



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 85**  
**OSC Ref. C. 4860<sup>9</sup>**

**16<sup>th</sup> March, 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 the following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Commitment Control Officer (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Parish Manager (GMG/SEG 1) in the Trelawny Local Office**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
3. **Parish Manager (GMG/SEG 1) in the St. James Local Office**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
4. **Senior Secretary (OPS/SS 3) (Kingston)**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

**1. Commitment Control Officer (FMG/PA 2)**

**Job Summary**

To be directly responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved Budget and Warrant allocation in respect of the Ministry's Recurrent and Capital A and B heads.

**Key Responsibilities**

***To assist in the Commitment Planning process***

- Assist in the commitment planning process and in the determination and classification of commitments according to the following categories:
  - inescapable
  - priority
  - other
- Assists the Directors of Management and Director Accounts Payable and Payroll in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

***To control expenditure within the limits of the approved budget and warrant allocation by:***

- Receiving commitment requisition from Programme Managers;
- Examining commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informing Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Ensuring the proper maintenance of the Commitment Control Register for the ministry's Recurrent, Capital A and B heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submitting monthly report to the Director of Management Accounts on the position of undischarged commitments.

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

- Excellent analytical and judgement skills
- Excellent planning and organising skills
- Excellent communicator
- Problem solving skills
- Skill in operating a Computerised Accounting Systems
- Good team skills

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

- Bachelor of Science Degree in Accounting or Management or Business Administration Degree from a recognised institution plus at least one (1) year experience in Government accounting.

**OR**

- ACCA Level 1 or CAT or AAT Certification (FINAL) or any equivalent Accounting/Management professional qualification plus at least one (1) year experience in Government Accounting.

**OR**

- Associate Degree in accounting or Business Administration from a recognised institution plus at least two (2) year experience in Government accounting.
- Experience in Government accounting, budget and warrant system

## **2. Parish Manager (SEG 1)**

### **Job Purpose**

To ensure the harmonious and efficient operation of the Parish Office, trains and motivates staff, co-ordinates team work, delegates effectively and makes snap decisions. Be able to apply the Act and Regulations that govern the National Insurance Scheme and Public Assistance Department and responsible for the co-ordination and implementation of the relevant National Social Policies at the Parish level. Investigates and co-ordinates the role among the network of Agencies and Non-governmental Organizations which impacts on Social Security particularly in times of disaster.

### **Key Responsibilities**

- Manages staff at the Parish Office;
- Convenes meeting including staff meeting;
- Plans, organises, directs control and co-ordinates the work of the National Insurance Scheme and Public Assistance Division in the Parish and ensures that the needs of the customers are met;
- Prepares Annual Plan of activities for each programme;
- Develops short and long term objectives for the Parish in keeping with the mandate of the Ministry of Labour and Social Security;
- Monitors the Ministry's programmes in the Parish.
- Ensures effective operations of relevant programmes relating to National disasters;
- Plans and implements effective strategies to ensure the collection of contributions for National Insurance Fund;
- Prepares and submits to the Director of National Insurance, annual projections of National Insurance Scheme contributions for the Parish;
- Ensures compliance with the National Insurance Act and Regulations;
- Has responsibility for the safe storage, delivery and reconciliation of National Insurance cheques, Pension Order Books, Path cheques, Rehabilitation and Compassionate Grant cheques and blank cheques for Funeral Grant;
- Processes and disbursements of cheques for the payment of Funeral Grants and makes monthly reports to the Fund Accounts Unit;
- Makes periodic request for replacement of blank cheques;
- Liaises with Government and Non-governmental Agencies in providing social assistance to customers;
- Sets standard to evaluate the outcomes of Social Programmes and staff performances;
- Collates and submits reports in respect of the operations and performance of the respective programmes;

- Prepares Annual Budget for National Insurance and Public Assistance Division for the Parish;
- Ensures the expeditious processing of applicants to customers of National Insurance Scheme and Public Assistance Division;
- Ensures that compliance criteria are met by the beneficiaries of the PATH Programme through contact with schools, Health Centres and families;
- Ensures the assessment and referral of qualified persons to the Steps to Work and Youth Training and Assessment Programmes;
- Ensures monitoring of the welfare of families of employees of Overseas Employment Programme and the timely delivery of recommended assistance;
- Ensures organisation of Public Education events to promote the programmes of the National Insurance and Public Assistance Divisions;
- Ensures the deployment of staff to participate in Community fairs and exhibitions to promote National Insurance and Public assistance;
- Authenticates payment of Travelling and Subsistence Claims in accordance with approved guidelines;
- Attends meetings at H.O and reports on activities in the Parish;
- Inspects and ensures the proper care and maintenance of all Ministry vehicles assigned to the Parish;
- Attends meetings at the Local Authority and reports on activities in the Parish;
- Performs the duties of Secretary of the Parish Appeals Committees;
- Represents the Ministry on the Parish Disaster Committee;
- Chairs Parish Disaster Welfare and Health Committee;
- Supervises the co-ordination of assessment and relief delivery to victims of disaster;
- Liaises with Inspector of Poor, to co-ordinate responses to applications for benefits;
- Assists the Parish Disaster Co-ordinator in identifying and inspecting shelters for victims of disaster;
- Assists in the training of Shelter Managers;
- Has responsibility for assessment and delivery of assistance to victims in shelters in instances of natural and manmade disasters;
- Procures food and other household items for victims of natural and manmade disasters;
- Ensures the timely assessment and delivery of assistance to victims of natural and manmade disasters;
- Responds to requests from Community and other groups and association to make presentations regarding PATH and Public Assistance programmes;
- Manages the proper use and maintenance of office building, furniture and equipment.
- Recommends training for staff;
- Approves Sick and Departmental Leave and makes recommendations for Vacation Leave.
- Conducts Annual and Special Performance Evaluation of staff and recommends acting and permanent appointments;
- Recruits staff by conducting interviews and making recommendations to the Senior Director, Human Resource Management and Administration;
- Performs any other duties and responsibilities as may be determined by the Ministry of Labour and Social Security from time to time;
- Makes recommendations towards policy formulation.

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

- Excellent presentation, oral and written communication skills.
- Able to think analytically, uses initiative and adapt when necessary.
- Good problem solving skills and sound decision making.
- Strategic vision.
- Good leadership and interpersonal skills.
- Excellent planning and organizing skills.
- Effective people management and managing the clients interface.
- Managing partners.
- Very methodical and results oriented.
- Computer literate.

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

- First Degree in Social Sciences with five (5) years experience in Social Services Administration.

### **3. Parish Manager (GMG/SEG 1)**

#### **Job Purpose**

To ensure the harmonious and efficient operation of the Parish Office, trains and motivates staff, co-ordinates team work, delegates effectively and makes snap decisions. Be able to apply the act and regulations that govern the National Insurance Scheme and Public Assistance Department and responsible for the co-ordination and implementation of the relevant National Social Policies at the Parish Level. Investigates and co-ordinates the role among the network of Agencies and Non-governmental Organizations which impacts on Social Security particularly in times of disaster.

#### **Key Responsibilities**

- Manages staff at the Parish Office.
- Convenes meeting including staff meeting;
- Plans, organises, directs control and co-ordinates the work of the National Insurance Scheme and Public Assistance Division in the Parish and ensures that the needs of the customers are met;
- Prepares Annual Plan of activities for each programme;
- Develops short and long term objectives for the Parish in keeping with the mandate of the Ministry of Labour and Social Security;
- Monitors the Ministry's programmes in the Parish;
- Ensures effective operations of relevant programmes relating to National disasters;
- Plans and implements effective strategies to ensure the collection of contributions for National Insurance Fund;
- Prepares and submits to the Director of National Insurance, annual projections of National Insurance Scheme contributions for the Parish;
- Ensures compliance with the National Insurance Act and Regulations;
- Has responsibility for the safe storage, delivery and reconciliation of National Insurance cheques, Pension Order Books, Path cheques, Rehabilitation and Compassionate Grant cheques and blank cheques for Funeral Grant;
- Processes and disbursements of cheques for the payment of Funeral Grants and makes monthly reports to the Fund Accounts Unit;
- Makes periodic request for replacement of blank cheques;
- Liaises with Government and Non-governmental Agencies in providing social assistance to customers;
- Sets standard to evaluate the outcomes of social programmes and staff performances;
- Collates and submits reports in respect of the operations and performance of the respective programmes;
- Prepares Annual Budget for National Insurance and Public Assistance Division for the Parish.
- Ensures the expeditious processing of applicants to customers of National Insurance Scheme and Public Assistance Division;
- Ensures that compliance criteria are met by the beneficiaries of the PATH Programme through contact with schools, health centres and families;
- Ensures the assessment and referral of qualified persons to the Steps to Work and Youth Training and Assessment Programmes;
- Ensures monitoring of the welfare of families of employees of Overseas Employment Programme and the timely delivery of recommended assistance;
- Ensures organisation of Public Education events to promote the programmes of the National Insurance and Public Assistance Divisions;
- Ensures the deployment of Staff to participate in Community fairs and exhibitions to promote National Insurance and Public assistance;
- Authenticates payment of Travelling and Subsistence claims in accordance with approved guidelines;
- Attends meetings at H.O and reports on activities in the Parish;
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- Attends meetings at the Local Authority and reports on activities in the Parish;
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- Assists the Parish Disaster Co-ordinator in identifying and inspecting shelters for victims of disaster;
- Assists in the training of Shelter Managers;
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- Procures food and other household items for victims of natural and manmade disasters;
- Ensures the timely assessment and delivery of assistance to victims of natural and manmade disasters;
- Responds to requests from Community and other groups and association to make presentations regarding PATH and Public Assistance programmes;
- Manages the proper use and maintenance of office building, furniture and equipment.
- Recommends training for staff;
- Approves Sick and Departmental Leave and makes recommendations for Vacation Leave.
- Conducts Annual and Special Performance Evaluation of staff and recommends acting and permanent appointments;
- Recruits staff by conducting interviews and making recommendations to the Senior Director, Human Resource Management and Administration;
- Performs any other duties and responsibilities as may be determined by the Ministry of Labour and Social Security from time to time;
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#### **Required Knowledge, Skills and Competencies**

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- Able to think analytically, uses initiative and adapt when necessary.
- Good problem solving skills and sound decision making.
- Strategic vision.
- Good leadership and interpersonal skills.
- Excellent planning and organizing skills.
- Effective people management and managing the clients interface.
- Managing partners.
- Very methodical and results oriented.
- Computer literate.

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

- First Degree in Social Sciences with five (5) years experience in Social Services Administration.

### **4. Senior Secretary (OPS/SS 3)**

#### **Job Purpose**

To provide secretarial services, maintains a record of all files and documents, maintain a follow-up system, make appointments, draft memoranda in relation to administrative matters from time to time, receive visitors, make arrangements for meetings, prepare replies to routine correspondence and obtain and collate information as required.

#### **Key Responsibilities**

- Types correspondence, reports, memoranda, etc.;
- Supplies information by sending fax as required;
- Maintains Filing System;
- Monitors telephone bills;
- Answers and directs telephone calls;
- Records Minutes in General Staff Meetings;
- Records files and dispatching them to officers;
- Records incoming and outgoing correspondence;
- Dispatches correspondence;
- Records and confirms dates of appointment for meetings.

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

### **Core**

- Good interpersonal skills
- Strong customer relations skills
- Minutes taking
- Telephone Techniques

### **Technical**

- Excellent Secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Knowledge of the operations of Government/Knowledge of the Ministry's policies 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 Friday, 26<sup>th</sup> March, 2021 to:**

**Senior Director HRM&D  
Ministry of Labour & Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**