



**TERMS OF REFERENCE**  
**ADMINISTRATIVE ASSISTANT – AUDIT OUTSOURCING PROJECT (AOP)**  
**AUDIT GENERAL’S DEPARTMENT**

**1.0 BACKGROUND**

The responsibilities and authority of the Auditor General are detailed in the Constitution and the Financial Administration and Audit Act. The Auditor General and the employees of the Auditor General’s Department (AuGD) are tasked with conducting independent audits in accordance with acceptable, professional and ethical standards and issue appropriate reports on the use of public resources.

The role and functions of the Auditor General are defined in the following legislations and regulatory framework:

- The Jamaican (Constitution) Order in Council (Act), July 23, 1962
- Public Bodies Management and Accountability Act, 2001
- Financial Administration Audit Fiscal Responsibility Framework Amendment Regulations 2015
- Financial Administration and Audit Act, 2011

**Audit of Financial Statements**

The AuGD is tasked to audit annually, the appropriation accounts of Ministries, Departments and Agencies (MDAs). However, the fulfilment of this task is hampered by the delays faced by executives in preparing the appropriation accounts for audit resulting in a serious backlog, as many entities have not submitted accounts for several years. Consequently, Parliament is not provided with actual and recent information on the financial performance of the Executive. Further, because the audits relate to accounts of several years ago, the relevance of these audits are undermined. The AuGD also certifies the statements of thirty (30) public bodies. A significant part of the audit capacity of the AuGD is allocated for this effort

The aggregate unaudited financial statements for Ministries, Departments and Agencies are four hundred and thirty-three (433). Of this amount, approximately one hundred and sixty three (163) of these statements represent the financial statements of Statutory Bodies, Executive Agencies and Local Authorities in backlog<sup>1</sup>. The remaining two hundred and

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<sup>1</sup> Backlog financial statements are those that are in arrears for four or more years.

seventy (270) backlog statements represent Appropriation Accounts. The AuGD Strategic Audit Plan for the period 2018 – 2021 indicates that the total number of audits to be undertaken over the three-year period is five hundred and twenty (520), however this amount does not include the backlog mentioned previously. All the backlog of unaudited financial statements must be cleared in order to facilitate:

1. Compliance with the law for all stakeholders.
2. Improve the public financial management (PFM) landscape in the GOJ.

To achieve this, the Auditor General’s Department will utilize the provision of the law to outsource the external audit function.

### **STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT (SPSTP)**

The GOJ is the beneficiary of an investment loan from the World Bank. The Strategic Public Sector Transformation Project (IBRD Loan No.-8406-JM) will, inter alia, assist in strengthening of eGov Jamaica Limited to be able to support the Public Financial Management Systems (PMIS).

The Project Development Objective (PDO) of the SPSTP is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth. The project has six components. This consultancy falls under Component III: Adaptive Public Sector Approaches to Promote Fiscal Sustainability. The components of the SPSTP are:

- Component I: Strengthening the Public Investment Management System
- Component II: Strengthening the Budget Preparation Process & Results-Based Budgeting
- Component III: Adaptive Public Sector Approaches to Promote Fiscal Sustainability
- Component IV: Strengthening Property Tax Compliance and Administration.
- Component V: Fostering Industrial Growth and Trade Facilitation
- Component VI: Project Management

#### **Component III**

The outsourcing of the audits will provide support to the Public Financial Management systems under Component 3 of the Strategic Public Sector Transformation Project. This component will support activities that will contribute to the sustainability of GOJ's reform process in public administration, fiscal sustainability and growth.

The objective of this component is as follows;

- a) To support measures to institutionalize the process of behavioural change to support new policy processes,
- b) Provide just in time technical assistance to take into account ad hoc needs of the government and to,

- c) Effectively take advantage of opportunities when they arise, to bridge policy and implementation gaps revealed in the course of project implementation.

## **2.0 EXPECTED OUTCOME OF THE AOP**

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The objective is to strengthen the accountability and transparency of the Government of Jamaica (GOJ) operations. The specific objective in relation to the AOP is to eliminate the backlog of 433 unaudited financial statements. The Project will be implemented over an eighteen (18) month period.

## **3.0 OBJECTIVES OF THE CONSULTANCY**

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To provide administrative support to the AOP ensuring that the following outputs are achieved:

1. Project Reports and administrative reports are generated in accordance with the annual work plan
2. Secretariat support to the working group and the PIU provided to ensure the effective and efficient implementation of the project
3. Administration of all the operations of the Project to include support to the Project Manager and Quality Control Officers
4. Provide liaison services to the MDAs, Private Audit Firms and the AuGD to ensure effective communication and timely implementation through the arrangement of meetings, seminars and workshops.

## **4.0 SCOPE OF WORK**

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In order to achieve the stated objectives of the assignment the Administrative Officer will be required to:

- Provide administrative support to the Project Manager and Quality Control Officers,
- Manage the co-ordination and preparation of workshops, conferences seminars, meetings and other such activities organized by the AOP
- Support the development of documents including presentations, reports, contracts etc. in PowerPoint, Word and other written documentation/communication
- Ensure quality control/proofreading/editing
- Participate in team meetings and support the capturing and completion of next steps and action items

## **5.0 DELIVERABLES OF THE CONSULTANCY**

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- Draft and complete responses to correspondence in a timely manner, type memoranda and other communiqués.
- Co-ordinate meetings, record and produce minutes of meetings
- Follow-up and respond to queries and action items, as appropriate
- Prepare Project Reports
- Maintain and Update Project Schedule
- Manage and organize records management/filing system of the AOP

## **6.0 CHARACTERISTICS OF THE CONSULTANCY**

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- Level of effort: Full time level of effort
- Duration of contract: Eighteen (18) months
- Location: Jamaica
- Type of Consultancy: Individual Consultant
- Type of contract: Lump sum payments

## **7.0 OFFICE ACCOMMODATION**

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The work will be carried out in Jamaica and be housed within the Auditor General's Department.

## **8.0 REPORTING AND ACCOUNTABILITY**

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The Administrative Assistant will report directly to the Project Manager located at the AuGD and work in conjunction with designated personnel from the office of the AuGD

## **9.0 QUALIFICATION AND EXPERIENCE**

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- Bachelor of Science in Administration, Management or other related area.
- Three years' experience in project administration
- At least 2 - 3 years' experience in administration within a public entity.