



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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CIRCULAR No. 334

OSC Ref. C. 5850¹²

17th December, 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 the post of **Mortgage Officer (FMG/AT 1) – (Not Vacant)** in the **Ministry of Economic Growth and Job Creation**, salary range \$797,713 - \$948,230 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will assist with the accounting of the proceeds from the Ministry's mortgage and divestment portfolios and the preparation of related accounting statements and reports.

Key Responsibilities

- Prepares receipt vouchers to facilitate the payment of mortgages;
- Enters and updates mortgage information on the computerized mortgage account system;
- Processes and reconciles remittances received through Collection Agencies;
- Generates status reports and account statements;
- Provides customer service to mortgagors and other Ministry customers;
- Responds to queries coming in from the outstations;
- Participates in the preparation of the Unit's Monthly Performance Report;
- Maintains Lease Cards;
- Records sale of Lots;
- Assists with the monitoring and assessment of the operations of the mortgage accounting system. Reports on observations and proposes recommendations, where appropriate;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government Accounting
- Knowledge in receivables and/or mortgage administration
- Good oral and written communication skills
- Good interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Team-oriented with excellent interpersonal skills
- Organized and customer focused

Minimum Required Qualification and Experience

- AAT Level 1 **or**;
- ACCA-CAT Level 1 **or**;
- Certificate in Public Administration, UWI **or**;
- Certificate in Management Studies, UWI **or**;
- Diploma in Business Administration from a Community College **or**;
- Certificate in Accounting from a recognised University **or**;
- Certificate in Government Accounting, i.e. Level 1 - Modules 1-5 **or**;
- Completion of first year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Completion of first year of Associate of Science in Accounting at MIND.

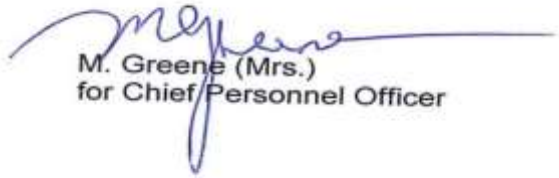
Applications accompanied by résumés should be submitted **no later than Thursday, 31st December, 2020 to:**

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

Email: human.resources@megjc.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.



M. Greene (Mrs.)
for Chief Personnel Officer