



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 316
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3rd 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 and be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade (MFAFT)**:

1. **Webmaster/Multimedia Specialist (MIS/IT 4) – (Vacant)**, salary range \$1,644,447 - \$1,954,731 per annum and any allowance(s) attached to the post.
2. **Senior Payment Officer (FMG/AT 2) – (Not Vacant)**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.

1. **Webmaster/Multimedia Specialist (MIS/IT 4)**

Job Summary

Reporting to the Director, Information, Communication and Technology (ICT), the Webmaster/Multimedia Specialist ensures that the Ministry's Website is maintained and that web related materials are conducive to the policies and procedures of the organization and that all multimedia publications and presentations are of a high standard.

Key Responsibilities

- Reviews the website policies and liaises with the ICT Director concerning any amendments;
- Participates in the preparation of the Operational Plan and Budget, ensuring that all the necessary tools for multimedia production are made available;
- Represents the Ministry at meetings, conferences, expos and other functions as directed;
- Assists in ICT project related activities;
- Develops, organizes and maintains the MFAFT's Website;
- Program html and JavaScript, and organizes web-based content for internal and external use;
- Integrates multimedia assets and applications into designated areas, such as presentations and publications;
- Researches new standards, technologies and plans for enhancing the Website and makes recommendations accordingly;
- Produces presentations and various publications as required;
- Assists with in-house training, as well as in the preparation of training material.

Required Knowledge/Skills/Competencies

- Ability to work independently with a minimum of direct supervision
- Good oral and written communication skills
- Excellent understanding of web server components
- Technical expertise working with online based programming, products and services
- Ability to use initiative
- Good planning and organizing skills
- Ability to work in a team
- Must possess technical knowledge of HTML, JavaScript, Adobe Photoshop, other web programming languages such as flash, xhtml, etc.
- Knowledge of video editing software is desirable

Minimum Required Qualification and Experience

- Diploma or Degree in Computer Studies, Information Technology/Graphics Design/Multimedia Design or related studies;
- Two (2) years working experience in Web Designing.

2. Senior Payment Officer (FMG/AT 2)

Job Purpose

Reporting to the Payment Manager, the Senior Payment Officer assists with the management of the payment and disbursement process. The primary purpose of the position is to ensure that payments to suppliers are made in a timely manner and the receipt and disbursement of public funds in keeping with the Financial Administration and Audit (FAA) Act, its Regulations and Instructions. To ensure adequate custody of and control over the movement of all vouchers, registers, ledgers and reports generated and utilized by the Unit.

Key Responsibilities

- Facilitates payments to suppliers in a timely manner and ensures the proper accounting of public funds;
- Critically examines documents and executes the functions of a certifying officer, thereby ensuring correctness, probity, propriety, regularity in all transactions and adherence to laws, regulations and instructions for the following transactions:
 - ✓ Payment vouchers
 - ✓ Receipt vouchers
 - ✓ Lodgment vouchers;
- Ensures that payment vouchers are promptly batched and assigned to the designated officers for insertion and posted to the system as quickly as possible by the officers;
- Ensures that payment vouchers are returned for further processing (that is Certification and Authorization) within the specified time frame;
- Ensures that all cancelled and stale dated cheques are accurately 'written back' in the period to which they belong;
- Ensures that the relevant registers and memorandum accounts are properly maintained;
- Monitors the payment system on a daily basis to view the status of work-in-progress;
- Provides information to suppliers on the status of processing of their claim, invoice etc.;
- Reconciles prelist registers and daily cheque listings for each Head of Estimate and Deposit Account, as well as maintains accurate controls and up to date records of the current available cash balances held on each account;
- Assists the Unit's Supervisor in the preparation of a Monthly Status Report and other Special Reports related to the activities of the Unit;
- Exercises responsibility for the proper maintenance of all records relevant to the payment process viz prelist registers, cheque signing registers and payment vouchers, cheques listings - observing strict procedures for the control of these records;
- Researches and provides assistance in answering Audit Queries related to the payables process;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- General knowledge of the role and mandate of the Ministry of Foreign Affairs and Foreign Trade
- Sound knowledge of the FAA Act and Regulations related to Public Sector payments and procurement
- General knowledge of the Staff Orders
- Good knowledge of Accrual Accounting
- Excellent organising skills
- Good oral and written communication skills.
- Ability to work in a team
- Good problem-solving skills
- Ability to work under pressure to meet deadlines

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.

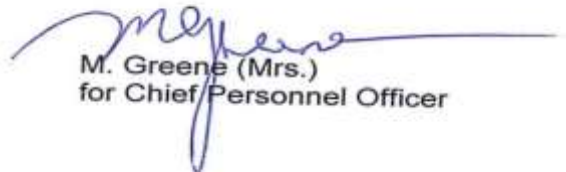
Applications accompanied by Résumés should be submitted **no later than Wednesday, 16th December, 2020 to:**

**Senior Director, Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

Email: hrmassistant@mfaft.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