



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following **vacant position**:

Compliance Officer (GMG/SEG 2), Compliance and Post Audit Unit
Direction and Administration Division

Job Purpose:

Under the general supervision of the Senior Director- Compliance and Post Audit, the Compliance Officer is responsible for reviewing financial & other reports and undertaking comprehensive and extensive investigation of non-compliance with and breaches of laws, regulations, policies and directives pertaining to the Ministry, Educational Institutions and its Agencies. The Compliance Officer is also expected to monitor the implementation of recommendations made to the Ministry and the Agencies, from Internal and External Auditors and other Auditing/regulatory bodies to ensure compliance.

Key Responsibility Areas:

Technical / Professional:

- Conducts on-going investigation of non-compliance/breaches within the Ministry, Agencies and Regional Offices operations and make recommendations for corrective or other actions to be taken;
- Reviews and analyzes reports from the Auditor General, the Internal Audit Division and External Auditors, Public Accountability Inspectorate and Financial Analyst of the Financial Management Division to identify non-compliance issues;
- Assists with developing, planning and overseeing the implementation of recommendations arising from Internal and External reports regarding non-compliance and post audit activities to ensure that compliance measures are implemented;
- Monitors corrective measures implemented to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with plan and stipulated policies and regulations as directed;
- Secures and preserves the relevant exhibits /evidence to support criminal prosecution in the event that misappropriation and/or fraud is uncovered;

- Develops and executes training programmes in collaboration with the Senior Compliance Officer for Bursars, Principals, and Regional Financial Controllers, to enhance compliance within Educational Institutions & Agencies;
- Prepares and maintains the checklist of financial management standards of the FAA Act, PBMA Act, the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance by schools and other entities.

Management/Administrative:

- Prepares Annual Work Plan;
- Assists with the revision the Ministry's Compliance policies and procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practices standards to strengthen the financial and management operations of the Ministry.;
- Represents the Compliance Unit and/or the Senior Compliance Officer or Senior Director at meetings;
- Represents the Ministry at judicial court proceedings as directed;
- Prepares Reports in collaboration with the Compliance Officer for transactions or suspicious activities indicative of abuse or fraud, recommending action to be taken to protect the financial and other assets of the Ministry, Departments and Agencies.

Required Competencies:

Core:

- Good communication skills, both oral and written;
- Good analytical skills;
- Excellent interpersonal skills;
- Excellent planning and organising skills;
- Excellent time management skills;
- Ability to maintain confidentiality and integrity in matters of a sensitive nature;
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people;
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines;
- Ability to work independently without close supervision;
- High level of stress tolerance;
- Attention to detail.

Technical:

- Knowledge of the Education Act and Regulations;
- Knowledge of Policies, Rules and Regulations of the MOEY&I;
- Sound knowledge of current auditing and/or accounting principles, practices and standards;
- Proficiency in financial statements/reports analysis techniques;
- Working knowledge of the FAA Act, PBMA Act;
- Knowledge of the laws and Regulations governing the Agencies and Departments;
- Knowledge of the compliance analysis techniques;
- Proficiency in computer applications.(Microsoft Suite);

Minimum Required Education and Experience:

- BSc. Accounting/Management Studies or equivalent with at least Four (4) years' experience in auditing, accounting or related field;
- Knowledge of the Investigative and prosecutorial process of criminal and civil matters would be a distinct advantage.

Specific Conditions Associated with the Job:

- Normal working environment;
- Required to work beyond normal working hours to meet deadlines;
- Required to travel island wide to perform investigations and other post audit activities;
- May be exposed to personal security risk;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Remuneration Package:

Salary scale - ***\$2,023,418.00 – \$2,405,208.00 per annum along with any other allowance(s) attached to the post.***

Interested persons are invited to submit an application with résumé no later than **Friday, September 17, 2021** to the address presented below.

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle
Kingston 4**

OR

Email: jobapplications@moey.gov.jm

Subject: “Compliance Officer (GMG/SEG 2), Compliance & Post Audit Unit, Direction and Administration”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.