



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 141
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26th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Director, Final Accounts and Reporting (FMG/PA 3) – (Not Vacant) – Finance and Accounts Division**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Project Accountant (FMG/PA 2) – (Vacant) – Project Management and Co-ordination Division**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Food Storage Scientist (SOG/ST 6) – (Vacant) – Food Storage and Prevention of Infestation Division (FSPID)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

1. Director, Final Accounts and Reporting (FMG/PA 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 5), the Director, Final Accounts and Reporting (FMG/PA 3), is responsible for the preparation of the accounts of the Ministry and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

The incumbent is also responsible for the supervision of the Final Accounts Unit, ensuring that the Unit's objectives are achieved.

Key Responsibilities

Management/Administrative:

- Develops the Work Plans for the Unit;
- Represents the Ministry at meetings, seminars and conferences;
- Ensures the adherence to the Accounting and Financial procedures of the Government of Jamaica (GoJ) in respect of financial reporting;
- Directs the maintenance of the Accounting and Financial records for final accounts;
- Participates in the preparation and implementation of the Corporate/Operational Plans of the Division;
- Participates in the preparation and maintenance of the Procedural Manual of the Division;
- Manages the quality of statements/reports/records produced by the Unit;
- Develops and implements operational procedures to improve efficiency and effectiveness.

Technical/Professional:

- Ensures that the accounts of the Ministry and its Departments are properly prepared in accordance with GoJ guidelines;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the financial statements are supported by adequate notes where required by the requisite Accounting standards;
- Reports to the Principal Finance Officer on the status of the monthly and annual accounts and submits a Work Plan to clear any accounting arrears;
- Ensures that the required reports and documents submitted by the various Divisions/projects of the Ministry, which are in receipt of funds (an Imprest or other advance) conforms to the requirement of the Financial Administration and Audit (FAA) Act and are properly prepared;
- Supervises and manages the Final Accounts Unit;

- Ensures that all officers in the Unit and the relevant Departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, Ministry of Finance and the Public Service (MOFPS) Circulars, Accounting Manual and other guidelines critical to the performance of their jobs;
- Answers queries and provides information in relation to financial statements;
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Directs the preparation of ad hoc reports;
- Authorizes transactions/vouchers;
- Directs maintenance of cheque cancellation and updating of reports/records.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Participates in recruitment of staff for the Division/Unit and recommends transfer, promotion and leave in accordance with established Human Resource policies and procedures;
- Performs any other related duties that may be assigned by the Principal Finance Officer from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and judgment skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Excellent customer relations skills
- Excellent time management skills
- Customer and quality focus

Technical:

- Excellent knowledge of Government Accounting
- Good knowledge of the FAA Act
- Good knowledge of the Ministry's policies, practices and procedures
- Knowledge of generally accepted Accounting principles
- Proficiency in the use of spreadsheets and other computerized systems
- Able to prepare and analyze financial statements
- Competent in preparing financial reports

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Project Accountant (FMG/PA 2)

Job Purpose

Under the general direction of the Senior Project Accountant (FMG/PA 4), the Project Accountant (FMG/PA 2) manages, controls and monitors the Financial and Accounting operations, as well as the procurement systems of the Division. He/she participates in the development of internal policies, guidelines, systems and procedures for the proper acquisition of and utilization of funds in accordance with the FAA Act, Government's regulations and guidelines and the regulations and technical agreements of the Multilateral and Bilateral Agencies.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of the Division's Operational/Work Plans and Budgets;
- Develops and implements control procedures to support the Procurement system for the effective development and management of the budgets, various financial and accounting systems;
- Develops and recommends performance standards to improve operations;
- Submits plans for consideration;
- Monitors and evaluates Operational systems, procedures and internal controls, ensuring their relevance and reliability and that standards for the accounting of and reporting on funds are monitored;
- Provides accounting and financial advice to staff;
- Examines the accuracy and completeness of reports;
- Manages the Accounting Database, records and transactions.

Technical/Professional:

- Co-ordinates budgetary control systems to monitor expenditures in relation to project/programme performance on an on-going basis;
- Examines budget proposals and makes recommendations to the Senior Project Accountant and Senior Director for adjustments, where necessary;
- Revises the budget as a result of input/amendments made;
- Analyzes monthly/quarterly financial statements;
- Monitors monetary expenditure and commitments against approved budget estimates, analyzes variances and recommends corrective or appropriate action;
- Analyzes commitment requisitions and determines the appropriations of expenditure, the accuracy of charges and the availability of funds;
- Reviews monthly cash flows for the Division with Senior Project Accountant and Senior Director;
- Prepares financial reports;
- Monitors actual expenditure and variances of the budget, internal and bank accounts;
- Maintains an up to date database for all accounting procedures and practices in the Division;
- Liaises with key staff members to ensure that adequate internal controls and accounting procedures are implemented;
- Manages the Records Management System of accounting records to enable timely and accurate financial reporting;
- Monitors all accounting procedures to ensure they are up-to-date and disseminates updated information to staff;
- Corresponds with internal and external clients regarding enquires, payments and receipts or accounts and balances;
- Monitors the Procurement activities for the Division and ensures that goods and services are acquired according to Government policies;
- Authorizes and certifies Vouchers for payment of cheques;
- Advises staff on the interpretation of policies, procedures and regulations.

Human Resource:

- Participates in the recruitment of staff;
- Provides guidance to and participates in the development of staff through coaching, communication, training and mentoring;
- Delegates work according to complexity and with the appropriate technical guidance;
- Assists the Senior Project Accountant in the provision of Human Resource information;
- Participates in periodic SWOT analyses regarding staff in the Unit in order to improve effectiveness and efficiency;
- Contributes to the general culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties as directed by the Senior Project Accountant and Senior Director, Project Management and Co-ordination Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communications skills
- Good customer and quality focus skills
- Excellent analytical thinking skills
- Excellent problem solving and decision making skills

- Excellent integrity
- Excellent interpersonal skills
- Goal/results oriented
- Ability to manage partners
- Ability to manage and maintain external relations
- Ability to exhibit initiative and sound judgment

Functional/Technical:

- Excellent knowledge of the general operations of the Government of Jamaica
- Excellent knowledge of the FAA Act
- Sound knowledge of Public Sector budget preparation and administration
- Knowledge of the GOJ's Procurement guidelines and procedures
- Proficiency in the use of Microsoft Office Suite and other relevant computer software

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University **or**;
- ACCA Level 2 **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Condition Associated with the Job

- Will be required to travel to out-stations (various projects).

3. Food Storage Scientist (SOG/ST 6)

Job Purpose

Under the direct supervision of the Senior Food Storage Scientist (SOG/ST 7), the Food Storage Inspector (SOG/ST 6) assists with all activities/operations performed by the Postharvest Technology Unit to ensure that Postharvest problems of perishables are minimized.

Key Responsibilities

Management/Administrative:

- Prepares monthly progress reports;
- Assists with SFSS in creation and maintenance of the Standard Operational Procedures for the Laboratory;
- Assist SFSS in preparation of Corporate Plan;
- Maintains and revises filing system for the Laboratory.

Technical/Professional:

- Troubleshoots problems being experienced in the handling, transportation, packaging and storage of perishables by farmers, green grocers, supermarkets, exporters and distributors;
- Conducts Literature Reviews on problems to be investigated as determined by the Senior Food Storage Scientist (SFSS);
- Determines parameters to be investigated;
- Designs experiments and conducts data analysis as approved by SFSS;
- Collates experimental material, chemicals, reagents and equipment;
- Evaluates results and writes up experiments;
- Assists in the identification of plant variety;
- Assists with publication of results;
- Assists with training, workshops and exhibitions;
- Assists SFSS to determine equipment needs of Unit;
- Visits/inspects supermarkets and other institutions dealing with perishables to give advice and sample;
- Assists in adaptive research of Postharvest treatments developed in other countries to the Jamaican environment;
- Assists SFSS in determining the concentration levels of toxic compounds in certain produce;
- Assists SFSS in determining the moisture content as related to composition of the food substance in the produce and their effect on storage life;
- Assists SFSS in organoleptic test to determine the quality of the treated produce;

- Assists SFSS to train other staff members or other relevant persons in Postharvest technology by:
 - Participating in internal audits
 - Reviewing/editing documents for the Quality Management System.

Human Resource:

- Ensures safe working conditions for others in the Unit.

Other:

- Attends meetings held in other organizations;
- Performs any other work related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good leadership and interpersonal skills
- Excellent oral and written communication skills
- Ability to work on own initiative
- Good customer and quality focus skills
- Ability to work in a team
- Sound integrity
- Excellent compliance
- Good problem-solving, decision-making, planning and organizing skills

Technical:

- Proficient in the use of relevant computer applications
- Knowledge of relevant Codex standards
- Good knowledge of ISO9001 standards
- Knowledge of ISO/IEC 17020 and 17025 standards
- Good analytical thinking and innovative skills
- Sound project management skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agriculture/Pure and Applied Science;
- Two (2) years' experience in a similar field.

Special Conditions Associated with the Job

- Will be required to do field work on farms/packhouses/storage facilities;
- Will be required to work with farm chemicals - potentially hazardous laboratory reagents;
- Flexibility to work long hours and on weekends.


Applications accompanied by résumés should be submitted **no later than Thursday, 9th July, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**