



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 22
OSC Ref. C. 4858³⁷

25th 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. **Director, Documentation, Information and Access Services (GMG/SEG 3) – Information and Access Services Unit – (Vacant)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Payroll Officer (FMG/AT 2) – Finance and Accounts Division – (Not Vacant)**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

1. Director, Documentation, Information and Access Services (GMG/SEG 3)

Job Summary

Under the direct supervision of the Senior Director HRM&D, the incumbent is responsible for managing the operations of the Unit. Work requires planning, organizing, development and administration of systems and procedures, for the Ministry's Records and Information Management Programme, the administration of the Access to Information Act as well as providing technical advice on the functions of the Libraries and Registries.

Key Responsibilities

Management

- Develops the Unit's Operational, Corporate, Work Plans and Budget;
- Develops, reviews and revises relevant policies, work systems and procedures to ensure consistency and adequacy;
- Formulates goals and objectives for operations essential to the effective delivery of information;
- Produces the Unit's reports and makes recommendations for improvement;
- Provides Technical advice/guidance to the Permanent Secretary, Senior Director and other managers on matters pertaining to Records Management, Access to Information, Library and other information related issues;
- Administers the implementation and management of the Access to Information Act within the Ministry and its Agencies;
- Satisfies the information needs of the Ministry's clientele by reviewing documentation systems, procedures, holdings and equipment to ensure that they support management effectiveness and efficiency in the conduct of business.

Technical

- Reviews the appraisal, retention, disposal, storage, maintenance and other aspects of the Ministry's Records Management programme;
- Researches and produces manuals pertaining on access to information, records management, library and other information management issues.
- Plans and designs an effective Records Management programme inclusive of a vital records component.
- Develops a Disaster Preparedness Plan for the Ministry's records.
- Provides advisory and technical information for the development and introduction of automated systems to address records information management needs of the Ministry.
- Develops and implements a comprehensive educational programme ensuring the Ministry's and its Agency's staff are fully aware of all aspects of the Ministry's access to information and records and information management programmes.

- Ensures adherence to legal requirements that affect retention, dissemination and access to information maintained by the Ministry and its Agencies.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends leave.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave.
- Develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division In collaboration with Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Units and organization's goals.

Other Responsibilities

- Carries out duties of National Co-ordinator for the Jamaica Agricultural Documentation, Information Network (JADIN).
- Maintain links with national, regional and international information Networks for sharing of information resources and training.
- Member of the Advisory Committee on National Information System. (ACNIS).
- Represents the Ministry and Permanent Secretary at meetings, conferences, records management, Library and Access to Information related forums.
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Technical

- Sound knowledge of Records Management
- Sound Knowledge of Library Management procedures
- Good Knowledge of relevant legislation (ATI Act and Archives Act)
- Sound Knowledge of library and records management databases and software.
- Knowledge of the operations of Government
- Knowledge of the Ministry's policies and procedures.

Core

- Strong leadership and management skills
- Excellent communication skills
- Strong customer relation skills.
- Good problem solving and conflict management skills.
- Good interpersonal skills.

Minimum Required Qualification and Experience

- 1st Degree in Library and Information Studies or in Education with Library and Information Studies.
- Certificate in Records Management
- Certificate or Degree in Management Studies
- Minimum five (5) years' experience in management.

Special Condition Associated with the Job

- Working environment involves possible exposure to dusty conditions

2. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Payroll Manager (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the Salaries Account.

Key Responsibilities

Technical/Professional

- Assists in the preparation of the payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Assists with the preparation of Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares payment vouchers;
- Prepares leave and last pay certificate;
- Maintains and balances salary control;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Salaries and the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills.
- Good customer relation skills.
- Good interpersonal skills.
- Excellent planning and organizing skills.
- Ability to work in teams.
- Ability to work on own initiative.

Technical

- Knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins.
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting.
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant payroll software and other applicable computerized accounting systems.
- Knowledge of Accounts Payables and GOJ's payment process
- Knowledge of internal controls

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.

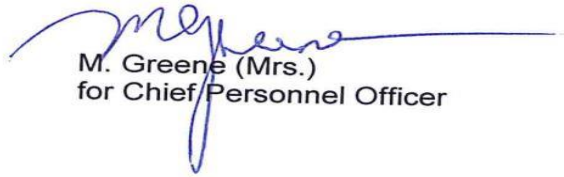
Applications accompanied by Résumés should be submitted **no later than Thursday, 4th February, 2021 to:**

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

Email: 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