



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 32 **OSC Ref. C. 6583³**

26th 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 **Forestry Department**:

1. **Director, Management Accounts (Level 7) – (Vacant)**, salary range \$2,220,352 – \$2,760,984 per annum and any allowance(s) attached to the post.
2. **Director, Financial Accounts (Level 7) – (Vacant)**, salary range \$2,220,352 – \$2,760,984 per annum and any allowance(s) attached to the post.
3. **Human Resource Development Officer (Level 5) – (Vacant)**, salary range \$1,247,144 – \$1,544,475 per annum and any allowance(s) attached to the post.
4. **Administrative Support Officer (Level 4) – (Not Vacant)**, salary range \$1,145,061 – \$1,416,896 per annum and any allowance(s) attached to the post.
5. **Secretary (Level 3) – (North-Eastern Region) – (Vacant)**, salary range \$886,213 – \$1,093,310 per annum and any allowance(s) attached to the post.

1. Director, Management Accounts (Level 7)

Job Summary

Under the supervision of the Senior Director, Finance and Accounts, the incumbent is responsible for co-ordinating the preparation of the Agency's Budget thus ensuring the control of planned programmes and projects and cash management within budgetary limits, and oversee the investment of unused cash balances to realize maximum returns while minimizing risks.

Key Responsibilities

Technical/Professional

- Ensures that Budgets and cash flows are prepared in line with the Ministry of Finance and Public Service guidelines as well as in accordance with the Agency's Corporate Plan, policy priorities and resource availability;
- Collects and reviews preliminary Budget from Divisional Directors and other relevant entities and makes recommendations for adjustments where necessary, ensuring conformity to the "budget call/ceiling and the strategic objectives of the Agency;
- Assesses the completeness, adequacy and accuracy of the capital budget requests and their recurrent cost implications;
- Prepares the overall Budget for the Agency; discusses the Budget with Director, Finance and Accounts and makes adjustments where necessary to ensure conformity within the strategic objectives of the Agency;
- Liaises closely and continuously with project/programme managers during the budget period to analyse their activities and to identify areas of cost savings and financial improvements;
- Provides guidance to project/programme managers in preparation of cash flow requests to ensure that it accurately reflects level and timing of cash needs in order to operate an effective Cash Management System;
- Compares and analyses Cash Flow requests with the approved budgeted provisions, Procurement and Operational Plan as well as established priorities to ensure requests are realistic and in consonance with the trend in fund availability;
- Prepares for submission to the Ministry of Finance and the Public Service monthly Warrant Request against approved Budget and programme priorities;
- Allocates the monthly Warrants in accordance with warrant ceiling and submits allocation ceilings to the Programme Managers;
- Analyzes Cash Management Programme against cash flow needs and recommends prioritization;

- Recommends/discusses supplementary cash advances;
- Reviews on an ongoing basis all bank accounts to ensure that there are no large idle cash balances;
- Prepares annual, monthly and quarterly Cash Flows for the Recurrent Capital “B” accounts for comparison with approved Estimates and submits to Director, Finance and Accounts for review;
- Ensures that expenditure against approved Budget is met from warrant allocation;
- Implements an effective mechanism for containing expenditure;
- Implements a sound system of management accounting and reporting to meet operational requirements of the Agency;
- Collates monthly management financial reports for the Agency;
- Prepares for submission to the Ministry of Finance and Public Service monthly utility (light and water) payables schedule;
- Prepares for submission to the Ministry of Finance and Public Service monthly actual expenditure in the prescribed format;
- Examines monthly expenditure against warrant allocations and comments on all significant variances for each category of expenditure;
- Links subsequent allocation with performance and where necessary makes recommendation for virements;
- Prepares the Agency’s Year End Appropriation Accounts;
- Validates input of the Agency’s Budget into MoFPS Budget Preparation Management System;
- Validates input of the Agency’s Budget into MoFPS MTRBB tool;
- Meets with MoFPS to negotiate Budgets and attends SFC (Standing Finance Committee);
- Maintains Commitment Control Register;
- Liaises with MoFPS for approval for Financial Investments at designated Financial Institutions;
- Prepares Supplementary Estimates for submission to MoFPS;
- Prepares Management Report for Senior Management Team.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Sound knowledge of financial and accounting principles and practices
- Knowledge of Government budgeting principles and practices
- Working knowledge of relevant computer applications
- Excellent time management skills
- Ability to communicate effectively both orally and in writing
- Good analytical and problem-solving skills

Minimum Required Qualification and Experience

- Bachelor’s Degree in Accounting or Management Studies with Accounting from a recognized University eg. UWI, UTECH (post graduate training in Accounting is an asset) **OR**;
- ACCA Level 2 or 3 **OR**;
- Associate of Science Degree – Accounting, MIND, along with the completion of revised Government Accounting Course
- At least three (3) years’ experience in a Budgeting and Investments position.

2. Director, Financial Accounts (Level 7)

Job Purpose

Under the general direction of the Senior Director, Finance & Accounts, the Director, Financial Accounts is responsible for the management of procedures in respect of accounts payable and receivables, disbursement and receipts, and payroll functions within generally accepted accounting practices and established policies of the GOJ and the Agency.

Key Responsibilities

Management/Administrative

- Assesses and monitors adequacy of internal control systems to effectively detect and prevent corruption, fraud, misappropriation and any other loss of public funds;
- Manages customer service strategies for internal and external clients;

- Generates audit schedules and clarification for Account Payables, Receivables, Receipts and Payroll Accounts;
- Manages the process for the custody, safety, movement of transaction records;
- Participates in team efforts to achieve Branch and Agency goals;
- Provides information to Internal and External Auditors as requested;
- Reviews and recommends changes in procedures to improve effectiveness and efficiency of the systems and procedures in the Branch;
- Attends meetings on behalf of the Finance & Accounts Branch and/or the Agency as directed;
- Keeps abreast of trends and changes in the accounting and finance areas and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Unit;
- Manages activities within established regulations;
- Prepares and submits reports as requested;
- Establishes targets and sets assignments in consultation with Senior Director, Finance & Accounts;
- Liaises with the Human Resource Management & Development Branch regarding queries, and / or verification to employees' emoluments.

Technical/Professional

Salaries/Wages

- Verifies adjustments to employees' emoluments for accuracy and conformity with established regulations;
- Manages process controls for accurate computation and payment of salaries;
- Conducts assurance tests for the accurate capture of payroll liabilities and accrued wages;
- Manages the process for the payments of statutory and non-statutory remittances to the relevant organizations within established deadlines.

Accounts Payable & Accounts Receivable

- Assesses transactions to validate relevance to the Agency;
- Manages system adequacy for checking, certifying and authorizing transactions in accordance with the FAA Act, its Regulations and FIEA;
- Manages batch processing on the computerized accounting system;
- Liaises with Branches regarding queries / verification of creditors / customers;
- Reconciles Accounts Payable and Receivable Sub-Ledgers balances with General Ledger balances;
- Manages aged payable and receivable balances within established limits;
- Manages and reconciles prepayment and accrual balances.

Disbursement & Receipts

- Manages the process for the collection of funds and discharge of payments;
- Manages system adequacy for receipt and disbursement of funds in accordance with the FAA Act and its Regulations;
- Manages imprest transactions and balances on a periodic basis;
- Verifies all lodgements in the Agency's bank accounts;
- Manages batch processing of receipts on the computerized system.

Human Resource

- Manages the welfare and development of direct reports through the preparation of performance appraisal and recommendation of required training and development programmes;
- Provides leadership and guidance to direct reports through objective setting, effective planning, delegation, communication, training, mentoring and coaching and providing assistance and support as needed;
- Participates in the recruitment of staff for the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals;
- Recommends staff leave;
- Recommends disciplinary action within established guidelines.

Required Knowledge, Skills and Competencies

Technical

- Excellent knowledge of Business Analysis and Process Management

- Knowledge of Management Accounting tools and techniques
- Knowledge of Financial and Final Accounting and Reporting
- Sound knowledge of financial and accounting principles and practices including the FAA Act
- Working knowledge of relevant computer applications
- Knowledge of the procurement procedures and the Audit Act

Behavioural

- Keen attention to detail
- Excellent management skills
- Ability to work effectively with internal and external stakeholders
- Ability to build partnership to achieving operational goals
- Sound personal and professional integrity
- Good analytical and problem solving skills
- Excellent time management skills
- Ability to manage and communicate effectively both orally and in writing

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized Institution;
- At least four (4) years' experience of which two (2) should be in a supervisory accounting position.

OR

- ACCA Level 2;
- At least four (4) years' experience of which two (2) should be in a supervisory accounting position.

OR

- A.Sc. – Accounting, MIND, along with the completion of revised Government Accounting Course;
- At least five (5) years' experience of which three (3) should be in a supervisory accounting position.
- Certificate in Supervisory Management would be a distinct asset.

3. Human Resource Development Officer (Level 5)

Job Summary

To assist in administering training and development policies, programmes and activities to maximize staff potential and enable the Agency to meet its goals and strategic objectives.

Key Responsibilities

Administrative

- Assists with the coordination and monitoring of training programs, to ensure the required skills are available for the achievement of organizational goals and objectives.
- Participates in the selection of participants for training;
- Maintains a skill bank for the personnel receiving training, education or development opportunities; and of session facilitators;
- Participates in the development of the organization's annual Training Budget and assists in managing the operating expenditure;
- Discusses and make recommendations for improvement of the training and development portfolio;
- Keeps up to date with developments in training by reading relevant journals, participating in meetings and attending relevant courses;
- Recommends procurement needs to Supervisor and maintains an inventory of appropriate training resources.

Technical/Professional

- Assists with the development of the organization's Training and Development Policy and recommends other policies to enhance the Unit's development specifically as it relates to

manpower planning, training, financing and the resolution of related problems in the long and short terms in collaboration with Heads of Units/Branches/Divisions;

- Assesses general training needs of all categories of personnel and develops strategies to fulfill these;
- Assists the Director, Human Resource Development with designing and developing training and development programmes based on both the Agency's and the individual's needs;
- Ensures that costs of planned programmes are in keeping with agreed budgets;
- Assists with the development of Individual Learning Plans;
- Monitors and reviews progress of trainees through questionnaires;
- Follows up on participants' attendance and performance in training sessions and makes recommendations accordingly;
- Conduct pre and post evaluations of training and development programmes in order to ascertain feedback on the usefulness of these programmes;
- Engages with training institutions to achieve the ideal training arrangements based on the needs of the organization;
- Evaluates training/development activities to ensure relevance and the transfer of training/learning to the job;
- Assists with the recruitment of trainers and facilitators and other resource persons, internally and externally, and conducts evaluation of their performance;
- Assists with designing of training and development material including manuals for in-house training;
- Participates in the assessment of the relevance of study courses to the needs of the organization with assistance from the Divisional, Branch and Unit Heads and the identification of participants for such courses;
- Conducts and co-ordinates specific aspects of in-house training for selected categories and participates in the co-ordination and implementation of training conducted by other employees to ensure that objectives are met;
- Prepares and submits reports on training and/or development activities to supervisor;
- Performs related duties as assigned.

Required Knowledge, Skills and Competencies

- Sound knowledge of training needs analysis techniques
- Demonstrated skills in Training methodologies
- Excellent facilitation/presentation Skills
- Good knowledge of Records and Information Management Techniques
- Good understanding of GOJ HR policies and procedures
- Competence in computer applications
- Excellent research skills
- Effective oral and written communication skills
- Effective interpersonal skills
- Ability to establish and maintain strong relationships
- Sound ethics and integrity

Minimum Required Qualification and Experience

- First Degree in Human Resource Management /or Education or any other related field
- Two (2) years related experience

OR

- Associate Degree/Diploma in Human Resource Management /or Education or any other related field
- Four (4) years related experience

- Training and/or experience in adult instructional techniques

OR

- any equivalent combination of qualification and experience

4. Administrative Support Officer (Level 4)

Job Purpose

The incumbent will assist the Senior. Director, Human Resource Management & Development with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support; and communicating information on behalf of the Senior Director to members of the staff, stakeholders in the Forestry Department and other senior executives of private businesses and industries, regional and international Agencies to ensure the smooth and effective operation of the office.

Key Responsibilities

Management and Administrative

- Reads and analyzes incoming memos, submissions, and reports in order to determine their significance, and distribute to relevant officers;
- Receives/hosts visitors to the Senior Director's office;
- Under the guidance of the Senior Director, HRM&D collects and collates data of relevance to the work of the Branch as required;
- Arranging and scheduling appointments for the Director as required;
- Coordinates the receipt, distribution and dispatch of files and correspondences within the Branch to ensure that matters are addressed expeditiously;
- Schedules and co-ordinates meetings, workshops and other events as directed by the Senior Director;
- Prepares Agenda for meetings and organizes relevant information and documents;
- Follows up on the implementation of actions from meetings and report to the Senior Director accordingly;
- Keeps records of all deadlines that have to be met and important matters to be dealt with, bringing them to the attention of the Senior Director Human Resource Management and Development, and interfacing with the officers and Divisions/Branches/Units concerned to ensure that the deadlines are observed;
- Studies and analyses submissions to the Director and where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Senior Director's Office.

Technical/Professional

- Maintains/updates databases; consults with Information Systems personnel regarding programming and /or data integrity problems and makes recommendation for system enhancement;
- Liaises with external stakeholders and gathers/provides data/information on issues related to the work of the Branch as required by the Senior Director;
- Carries out analysis of data and information and prepares reports as required by the Snr. Director;
- Manages the office details by relieving the Senior Director of routine requests and matters; follows established rules and procedures in responding to requests and queries; redirecting items and/or visitors to other staff members;
- Promptly receives and screen incoming telephone calls to the Director, providing friendly and professional greeting, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses, responds where appropriate;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Attends meetings and ensures Minutes are taken, transcribed and distributed in accordance with established guidelines;
- Conducts Research on subject areas as directed by the Director, or otherwise in order to inform and support the decision making process;
- Develops, implements and maintains a system of storage and retrieval of files and other documents for the Branch that permits easy reference and rapid retrieval of information (manual /electronic);
- Manages the travel agenda for the Senior Director, prepares itinerary for business trips, books travel arrangements, confirms business agendas, arranges lodging, vehicles and special events as required.

Human Resource Management

- Has responsibility for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity;
- Performs other related duties and responsibilities as may be determined by the Director from time to time.

Required Knowledge, Skills and Competencies

- Demonstrates high level of initiative and confidentiality
- Strong customer orientation skills
- Methodical, well organized and with an eye for detail
- Results oriented
- Effective oral and written communication skills
- Strong interpersonal skills and a strong team player
- Sound personal and professional integrity
- Analytical thinking and ability to solve problems
- Working knowledge of events planning
- Proficient in the use of Microsoft Office Suite technology (Word, Power Point, Excel, Access and Outlook Visio, Publisher)
- Good organizational skills

Minimum Required Qualification and Experience

- Associate Degree in Public Administration/Business Administration, Administrative Management
- Two (2) years' experience in a similar capacity in Government or Private Sector Environment

OR

- Diploma in Administrative Management (MIND), CAP, or Certified Professional Secretary designation
- Three (3) years' experience in a similar capacity in Government or Private Sector Environment.

5. Secretary (Level 3)

Job Purpose

Under the general supervision of the Manager, Forest Operations, the Secretary provides secretarial services, maintains confidential records and files; deals with correspondence; controls telephone and other communication, compiles reports and information; provides customer service to clients; and performs other related secretarial duties.

Key Responsibilities

- Provides Secretarial services to the Manager, Forest Operations:
 - Word processing of dictated letters and memoranda
 - Word processing of draft documents
 - Responding to routine correspondence
 - Taking Minutes of meetings and reproduce appropriately
- Maintains confidential records and files by:
 - Organizing and operating a system for confidential files
 - Ensuring that confidential files are at all times available when required
 - Ensuring that confidential records are secured
- Compiles reports and information by:
 - Researching and summarizing written material of interest to the Manager
 - Obtaining information from senior officers internally and/or externally
 - Organizing material and information to meet requirements.
- Controls telephone and other communication by:
 - Receiving, placing, and screening telephone calls

- Making telephone calls to Department's personnel and other relevant Ministries and Agencies as directed
- Assisting with scheduling of appointments for stakeholders
- Responding to general enquiries
- Ensures an adequate supply of stationery and other forms in regular use by:
 - Requisitioning, when necessary, stationery and other disposal items needed
 - Certifying the receipt of these goods on Supply Requisitions and Invoices
 - Storing stocks in an orderly manner, allowing for easy storage, identification and retrieval
 - Maintaining all records pertaining to the receipt and use of stationery
- Performs any other related duties as directed by the Manager, Forest Operations.

Required Knowledge, Skills and Competencies

- Strong customer orientation skill
- Demonstrates high level of initiative
- Methodical, well organized and with an eye for detail
- Results oriented
- Effective oral and written communication, and typing skill; and discretion with confidential information
- Strong Interpersonal skill
- Sound personal and professional integrity
- Analytical thinking and ability to solve problems
- Proficiency in use of Microsoft Office Suite technology

Minimum Required Qualification and Experience

- Associate Degree in Public Administration/Business Administration, Administrative Management
- Two (2) years' experience in a similar capacity in Government or Private Sector Environment

OR

- Diploma in Administrative Management (MIND), CAP, or Certified Professional Secretary designation
- Three (3) years' experience in a similar capacity in Government or Private Sector Environment.

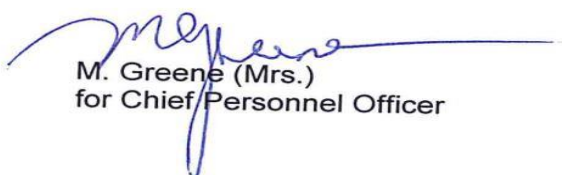
Applications accompanied by résumés should be submitted **no later than Monday, 8th February, 2021 to:**

**Senior Director, Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8**

Email: hrmd.fd@gmail.com

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