



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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6th April, 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 be assigned to/fill the following posts in the **Post and Telecommunications Department**:

1. **Director, Administration (GMG/SEG 2) – (Not Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Regional Manager (PTO/PMA 6) – (Black River) – (Not Vacant)**, salary range \$1,725,427 – \$2,050,991 per annum and any allowance(s) attached to the post.
3. **Senior Human Resource Manager (GMG/SEG 1) – (Not Vacant)**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
4. **Human Resource Development Officer (GMG/AM 4) – (Not Vacant)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
5. **Assistant Branch Manager 1 (PTO/PMA 4) – Liguanea Post Office – (Vacant)**, salary range \$1,233,648 - \$1,466,420 per annum and any allowance(s) attached to the post.
6. **Postal Accounts Administration Officer (GMG/AM 2) – (Vacant)**, salary range \$986,421.00 - \$1,172,544 per annum and any allowance(s) attached to the post.

1. **Director, Administration (GMG/SEG 2)**

Job Purpose

The Director, Administration, is responsible for the efficient management of Office Services within the Department, ensuring the effective management of transportation and that general office infrastructures and services are optimally managed in keeping with stipulated guidelines and regulations.

Key Responsibilities

Management and Administrative:

- Contributes to the development and implementation of the Division's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Administration Branch by developing its Operational and Unit Plans and Budget and ensuring that Direct Reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the Administration Branch to consistently provide a high level of service to clients;
- Prepares and submits Activity/Performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed and disseminates information/knowledge gained to staff and implements changes where necessary;
- Provides guidance/advice to the Postmaster General, Senior Director, Human Resource Management and Administration (HRMA) and other personnel on matters under their purview;
- Provides leadership and direction to ensure that organizational standards and policies are maintained and followed;
- Leads in the formulation of overarching strategies and procedures regarding Office Services, Transportation and Records and Information Management in keeping with Government policies and guidelines;
- Recommends policy changes and develops and maintains standard operating procedures to improve operational efficiency;

- Contributes to the development of the Department's Citizen Charter and monitors the compliance of standards regarding the portfolio areas; and the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act - Financial Instructions, Government of Jamaica Revised Comprehensive Motor Vehicle Policy for the Public Sector, Public Procurement Act, Government of Jamaica Comprehensive Asset Management Policy for the Public Sector, Government of Jamaica Records and Information Management Policy, the Archives Act and other GoJ policies that guides the administration of office services.

Technical/Professional:

- Investigates and responds to Audit queries emanating from the Internal Audit Unit and the Auditor General's Department, on matters involving activities of the Administration Branch;
- Institutes corrective action resulting from investigations into Audit queries and constantly review operational systems to ensure they are effective, efficient and in accordance with the required policies and guidelines.

Office Services:

- Provides and maintains, in collaboration with the Building Repairs and Maintenance Branch, suitable, safe and secure office accommodation for all staff members;
- Develops and manages an effective Asset Management programme inclusive of reviewing valuation and insurance of the Department's assets to ensure they are in keeping with the GoJ's policies/guidelines;
- Oversees the development and maintenance of an Inventory system for all office furniture, equipment and supplies, island-wide;
- Liaises with Board of Survey in the management of the Department's assets as appropriate;
- Co-ordinates the storage and disposal of obsolete office furniture, equipment and supplies;
- Oversees the management and maintenance of an adequate central store for materials and supplies and monitors to ensure maintenance of efficient systems for the request and supply of materials adhering to internal control measures;
- Liaises with Divisional/Branch/Unit Heads regarding the purchase of office supplies, furniture and equipment or to arrange for repairs to be effected to eliminate double and/or unnecessary purchasing, ensuring the procurement of these items in the most efficient and economic manner;
- Ensures the implementation of an effective Equipment Maintenance Programme, ensuring they are kept in good working condition and avoid/minimize incidence of downtime;
- Certifies bills for office supplies and other services and submits to Senior Director, HRMA for approval;
- Develops and implements, in collaboration with the Security Unit, a system to safeguard office equipment, furniture and records in the event of natural disasters
- Co-ordinates ancillary/janitorial services at the Corporate Offices;
- Oversees the photocopying and paper-shredding services for the Department;
- Manages effective Sanitary Services for the Department through contractual arrangements;
- Assists in negotiating Purchasing and Credit Agreements and Service Contracts;
- Keeps abreast of price movements, technological improvement and changes to ensure the order of supplies in the most efficient and economical manner;
- Conducts site visits and ensures the coordination and distribution of items procured;
- Participates in the development and implementation of Energy Conservation strategies and initiatives throughout the Department to contain consumption and hence, realize savings.

Records and Information Management:

- Leads in the development and administration of a decentralized Corporate Records and Information Management Programme;
- Analyzes and appraises the status of Record Keeping and documentation in the Department and develops and oversees the implementation of modern, professional and technical standards;
- Ensures compliance with documentation needs through client research collaboration and assigns resources accordingly;
- Ensures adherence to legal requirements which affect the management of information and records for the Organization;
- Oversees the development and maintenance of internal Mail Management Systems;
- Ensures that the appropriate systems and procedures are in place to respond to Access to Information requests, in accordance with the Access to Information Legislation and Policies;
- Ensures the planning and designing of an effective Vital Records Protection and

Disaster Recovery Programme for the Department.

Transport Management:

- Initiates and responds to correspondence concerning Fleet Management;
- Monitors the proper use of the Advance Card System;
- Analyzes and verifies petrol and lubricant statements from gas stations and bi-monthly gas bills;
- Checks periodically for the validity of Motor Vehicle Insurance, Certificate of Registration and Fitness and also Fleet Drivers' Licences;
- Ensures that Log Books for motor vehicles are maintained on a daily basis;
- Manages the maintenance of all the Department's motor vehicles by preparing the relevant requests and dispatching vehicles to approved garages for servicing;
- Liaises with the National Works Agency regarding the pre and post inspection processes for the Department's fleet vehicles;
- Reconciles receipts with statements for motor vehicle repairs;
- Co-ordinates transportation for the delivery of all mail and other items leaving the Department and the pick-up and drop-off of scheduled staff from and to prescribed destinations;
- Ensures safe parking of vehicles;
- Arranges for re-training and re-certification of Drivers assigned to the Department;
- Maintains an Inventory of motor vehicles and their operational costs;
- Prepares and submits the Department's Motor Vehicle Efficiency Report to the Ministry of Finance and the Public Service (MOFPS) on a quarterly basis;
- Requests Board of Survey for the disposal of obsolete and redundant motor vehicles from the Main Inventory;
- Liaises with the Department's Public Procurement Unit and motor vehicle dealers to arrange for the purchasing of new motor vehicles;
- Maintains Duty Roster of Drivers;
- Prepares Minutes to the Finance and Accounts Division for payments of transportation services rendered;
- Visits accident sites, prepares reports and communicates to the relevant Officer in accordance with existing regulations/policies and follows up on such report(s) (investigation);
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the GoJ's Budget Management process
- Knowledge of the UPU Security Standards
- Postal Industry and its Operations
- Prices which affect petroleum products locally and internationally, in order to establish and maintain the consumption of fuel of motor vehicles
- Good leadership and change management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent problem-solving, decision-making, planning and organizing skills

Special Conditions Associated with the Job

- High risk environment;
- Exposure to criminal activities with Local, Regional and International Reach;
- May be required to work beyond regular working hours and on weekends.
- Required to travel island wide.

Minimum Required Knowledge and Experience

- First Degree in Management Studies, Business Administration, Public Administration or related discipline from a recognized tertiary institution
- Four (4) years related experience, two (2) years of which should be at the managerial level, preferably in the Public Sector, in an organization of similar size and complexity;
- Two (2) years' experience working in Fleet/Transportation Management, as well as training in Records and Information Management would be an asset.

2. Regional Manager (PTO/PMA 6)

Job Purpose

Under the direct supervision of the Western Regional Co-ordinator, the Regional Manager oversees (to conducts investigations, Department enquiries, Internal Audits in) all prime Post Offices and Postal Agencies locations within the Region, ensuring that the policies and standards are maintained and that objectives of the Region are in alignment with the overall objectives of the Department.

The incumbent also processes Mail Contractors and monitors the transportation of mail within the Region.

Key Responsibilities

Management/Administrative:

- Advises and makes recommendations to the Regional Co-ordinator on Postal Operation;
- Participates in the Strategic Planning and Operational Plans for the Department;
- Directs and co-ordinates the Regional activities;
- Collaborates with Direct Reports to prepare Individual and Unit Work Plans for signing and submission;
- Assists with the development of the POMB Operational Plan and co-operates with Direct Reports in developing Individual Work Plans;
- Liaises with Members of Parliament in relation to Post Offices and Agencies in their constituency;
- Visits Post Offices within the Region to provide managerial support and to streamline activities;
- Monitors the performance of Post Offices in the Region to ensure compliance to regulations and to determine the quality of the service being offered;
- Attends Departmental Meetings and reports on Regional activities and provides feedback to Branch Managers;
- Convenes meetings with Senior Officers in the Region to ensure effective and efficient management in Post Offices;
- Certifies Travel Claims for officers under supervision;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Represents the Department at fora, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and Senior Managers and implements change, where necessary.

Technical/Professional:

- Provides leadership and directions within the Region to ensure organizational standards and policies are maintained and followed;
- Develops Regional Programmes aimed at promoting Postal Services and client and community integration and development;
- Assists with the development, implementation and reviews of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Provides guidance to the Region in the implementation of all Postal and Commercial Service Operations;
- Conducts surprise and routine assessments(Audits) of Post Offices and Postal Agencies, which include the review/examination and/or reconciliation of:
 - ✓ Cash and Stock
 - ✓ Records and Bank Lodgments
 - ✓ Daily Sales Records
 - ✓ Postage and National Insurance Scheme (NIS) Stamp Stock and Postal Orders
 - ✓ Value and General Receipt Books
 - ✓ Deposit, Revenue and Commercial Cash Books
 - ✓ Import Duty, GCT Customs Clearance Fee, Environmental Levy, Customs User, Administrative and Storage Fees
 - ✓ Registered Letters and Parcels
 - ✓ Inventory of Records
- Conducts periodic checks of mail van to ensure compliance with Road Traffic Act;
- Recommends and implements rationalization of the Post Office Network to ensure efficiency and effectiveness in mail delivery;
- Implements systems of control for Revenue collected, cash disbursed and security of cash, staff and facilities;
- Monitors the request for Imprest cash;
- Assists with the implementation of strategies to monitor local mail delivery;

- Receives, processes, investigates and responds to correspondence on postal activities falling under purview;
- Participates in the preparation of World Post Day activities;
- Provides support to training development on operational areas;
- Provides support in the monitoring and assessment of customer satisfaction;
- Remits excess cash and sends to Miscellaneous Revenue Account;
- Ensures that shortages are made good immediately;
- Ensures that all vaults are embedded as instructed by the FAA Act;
- Assesses the collection of Revenue for Private Letter Boxes and operations;
- Assists with the continuous review of Postmen Districts;
- Collects, collates and safeguards information, data and evidence, in all its various forms and disseminates to those authorized on a need to have/know basis;
- Initiates investigations proactively, re-actively, solely and/or co-operatively, into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the FAA Act
- Knowledge of the Staff Orders
- Knowledge of the Public Service Regulations
- Good problem-solving and decision-making skills
- Good Records Management skills
- Good use of initiative
- Adaptability
- Good oral and written communication skills
- Good analytical and critical thinking skills
- Good planning and organizing skills
- Ability to work in a team
- Strong leadership skills
- Ability to manage external relationships
- Customer and quality focus
- Good interpersonal skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration/Management Studies, Business Administration or equivalent;
- Three (3) years' work experience, one (1) year of which should be at the management level.

Special Conditions Associated with the Job

- Extensive traveling within the parish of St. Elizabeth;
- High risk environment;
- Exposure to criminal activities with Local, Regional and International Reach.

3. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRM's Unit Plan;

- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in Pensions and Benefits Administration and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a travelling officers' database to manage the submission of motor vehicle documents;
- Verifies travelling claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment;
- Processes requests to use motor vehicle to perform official duties;
- Reviews, as well as prepares submissions (Seniority Allowance, qualification increment, tuition refund, accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, and no-pay leave) to the Human Resource Committee (HRC) meetings for consideration;
- Participates in orienting new staff on available Government benefits;
- Co-ordinates, in collaboration with stakeholders, the processing of Long Service Awards;
- Verifies and ensures the circulation of notices to staff regarding their maximum Vacation Leave eligibility;
- Verifies Departmental and Vacation Leave Rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;
- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS, respectively, for verification;
- Reviews, as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews, as well as prepares retirement (Early Retirement, Medical Grounds, public interest, and Abolition of Post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS);
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Good Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit (FAA) Act financial instructions and other GoJ policies that guide the delivery of HRMD services
- Good Knowledge of Current trends in Human Resource Management techniques and practices
- Good knowledge of Pensions (Public Service) Act, 2017
- Good knowledge of Government Employees' (Compassionate Gratuities) Resolution, 1947
- Good knowledge of Government benefits and pension administration processes
- Good oral and written communication skills
- Good planning and organizing skills
- Good leadership and change management skills
- Good interpersonal skills

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;

- Three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an Organization of similar size and complexity.

4. Human Resource Development Officer (GMG/AM 4)

Job Purpose

The Human Resource Development Officer assists with the co-ordinating and delivery of training and development interventions. The incumbent also assists in managing the training databases and providing administrative support to the Unit.

Key Responsibilities

Administrative/Managerial:

- Assists with the development of the HRD's Unit Plan;
- Develops Individual Work Plan
- Prepares and submits activity/performance and other reports as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption, where necessary, to enhance the Department's Human Resource Service delivery;
- Represents the Department at meetings/conferences and other fora as directed;
- Assists in the effective management of the Computer Lab and Training Room.

Technical:

- Assists with liaising with staff to identify Training and Development needs;
- Assists in analyzing training needs data and identifying areas for intervention;
- Collects and prepares data for the assessment of training needs;
- Contributes to the development of the Training Plan and Budget for the Department;
- Participates in the implementation of the Training Plan;
- Supports the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave, including Day Release, to the HREC;
- Co-ordinates with Leave Officer to prepare Salary and Leave Particulars in respect of officers on Study Leave;
- Assists in developing training manuals and other training tools;
- Assists in developing and maintaining an effective Training Database for the Department;
- Assists in developing and maintaining a database of training providers and resource personnel;
- Provides advice to staff as it relates to career and professional development;
- Assists in co-ordinating in-house, local and overseas training courses;
- Assists with liaising with institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Co-ordinates Orientation Sessions for new recruits;
- Co-ordinates assessments and administers test instruments in the recruitment of new employees and for acting assignments;
- Organizes Lecture Rooms for scheduled courses;
- Disseminates information to staff on training programmes, fellowships, scholarships;
- Requests funds for the provision of refreshments etc., required for in-house training interventions and ensures that invoices are submitted to the Finance and Accounts Division for payment;
- Assists in processing applications/requests for training;
- Assists with conducting Post Training Evaluations;
- Prepares letters to staff regarding:-
 - Acceptance to training institutions and information on course of study
 - Congratulations for successful completion of course of study
 - Time-off to pursue studies
 - Study Leave/Day Release;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- The Public Service Regulations, Staff Orders for the Public Service, the FAA Act financial instructions and other GoJ policies that guide the delivery of HRMD services
- Current trends in Human Resource and career development
- Research and data analysis techniques
- Ability to Conduct Training Needs Analysis

- Excellent oral and written communication skills
- Good planning and organizational skills
- Ability to work in a team
- Good Customer Service skills
- Good interpersonal skills
- Proficient in the relevant software applications

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Required to travel locally.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Development/Management, Management Studies, Public Administration, Business Administration or similar discipline from an accredited/ recognised tertiary institution;
- Two (2) years' experience in a related field, preferably in the Public Sector in an organisation of similar size and complexity.

5. Assistant Branch Manager 1 (PTO/PMA 4)

Job Purpose

Under the direct supervision of the Branch Manager, the Assistant Branch Manager 1 (PTO/PMA 4) provides managerial support in the operations of the Post Office. The incumbent undertakes the custody and accounting for cash and stock of Postage Stamps and other items of value. Additionally, the incumbent also manages the customer queries and conducts investigations, where necessary.

Key Responsibilities

Management and Administrative:

- Participates in the development of the Corporate, Operational and Unit Plans and accompanying capital and recurrent Budget for the Division;
- Develops the Post Office's Operational and Unit Plans and Budget, in collaboration with the Regional Manager;
- Prepares Individual Work Plan in collaboration with Supervisor;
- Organizes and manages the duties of the Retail Customer Service Officers;
- Oversees the Post Office in the absence of the Branch Manager;
- Advises and makes recommendations to the Branch Manager on the development of the Post Office;
- Assists with directing and co-ordinating the Post Office activities;
- Collaborates with Direct Reports in developing and submitting signed Individual Work Plans;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Attends Departmental Meetings and reports on Post Office activities and provides feedback to Staff;
- Represents the Department at fora, conferences, meetings and seminars; disseminates information/knowledge gained to Staff and implement change, where necessary.

Technical/Professional:

- Supplies postage stamps, postal orders and NIS stamps to members of staff and customers;
- Conducts routine checks of Retail Customer Service Officer's cash and stock;
- Prepares all incoming registered mail for Branch Manager and records receipts in Value Book and ensures daily balancing of registered letters;
- Prepares lodgments for the various commercial services offered daily;
- Countersigns lodgments and remittances made by the Branch Manager;
- Makes monthly requisition for stationery and ensures that there is an adequate supply;
- Supervises counter duties and ensures that at all times, the counter is adequately staffed;
- Conducts dual custody checks and balances bill express cash received from Retail Customer Service Officer's and processes same for lodgment daily;
- Collects revenue daily and submits to Branch Manager;
- Prepares monthly parcels statement;

- Assists Branch Manager in checking imprest and all other valuables received from Headquarters;
- Sets Franking Machine;
- Records receipt of all valuables in the Value Book;
- Processes and redirects mis-sent and unclaimed registered and ordinary postal articles;
- Assists with the management of the distribution of PATH cheques to members of the public;
- Supervises the dispatch of the mail van;
- Conducts periodical checks on private letter boxes and relevant books;
- Provides general postal information to customers and manages customer complaints;
- Replies to official queries;
- Provides excellent customer service;
- Processes Express Mail Services (EMS) and Local Priority Mail Services.

Human Resource Management:

- Participates in recruitment, transfers, and promotions of staff for the Region;
- Ensures the developmental and welfare needs of the staff are identified and addressed within the Region;
- Reviews, monitors and evaluates the performance of staff in the Region and recommends corrective action, where necessary;
- Recommends the assignment/reassignment of staff across Post Offices, ensuring staff is effectively utilized and productivity optimized;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Regional's and Department's goals;
- Fosters an atmosphere of trust and high ethical and confidentiality standards;
- Engages in local Succession Planning with a view to support Human Resource Strategic Objectives.

Required Knowledge, Skills and Competencies

- Knowledge of the Postal Industry and its operations
- Knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of Universal Postal Union Standards
- Sound knowledge of Records Management
- Highest level of integrity is exercised and maintained
- Excellent interpersonal skills
- Excellent analytical and critical thinking skills
- Good oral and written communication skills
- Good planning, organizing, problem-solving and decision-making skills
- Good leadership skills
- Good Customer Service skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field from an accredited tertiary institution;
- Three (3) years' related experience at a supervisory level;
- Certificate in Customer Service (1-year course) would be an asset;
- Certificate in Supervisory Management (1-year course) would be an asset.

Special Conditions Associated with the Job

- High risk environment,
- Is the custodian for all financial values within the Post Office.

6. Postal Accounts Administration Officer (GMG/AM 2)

Job Purpose

Under the direct supervision of the Co-ordinator, International Mail Transport, the Postal Accounts Administration Officer is responsible for the preparation and verification of Transit and Mis-sent Accounts and ensuring that outstanding accounts and monies to and from Postal Administrations are settled.

Key Responsibilities

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Maintains an accurate physical and electronic filing system;
- Verifies Open and Closed Transit, as well as Mis-sent Accounts;
- Prepares Quarterly Accounting Statements for Transit and Mis-sent Accounts;
- Submits all prepared and verified accounts to Assistant Manager;
- Maintains Status Sheets on all Postal Administrations for which accounts were verified and prepared with the amounts outstanding to be settled;
- Updates Transit, Mis-sent and Outbound Database with data from letter, delivery and CN 65 Bills, Verification and Trial Notes, as well as IPS Light;
- Advises the Co-ordinator on matters impacting the accounts;
- Replies to queries from Postal Administrations in regards to accounts;
- Informs Postal Administrations of irregularities on accounts received;
- Submits statistical information to UPU as per request;
- Prepares and submits quarterly Comparative Analytical Reports to Assistant Manager;
- Provides Postage Rate Sheets to Post Offices, Postal Agencies and Customers;
- Attends and participates in meetings as directed;
- Keeps abreast of circulars, guidelines, policies, procedures and legislation impacting functional area and relative postal standards;
- Assists in research and compilation of data and reports;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of General Accounting Principles and Practices
- Knowledge of the Government/Department's policies and procedures
- Knowledge of the FAA Act
- Knowledge of UPU Standards
- Good oral and written communication skills
- Good planning, organizing, problem-solving and decision-making skills
- Ability to work in a team
- Good Customer Service and interpersonal skills
- Proficient in the relevant software applications

Minimum Required Qualification and Experience

- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent;
- Four (4) CXC/GCE O'Level Subjects, including English Language and Mathematics/Accounts;
- One (1) year working experience, preferably in Administration, Accounting or Finance.

Applications accompanied by Résumés should be submitted **no later than Monday, 19th April, 2021 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**