



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 11**  
**OSC Ref. C. 4858<sup>37</sup>**

14<sup>th</sup> January, 2021

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/be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Administrative Officer (GMG/AM 1) – Facilities and Property Management Branch – (Vacant)**, salary range \$820,588 – \$975,421 per annum and any allowance(s) attached to the post.
2. **Payroll Technician (FMG/AT 1) – Finance and Accounts Division – (Not Vacant)**, salary range \$797,713 – \$948,230 per annum and any allowance(s) attached to the post.

1. **Administrative Officer (GMG/AM 1)**

**Job Summary**

Under the direct supervision of the Office Manager (GMG/SEG 1), the Administrative Officer (GMG/AM 1) is responsible for providing administrative support to the Unit to undertake its various functions effectively and efficiently.

**Key Responsibilities**

***Administrative:***

- Assist with the general management of the office and the services provided;
- Prepares vouchers related to travelling mileage for submission to the Accounts Division for payment;
- Prepares payment vouchers for fortnightly overtime and other allowances for Office Attendants/Groundsmen, etc. and submits for payment;
- Prepare documentation associated with the procurement of goods and services;
- Prepares payment certificates and commitment vouchers for service contracts;
- Prepares monthly expenditure, cash flow projection and status reports;
- Organizes the compilation of monthly/quarterly reports of officers within the Unit;
- Monitors the expenditure by ensuring that bills incurred are committed in accordance with budget allocation and payments made to suppliers;
- Provides estimated costs and specifications for the procurement of equipment and other supplies;
- Arranges activities associated with the preparation of identification cards;
- Monitors and controls the distribution of office supplies to staff within the Division;
- Checks and verifies entries made to stock records
- Assist with maintaining an updated records of the Ministry's properties;
- Arranges activities associated with the maintenance of office furniture and equipment;
- Maintains and updates travelling, inventory and payment records.

***Technical:***

- Liaises with the Procurement Manager in order to obtain equipment, furniture, stationery and any other items required for the efficient functioning of the Division;
- Co-ordinates and facilitate the flow of information between the Director, Office Management and General Services and other Divisions and Agencies at his/her request, to ensure implementation and follow through.
- Performs any other related duties assigned from time to time by the Director, Office Management and General Services.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Strong customer and quality focus skills
- Ability to work in a team
- Good planning and organizing skills
- Good time management skills
- High levels of confidentiality, professionalism and integrity
- Good initiative

#### ***Technical:***

- Good Records Management skills
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Knowledge of Office/Inventory Management

### **Minimum Required Qualification and Experience**

- Successfully completed four (4) subjects at CXC/GCE 'O' level, inclusive of English Language and Mathematics/Accounts;
- One (1) year's experience working in a similar capacity;
- Certificate in Supplies Management/Inventory or Records Management would be an asset.

### **Special Condition Associated with the Job**

- Required to meet tight deadlines.

## **2. Payroll Technician (FMG/AT 1)**

### **Job Purpose**

Under the direct supervision of the Payroll Manager (FMG/PA 2), the Payroll Technician (FMG/AT 1) is responsible for the control and payment of Fortnightly Payrolls.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Assists in the preparation of the Payroll by entering all relevant information in connection with the payment of salaries to the Payroll System;
- Assists with the preparation of the Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares Payment Vouchers;
- Checks and verifies statutory and other authorized deductions;
- Prepares leave and last pay certificate;
- Maintains and balances salary control register;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Payroll Manager and the Principal Finance Officer.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Ability to work in team
- Good interpersonal skills
- Ability to work on own initiative
- Excellent customer relations skills

#### ***Technical:***

- Knowledge of the FAA Act and other associated legislation
- Good knowledge of the Government of Jamaica's and Ministry's policies and procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook

- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Internal Controls
- Knowledge of Payroll processing

**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 recognized University **or**;
- Certificate in Government Accounting, ie Level 1 Modules 1-5 **or**;
- Completion of first year in Bachelor of Science in Accounting or Management Studies at a recognized University **or**;
- Completion of first year of Associate of Science in Accounting at MIND.

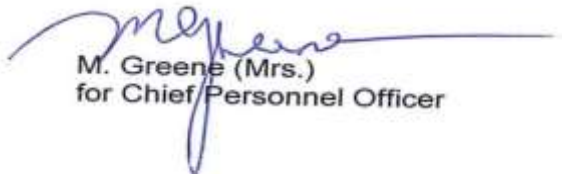
Applications accompanied by Résumés should be submitted **no later than Wednesday, 27<sup>th</sup> January, 2021 to:**

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

Email: [hrm@micaf.gov.jm](mailto: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.**

  
M. Greene (Mrs.)  
for Chief/Personnel Officer