



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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OSC Ref. C. 5851¹⁷

8th 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 fill the following **vacant** posts in the **National Library of Jamaica**:

1. **Payroll Officer (FMG/AT 2)**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

1. Payroll Officer (FMG/AT 2)

Job Summary

Under the direction of the Director, Finance and Accounts, the incumbent is responsible for the accurate and timely preparation of all salary related matters in accordance with established guidelines.

Key Responsibilities

- Effects all salary payments by:
 - ✓ Checking and addressing matters relating to payroll and liaise with HR for any necessary adjustments
 - ✓ Inputting new employee data into the Payroll System
 - ✓ Calculating and inputting allowances, increments, new appointments, and salary in lieu of leave
 - ✓ Prepares and prints employee Pay Register and Advice
 - ✓ Uploads employee's salary to the Electronic Banking System
- Facilitates pension payments by:
 - ✓ Calculating and effecting payments
 - ✓ Preparing pension related documents
 - ✓ Uploading pension to the Electronic Banking System
- Prepares salary deduction vouchers and letters;
- Prepares Payroll Journals and Reconciliations;
- Prepares Health Insurance summaries;
- Prepares salary related statements, forms and letters;
- Prepares and submits Statutory Returns.

Required Knowledge/Skills/Competencies

- Good oral and written communication
- Teamwork & Co-operation
- Customer and Quality Focus
- Attention to detail
- Sound knowledge of accounting principles and practices
- Knowledge of the Financial Administration and Audit (FAA) Act
- Proficient in the use of relevant computer systems and applications

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.

- Experience in the Public Sector payments and accounts payable

2. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary provides administrative and secretarial support to ensure the smooth operation of the Technical Services & Network Division.

Key Responsibilities

- Performs general administrative duties such as word processing, answering telephones, faxing and retrieving and sending electronic and/or printed correspondences;
- Provides support for the Technical Services & Network Division as directed;
- Provide support for the Collection Development Branch as required;
- Provides support for the following committees (Jamaica Library and Information Management Network (JAMLIN), Collection Development Advisory Committee, and Staff Meetings by:
 - ✓ Making arrangements for venue/meeting room and refreshments, projector, etc.
 - ✓ Recording and transcribing Minutes
 - ✓ Drafting agenda and reports for meetings
 - ✓ Preparing and compiling documents for review/circulation
 - ✓ Ensuring the circulation of Minutes prior to meetings
- Provides administrative support to the Finance & Accounts Branch as directed;
- Develops and monitors calendar and diary for meetings, assignments and events;
- Organizes and maintains an effective Filing System that allows security and speedy retrieval of documents/information;
- Files correspondence and other materials and maintains a record of the movement of files;
- Assembles and disseminates information to internal and external personnel as directed;
- Researches files and consult officers as directed to procure information needed for replies to correspondence and other requests;
- Monitors telephone calls, records message and contacts internal/external personnel to obtain or impart information within scope of authority;
- Schedules appointments, meetings and events;
- Maintains the diary of appointments and timelines for the Director and or Manager as directed;
- Processes reports, letters and other documents for dispatch;
- Ensures that urgent matters are re-routed for immediate attention in the absence of Manager/Director;
- Makes photocopies and collates documents as required;
- Prepares and maintains adequate supply of official forms/documents in area of responsibility;
- Provides relief support for the switchboard;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Prepares report as directed;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication
- Teamwork & Co-operation
- Customer and Quality Focus
- Sound knowledge of Records, Data & Administrative Management
- Proficient in the use of relevant computer systems and applications
- Knowledge of office protocol, practices and procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a

speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

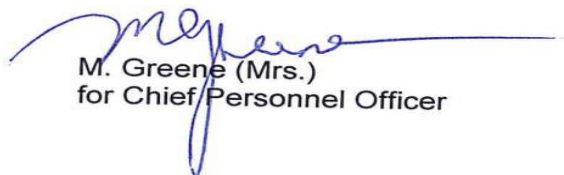
Applications accompanied by Résumés should be submitted **no later than Monday, 21st December, 2020 to:**

**Director, HRM & Administration
National Library of Jamaica
12 East Street, Kingston**

Email: nljhrm@nlj.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