



**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**

**STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**

**AUDIT OUTSOURCING PROJECT**  
**PROJECT IMPLEMENTATION UNIT**

**INVITATIONS FOR CURRICULUM VITAE**

The Government of Jamaica has received funding from the World Bank towards the Strategic Public Sector Transformation Project and intends to apply a portion of the proceeds to fund project staff to support the Audit Outsourcing Project (AOP) at the Auditor General's Department (AuGD).

The Auditor General's Department (AuGD) is tasked to audit annually, the appropriation accounts of Ministries, Departments and Agencies (MDAs). One Hundred and sixty three (163) of these statements represents the financial statements of Statutory Bodies, Executive Agencies and Local Authorities in arrears of four or more years. The AuGD has embarked on implementing an Audit Outsourcing Project to eliminate the arrears over a two year period.

In order to achieve these objectives a Project Implementation Unit is to be established at the AuGD. To this end, the Ministry is seeking to secure the services of the following full time project staff:

<b>POST POSITION</b>	<b>Objective</b>
<b>Quality Assurance Manager</b>	The Quality Assurance Manager will be required to lead and direct the AOP consultancy, ensuring that the stated goals and objectives of the project are achieved within prescribed time frames and funding, develop the work/project plan and timelines; participate in ongoing project planning activities to include project schedule development, resource allocation, issue prioritization, risk planning, and communication planning in addition to other duties.
<b>QUALIFICATIONS AND EXPERIENCE :</b>	
<ul style="list-style-type: none"> <li>• ACCA, CPA or Master's Degree in Accounting;</li> <li>• Five years' external audit experience at the managerial level;</li> <li>• Five years' experience managing two or more audits.</li> </ul>	
<b>Quality Control Officer</b>	The Quality Control Officer is responsible for providing reasonable assurance to the Project Manager for the AOP are conducted in accordance with applicable professional standards, AuGD policies and legislative requirements at an acceptable level of audit risk and adds value to the respective MDA in addition to other duties.
<b>QUALIFICATIONS AND EXPERIENCE:</b>	
<ul style="list-style-type: none"> <li>• ACCA/CPA Certified;</li> <li>• At least three years' experience in an external audit environment;</li> <li>• At least two years' experience in quality assurance.</li> </ul>	
<b>Administrative Assistant</b>	The Administrative Officer will be required to provide administrative support to the Project Manager and Quality Control Officers and manage the co-ordination and preparation of workshops, conferences seminars, meetings and other such activities organized by the AOP in addition to other duties.
<b>QUALIFICATIONS AND EXPERIENCE:</b>	
<ul style="list-style-type: none"> <li>• Bachelor Degree in Administration, Management or other related area.</li> <li>• Three years' experience in project administration.</li> <li>• At least 2 - 3 years' experience in administration within a public entity.</li> </ul>	

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2017 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours Mondays to Thursdays, 9:00 AM to 5:00 PM and Fridays 9:00 AM to 4:00 PM.

Expressions of interest (including Curriculum Vitae) must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by June 03, 2019. The detailed Terms of Reference for the Consultancy Service is available on the website of the Ministry of Finance and the Public Service at [www.mof.gov.jm](http://www.mof.gov.jm).

Interested consultants may submit Expressions of Interest/ CV by July 07, 2019 to:

**THE PROCUREMENT SPECIALIST (LEAD)**  
**STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**  
**Ministry of Finance and the Public Service**  
**30 National Heroes Circle**  
**Kingston 4, Jamaica WI**  
**Tel: 1(876)932-5505**  
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