



## FORESTRY DEPARTMENT

**The Forestry Department** is currently being transformed into an Executive Agency, designed to effectively manage the country's forest resources while serving the interests of our various publics. Suitably qualified and experienced candidates are being invited to participate in this change process by applying for the following positions:

### CHIEF INTERNAL AUDITOR

#### Level 8

Reporting to the Chief Executive Officer, the incumbent is responsible for managing the operations of the Internal Audit Unit (IAU), examining and evaluating the adequacy and effectiveness of the organisation's management practices and systems with a view to strengthening and balancing risk and control.

#### Key responsibilities include:

- Develops the Corporate and operational plans and budget for the unit;
- Develops and ensures the implementation of annual audit plans and work programmes and that activities are carried out within established regulations and policies;
- Develops and ensures the implementation of policies and procedures for auditing activities in accordance with international/Auditor General's Department standards;
- Conducts routine and special audits and reports on the results providing advise/recommendations and carry out follow-ups on the respective functions within the Department;
- Coordinate distribution of and manage feedback and follow-up procedures on audit queries;
- Establishes and implements operational audit programmes to review the extent to which the Department has due regard for economy, efficiency and effectiveness;
- Attends court, Public Accounts Committee sessions or other related meetings to present audit results, if necessary.

#### The ideal candidate should have:

- Professional accounting designation **OR** Bachelor's Degree in Management or Accounts
- At least four (4) years experience in a senior auditing position.
- Expert knowledge of accounting principles and practice.
- Expert knowledge of auditing principles and techniques.
- Working knowledge of laws, regulations, staff orders and other instructions relevant to the Department. This knowledge to be significantly increased within six months of joining the entity.
- Working knowledge of Government Accounting; Sampling techniques; VFM/operational Audit; Application of Computer Assisted Audit Techniques
- Excellent communication, report writing, and presentation skills.
- Highly developed analytical skills. Demonstrated ability to identify risk and determine materiality and levels of significance.
- Demonstrated experience in managing people and other resources

## **SENIOR SURVEYORS**

### **Level 7**

#### **Number of positions: 2**

Under the general direction of the Manager, Forest Resource Information Management, the incumbent is directly responsible for the conducting of all land surveying activities related to the estate of the Forestry Department using standard survey techniques and equipment.

#### **Key responsibilities include:**

- Plans ground surveys designed to establish base lines, elevations, and other geodetic measurements;
- Plans and designs, in conjunction with the other Divisions of the Forestry Department, the surveying and mapping of plantation and estate boundaries using GIS technology;
- Prepares draft descriptions of Forest Reserve/Crown Land boundary for use in legal documents;
- Coordinates Zonal plantation surveys and ensure timely updates to the GIS Data Bank;
- Determines information needed to carry out new surveys using source maps, previous survey data, photographs, computer records, and other relevant information;
- Directs and checks the accuracy of actual work done in all Zones.

#### **Minimum Required Education and Experience**

- Bachelor's degree in Surveying, Engineering Technology or equivalent
- Minimum of three (3) years experience

#### **OR**

- Diploma in Surveying or equivalent studies
- Five (5) years related experience.

#### **OR**

Any other related combination of qualification and experience

#### **PLUS**

- Forestry related experience would be a definite asset.
- Working knowledge of GIS and GPS technology.

## **SENIOR COMPLIANCE AND ENFORCEMENT OFFICER**

### **Level 5**

#### **Number of positions: 2**

Under the general direction and supervision of the Manager of Enforcement, the incumbent implements measures to prevent damage to and or encroachment on lands managed by the Department, and ensures application of the provisions of the Forest Act and Regulations and other relevant Acts and regulations to these areas.

#### **Key Responsibility Areas:**

- Oversees the implementation of the forest resource protection programme in accordance with established guidelines/standards;

- Liaises with other Enforcement agencies in the implementation of the forest resource protection programme;
- Attends court hearings as required to give evidence in connection with offences/violations;
- Conducts remote surveillance involving the use of long range viewing aids, cellular telephones intelligence from hotline and collateral entities;
- Distributes instructional and interpretive literature to users of the forest resources as needed;
- Serves notices warnings, summonses; makes arrests and seizures;
- Participates in the promotion and sensitization of local communities to the sustainable use of the forest resources;
- Formulates and implements strategies to promote voluntary compliance;
- Ensures that leases, licences and permits on forest estates are monitored;
- Ensures that forest boundaries are monitored to detect and minimise encroachment and squatting on forested lands managed by the Department;

**Minimum Qualification & Experience:**

- A First Degree in Forestry, Agriculture, Horticulture, Natural Science.
- Three (3) years experience in Forestry, Environmental management/ Agriculture or related field.

**OR**

- An Associate Degree in Forestry, Agriculture or Horticulture.
- Five years' experience working in related environment, two (2) years in Compliance & Enforcement area.

**OR**

Any equivalent combination of academic qualification and field experience.

## **ADMINISTRATIVE SUPPORT OFFICER**

**Level 4**

**Number of positions: 3**

The Administrative Support Officer provides administrative and other support to one of three (3) Directors/Senior Managers. This includes managing appointments, dealing with correspondence, filing, collating and managing data and records management.

**Key Responsibility Areas:**

- Under the guidance of the Director/Senior Manager, collects and collates data of relevance to the work of the Department as required; carries out analysis of data and information and prepares reports;
- Liaises with external stakeholders and gathers/provides data/information on issues related to the work of the Department as required by the Director/Senior Manager;
- Coordinates the receipt, distribution and dispatch of files and correspondences within the office to ensure that matters are addressed in accordance with service standards;

- Maintains/updates databases; consults with Information Systems personnel regarding to programming and /or data integrity problems and makes recommendation for system enhancement;
- Takes minutes at meetings and reproduces and distributes them in accordance with established guidelines;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Director's/Senior Manager's Office;
- Schedules and coordinates meetings and workshops as directed by the Director/Senior Manager.

**Minimum Required Education and Experience**

- Associate degree in Public Administration/Business Administration or Management with two (2) years experience in a similar level in Government or Business Environment.
  - **Or**
- Certificate in Administrative Management or Certified Professional Secretary from an accredited university/tertiary institution or equivalent qualifications and three (3) years experience of working in the public or private sectors in an administrative capacity.

**Applications along with resumes should be submitted no later than February 19, 2010 to:**

**The Office of the CEO & Conservator of Forests  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Fax: 924-2626**

We thank all persons who express an interest, however only short listed persons will be contacted. Previous applicants for this position need not apply.