



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 257

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15th October, 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/fill the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Lands Officer (SOG/ST 5), (not vacant)** salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
2. **Research Officer (SOG/ST 5), (vacant)** salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
3. **Payroll Officer (FMG/AT 2), (not vacant)** salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

1. Lands Officer (SOG/ST 5)

Job Purpose

To support the implementation of the Ministry's Land Administration and Management Programme by assisting with the administration of property acquisition, sale and lease.

Key Responsibilities

- Conducts research and provides information on matters relating to Ministry properties;
- Investigates request for acquisition, lease or temporary use of Ministry properties, prepares and submits reports;
- Participates in negotiations for the acquisition of properties; conducts investigations to ascertain the suitability of properties and verifies the legitimacy of ownership;
- Works with the Ministry in efforts to safeguard its interests through elimination and regularization of unauthorized settlements, prepares and submits reports;
- Participates in the preparation of land related Cabinet Submissions;
- Processes allegations/complaints regarding encroachments, lot boundaries and ownership status;
- Interfaces with other state Agencies in the gathering of information for administering Ministry Property transactions;
- Assists with the implementation of Ministry's Land Information System and Geographic Information System;
- Assists with the preparation of Projects Status Reports and Periodic Operational Reports.

Required Knowledge, Skills and Competencies

- Excellent knowledge in Valuation
- Excellent negotiating skills
- Excellent communication and interpersonal skills.
- Experience in the use of standard Computer Applications
- Analytical and Meticulous

Minimum Required Qualification and Experience

- Diploma in Land Economy and Valuation Surveying
- Three (3) years working experience in valuation and land management.

2. Research Officer (SOG/ST 5)

Job Purpose

The Research Officer assists with the co-ordination and execution of research and research work to support the development of Ministry Policies, Plans and Programmes.

Key Responsibilities

- Participates in the design, development and reviews of Research Instruments;
- Conducts Research studies and surveys for the Ministries, Departments & Agencies;
- Participates in the processing and analysis of Research Data;
- Participates in a range of research work including research to determine Sector developments impacting Ministry plans and programmes;
- Participates in the Ministry's Socio-economic Surveys and housing needs assessment studies;
- Assists with the production of Policy, Sector and Project Reports and publications;
- Liaises with Government Departments and Agencies in data gathering exercises and in the exchange of data/information;
- Contributes to the preparation of plans, budgets and reports.

Required Knowledge, Skills and Competencies

- Knowledge of research techniques with experience in qualitative and quantitative data gathering and analysis;
- Knowledge of information and Data Management Systems;
- Sound knowledge of operational procedures of Central Government;
- Excellent methodical and analytical skills;
- Excellent communication and interpersonal skills;
- Excellent planning and organizing skills;
- Working knowledge of standard Computer Applications;
- Team-oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences with strong research component;
- Training in research;
- Three (3) years working experience

3. Payroll Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Payroll Manager the incumbent is responsible for processing payments and control of the fortnightly payrolls, in keeping with established procedures and regulations.

Key Responsibilities

- Conducts the timely and accurate preparation of the fortnightly payrolls assigned;
- Enters all relevant information in connection with the payment of salaries to the Payroll System;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Recovers advances and overpayment of salaries promptly;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment etc;

- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets;
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions and Income Tax;
- Prepares returns, dispatches salary cheques and provides assistance in the preparation of payroll.

Required Knowledge, Skills and Competencies

- Knowledge of government accounting
- Good communication and interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Team- oriented with excellent interpersonal skills
- Organized and customer focus

Minimum Required Qualification and Experience

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5.

Applications accompanied by résumés should be submitted **no later than Thursday, 29th October, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resource@megjc.gov.im

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**