



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

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

Senior Compliance Officer (GMG/SEG 3), Compliance and Post Audit Unit
Direction and Administration Division

Job Purpose:

Under the general supervision of the Senior Director of Compliance and Post Audit, the Senior Compliance Officer is responsible for conducting in-depth analysis of financial reports and statements; collecting and collating raw data into information to guide the investigations into the Ministry, Educational Institutions and Agencies. The incumbent is expected to create measures and to conduct special investigative interviews to support the detection of breaches of laws, regulations, other enactments and directives pertaining to the Ministry and its Agencies to ensure the successful achievement of the strategic objectives of the Unit.

Key Responsibility Areas:

Technical / Professional:

- Conducts in-depth review and analysis of financial and management reports from the Ministry, Educational Institutions and Agencies identifying, non-compliance and potential fraud/misappropriation;
- Develops Action Plans as a result of submissions received from the Financial Management Division's (FMD) Financial Analyst based on findings and conclusion drawn from the analysis of financial statements and/or reports;
- Reviews and analyzes reports from the Auditor General, other external regulatory entities and the Internal Audit Division to identify compliance issues and conducts corrective actions;
- Prepares case files from the findings and conclusions drawn from analyzing the FMD Financial Analyst's financial reports and statements for investigation and remedial actions by the Compliance Officer;
- Monitors the implementation of remedial actions by the Ministry, Educational Institutions and Agencies, resulting internal and external audit recommendations and assists with the submission of reports to the Secretaries of the Public Accountability and Administrations and the Public Accounts Committees;
- Analyzes submission from the FMD's Financial Analyst regarding financial reports and statements from schools, agencies and other Divisions within the Ministry with a view to implement recommendations or to

conduct investigations;

- Monitors corrective measures implemented as a result of audits and investigative findings regarding the Ministry's projects, agencies and schools operations, to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with plan and stipulated policies and regulations;
- Develops investigative work plans to review the operations of the Ministry, Educational Institutions and Agencies, including identifying and processing the relevant exhibits/evidence to support criminal prosecution where fraud and misappropriation have been identified;
- Conducts detailed investigations into all possible fraud/criminal activities from the findings and conclusions drawn from in-depth analysis of financial reports and statements;
- Drafts case files for transactions or circumstances indicative of abuse, fraud and irregular activities, to be submitted to the Permanent Secretary and or the police;
- Designs and maintains a database on persons involved in criminal activities and other breaches of law to support security clearance of potential employees, teachers, financial and other administrators in the education system;
- Drafts checklists of financial management standards of the FAA Act and the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance of schools and other entities;
- Undertakes special investigations detailing findings and recommendations for remedial or other action to be taken;
- Assesses management's responses to audit findings to determine if there is compliance with or non-compliance with established rules /policies, procedures, and regulations and recommend appropriate action to be taken.

Management/Administrative:

- Prepares Annual Work Plans;
- Assists the Senior Director with preparing the Units Annual Operation Plan and Budget;
- Reviews and recommends changes to the Ministry's Compliance policies and procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practice standards;
- Participates in the development and review of compliance monitoring techniques and procedures to ensure adherence to established rules and regulations;
- Provides technical guidance to the Compliance Officer in the undertaking and monitoring of implementation of corrective action within the Ministry, Department and Agencies;

- Assists the Senior Director with liaising activities with law enforcement agencies on criminal matters or with the Legal Unit on civil matters involving the Ministry;
- Represents the Unit and or the Senior Director at meetings;
- Represents the Ministry at judicial court proceedings and other engagements as directed;
- Prepares job/investigation progress reports as required;
- Assists with the development of internal policies and procedures for the Compliance Unit;
- Ensures the security of all files and documents in the Compliance Unit;
- Prepares individual time sheets, weekly itinerary sheets and travelling claims in a timely manner;
- Prepares monthly, quarterly and other ad hoc requested reports to the Senior Director.

Required Competencies:

Core:

- Excellent investigative/criminal interviewing skills;
- 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;
- Comprehensive 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 and other laws, rules, financial reporting standards, regulations and other instructions governing both the financial and operational aspects of the Ministry;
- Proficiency in financial statements/reports analysis techniques;

- 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 with Accounts or ACCA Level 11 or equivalent with at least five (5) years practical experience in auditing, accounting or related field;
- Training in investigative and prosecutorial, criminal or civil methodology would be an asset.

Specific Conditions Associated with the Job:

- Required to attend court proceedings;
- Required to work beyond normal working hours to meet deadlines;
- Required to travel island wide to perform investigation, attend to Compliance Unit matters at other Offices / Agencies of the Ministry;
- Required to work in less than adequate physical conditions when undertaking surveillance;
- May be exposed to personal security risks;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Remuneration Package:

Salary scale - ***\$2,453,125.00 – \$2,915,995.00 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: “Senior Compliance Officer (GMG/SEG 3), Compliance & Post Audit Unit, Direction and Administration”

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