisory queries and assists with current/permanent audit files and pre-audit activities;
- Uses relevant computer applications/audit systems and safeguards confidential audit records;
- Prepares Individual Work Plans, timesheets and work updates.

Required Knowledge, Skills and Competencies

Technical

- Knowledge of basic auditing and accounting principles and practices.
- Knowledge of GOJ accounting/auditing requirements and the FAA Act and related requirements.
- Basic knowledge of internal control and risk management.
- Good research, analytical, problem-solving, planning and organising skills.
- Ability to prepare audit working papers and interpret financial records.
- Proficiency in Microsoft Office and relevant audit software/information systems.

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications; OR
- ACCA Level 1, with
- At least one (1) year work experience.

4. Commitment Control Officer (FMG/AT 3)

Job Purpose

Under the leadership and direction of the Management Accountant, maintains an effective cash management system and controls expenditure within the limits of the approved budget and warrant allocation for the Ministry's Recurrent and Capital C Heads.

Key Responsibilities

Technical/Professional:

- Assists with commitment planning and classifies commitments as inescapable, priority and other commitments;
- Assists with planning and utilisation of available cash based on outstanding commitments;
- Advises on slow-moving activities/projects from which funds may be wired to urgent activities/projects;
- Examines purchase orders, confirms availability of funds and approves/reserves funds for commitments where appropriate;
- Informs programme/division heads of requisition status and funds available;
- Maintains Commitment Control Registers for Recurrent and Capital C Heads and ensures warrant allocations/lodgements are posted correctly;
- Submits monthly reports on undischarged commitments;
- Maintains cheque registers and certifies applicable GFMS transactions for voted provisions, warrant issues, lodgements, adjustments and virements;
- Keeps current with developments in Public Financial Management, particularly management accounts and commitment management.

Required Knowledge, Skills and Competencies

- Knowledge of financial and accounting principles and practices.
- Knowledge of GOJ payables and payroll procedures.
- Knowledge of the Public Finance legal framework, including the FAA Act, Regulations and Instructions, Public Expenditure Policy and PFM reforms.
- Knowledge of GOJ operations and public-sector matters.
- Knowledge of GOJ ICT finance and accounting systems.
- Good understanding of the public expenditure policy environment.
- Knowledge of computerised systems/software, particularly Microsoft Office.

Minimum Required Qualification and Experience

- One of the qualifications specified in the JD, including ACCA Level 1; AAT Level 3; ACCA-CAT Level C/Level 3; NVQJ Accounting; Diploma/Associate Degree in Accounting or Business; Diploma in Government Accounting; BSc Accounting/Management Studies with Accounting; BBA; or successful completion of three years of an applicable Bachelor's programme; AND

- Two (2) years' experience in a Finance/Accounting environment.

5. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

Under the general direction of the Manager, Accounts Payable, reviews and certifies payment transactions and supporting documents for probity, propriety, regularity, authenticity, accuracy, validity and compliance with the FAA Act, GOJ financial/procurement requirements and Ministry controls. The incumbent also reviews Payable Officers' work, monitors payables balances, prepares reports and provides technical guidance.

Key Responsibilities

Technical/Professional

- Reviews contracts, bills, invoices, claims, vouchers, imprest reimbursements and supporting documents before certification;
- Ensures payment transactions comply with the FAA Act, related requirements, procurement rules and Ministry procedures;
- Verifies receipt of goods/services, correct accounting classifications, arithmetic accuracy, taxes/deductions and availability of funds;
- Certifies accounts payable transactions electronically on the approved Government financial management system;
- Reviews transactions prepared by Payable Officers and ensures errors/incomplete documentation are corrected;
- Reviews contractual, utility, rental, travel, staff claim, advance and other payment transactions;
- Reconciles payment information and monitors accounts payable balances and aged payables;
- Reviews statutory deductions/withholding tax information and resolves payment and audit queries;
- Identifies recurring errors/control deficiencies and recommends corrective action;
- Provides day-to-day supervision, technical guidance, coaching and performance support to Payable Officers.

Required Knowledge, Skills and Competencies

Technical

- Sound knowledge of Government accounting and accounts payable processes, controls and procedures.
- Sound knowledge of the FAA Act and related Regulations/Instructions and GOJ procurement and financial policies.
- Knowledge of accrual accounting, expenditure control, statutory deductions, withholding tax and Government financial/treasury systems.
- Good supervisory, analytical, reconciliation and problem-solving skills.
- Ability to interpret financial legislation and review payment documentation for discrepancies/control weaknesses.
- Ability to prepare financial reports, schedules and aged payables analyses.
- Proficiency in Microsoft Excel and relevant Government financial management/accounting systems.

Minimum Required Qualification and Experience

- AAT Level 3; ACCA-CAT Level C/Level 3; ACCA Level 1; NVQJ Level 3 Accounting; Diploma/Associate Degree in Accounting or Business; Diploma in Government Accounting; Bachelor's Degree in Accounting or Management Studies with Accounting; BBA; or successful completion of three (3) years of an applicable Bachelor's Degree programme; with

- At least two (2) years' relevant experience in Finance and Accounts, including accounts payable/payment processing.

6. Payable Officer (FMG/AT 2)

Job Purpose

Under the general supervision of the Manager, Accounts Payable, processes payments to suppliers, contractors, employees and other approved payees, ensuring that claims, invoices, vouchers and supporting documents are complete, accurate, authentic, properly authorised and compliant with the FAA Act, GOJ financial/procurement requirements and internal controls.

Key Responsibilities

Technical/Professional

- Examines payment claims, invoices, bills and supporting documentation before processing;
- Verifies receipt of goods/services and required purchase orders, contracts, invoices, approvals and supporting documents;
- Prepares payment and journal vouchers using correct accounting classifications and financial codes;
- Processes approved supplier, contractor, employee and other payments and prepares payment schedules;
- Processes recurring payments, staff claims, reimbursements and advances and maintains relevant registers;
- Reconciles assigned payables records/registers and reports discrepancies;
- Processes statutory deductions and withholding tax information and prepares related schedules/certificates;
- Maintains contractual/recurring payment records and prepares expenditure/payment status reports.;
- Researches and responds to routine payment queries and liaises with Procurement, Management Accounts/Budget and Internal Audit;
- Uses Government financial management applications and maintains secure, confidential payment records.

Required Knowledge, Skills and Competencies

Technical

- Knowledge of Government accounting principles and accounts payable processes.
- Knowledge of the FAA Act, GOJ financial/procurement policies and expenditure controls.
- Knowledge of basic accounting/reconciliation procedures, statutory deductions and withholding tax requirements.
- Good analytical, problem-solving, planning and organising skills.
- Ability to accurately examine/process financial documents and identify discrepancies or incomplete documentation.
- Ability to prepare accurate financial schedules and reports.
- Proficiency in Microsoft Excel and relevant Government financial management/accounting systems.

Minimum Required Qualification and Experience

- AAT Level 2; ACCA-CAT Level C/Level 2; ACCA Level 2; NVQJ Level 3 Accounting; Diploma/Associate Degree in Accounting or Business; Diploma in Government Accounting; applicable Government Accounting Levels; Bachelor's Degree in Accounting or Management Studies with Accounting; BBA; or successful completion of three (3) years of an applicable Bachelor's Degree programme; with

- At least one (1) year relevant accounting/payables experience.

Kindly submit cover letter and resume, along with the names, telephone numbers and email addresses of two (2) references (one must be a former/current supervisor), **no later than Monday, 6th November, 2026, to:**

Director, Human Resource Management and Development
Ministry of Water, Environment and Climate Change
16A Half Way Tree Road
Kingston 5

Email: jobopportunities@mwecc.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