



Office of the Services Commissions

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CIRCULAR No. 457 **OSC Ref. C. 6210/S5²⁰**

22nd November, 2024

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 Foreign Affairs and Foreign Trade**:

1. **Enterprise Risk Management Analyst (GMG/SEG 3) – Executive Management, Enterprise Risk Management Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Assistant Auditor (FMG/AS 1) - Internal Audit Unit**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Inventory Officer (GMG/AM 1) - Administration, Property and Security Management Department**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Enterprise Risk Management Analyst (GMG/SEG 3)**

Job Purpose

Under the general direction of the Director, Enterprise Risk Management, the Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the Ministry of Foreign Affairs and Foreign Trade, and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks.

The incumbent assists the Director in providing support to the Management team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on risk management objectives.

Key Responsibilities

Technical/Professional:

- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyzes risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Assists in the development of a risk awareness programme and conducts training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Sound understanding of enterprise risk management frameworks and tools;
- Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters;
- Practical and commercial approach to problem solving;
- Sound understanding of Research Methodology;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Ability to monitor and report on programme/project budgets;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Risk Management;
- Three (3) years related experience.

2. Assistant Auditor (FMG/AS 1)

Job Purpose

Under the general direction of the Senior Auditor, the Assistant Auditor will examine financial, operational and other transactions, records and documents, with a view to determine compliance with relevant laws, regulations, policies and rules governing the Ministry and to evaluate the adequacy, efficiency and effectiveness of management controls.

Key Responsibilities

Technical/Professional:

- Assists with conducting operational, financial and system audit and special assignments to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with relevant laws and regulations;
- Conducts reviews of assigned organizational and functional activities, in accordance with the instructions given by the Senior Auditor and the prescribed audit programme;
- Interprets and conducts assignments given by the Chief Internal Auditor and Senior Auditor;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted in internal controls;
- Prepares working papers and submits to Senior Auditor to be reviewed;
- Maintains records and prepares correspondence related to duties assigned;
- Proposes discussion item for liaison with internal and external clients, with regard to pre and post audit issues;
- Clears any queries on working papers prepared;
- Ensures the security of audit files;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- General understanding of the Ministry's role and functions;
- Good oral and written communication skills;
- Good analytical skills;
- Ability to work in a team;
- Ability to use initiative;
- Good interpersonal skills;
- Good problem-solving skills;
- Good planning and organizing skills;
- High level of integrity and confidentiality;
- Very good customer service/relationship management skills;
- High attention to detail;
- Results driven.

Technical:

- Good technical report writing skills;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint), TeamMate and any other relevant audit software;
- Knowledge of accounting and auditing principles, standards and techniques.

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications;
- ACCA Level 1;
- Three (3) years' experience in Auditing.

3. Inventory Officer (GMG/AM 1)

Job Purpose

Under the direct supervision of the Office Services Manager, the Inventory Officer is responsible for maintaining proper Inventory records of all the Ministry's furniture, equipment and assets. The Officer is also responsible for identifying and recommending to the relevant authorities equipment, furniture and assets that should be Board of Surveyed.

Key Responsibilities

- Develops and maintains database of all Government furniture, equipment and other assets at Headquarters and overseas Missions;
- Monitors location of all furniture, equipment and Government assets at Headquarters and obtains reports from overseas Missions;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Headquarters and overseas Missions;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Headquarters and collaborate to overseas on this matter;
- Ensures that the conference rooms are prepared for meetings with the provision of desk, chairs and tables, etc;
- Establishes follow-up mechanisms to address and reconcile any discrepancies that may exist between physical balances and inventory record balances;
- Reports any breach or inventory loss to the Office Services Manager;
- Prepares responses to audit queries and submits by deadline;
- Keeps abreast of changes in policies that relates to inventory management and control;
- Files copies of the Master, Location and Individual Control Records for all assets;
- Marks furniture, equipment, machinery and tools;
- Posts location records in all rooms within the Ministry;
- Verifies physical presence of assets;
- Supervises onsite repairs to furniture and equipment;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Strong customer and quality focus skills;

- Good planning and organizing skills;
- Good interpersonal skills;
- Ability to work in a team;
- Good report writing skills.

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies;
- Proficiency in the use of the relevant Computer applications;
- Knowledge of the Financial Administration and Audit (F.A.A) Act;
- Knowledge of Government of Jamaica (GOJ) Inventory Standards and Procedures;
- Working knowledge of safety regulations;
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook, PowerPoint);
- Working knowledge of an inventory management software application;
- Working knowledge of management principles and practices;
- Analytical and problem-solving skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, Public Administration, Accounting or other related field;
- Training in Government Asset Management, Supplies Management and/or Supplies and Purchasing Management;
- Supervisory Management training with at least one (1) years' experience leading teams;
- Two (2) years in Inventory Management and related experience.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd December, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**