



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 168**  
**OSC Ref. C. 6276<sup>12</sup>**

**21<sup>st</sup> May, 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 Local Government and Rural Development**:

1. **Assistant Human Resource Officer (GMG/AM 2) - (Vacant)**, in the **Human Resource Management and Development Unit**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.
2. **Administrative Assistant (GMG/AM 2) - (Vacant)**, in the **Corporate Services Division**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.
3. **Accounting Technician (FMG/AT 1) - (Not Vacant)**, in the **Finance and Accounts Division**, salary range \$979,713 - \$948,230 per annum and any allowance(s) attached to the post.

**1. Assistant Human Resource Officer (GMG/AM 2)**

**Job Purpose**

Reporting to the Director, Human Resource Management, the incumbent processes staffing activities and employee benefits.

**Key Responsibilities**

- Schedules appointments for first appointees;
- Processes Loan/Benefit applications for various employees;
- Advises applicants of approval and non-approval of loans;
- Prepares job letters for embassies, banks and other organizations;
- Prepares documents for the completion of Interim and Final Probationary period;
- Prepares Acting/Appointment/Promotion/Transfer/Secondment letters for signature;
- Assists with updating the Public Employees' Pension Administration System (PEPAS);
- Prepares Acting/Appointments/Transfer/Secondment/Release Submissions for Human Resource Executive Management Committee for employees;
- Assists with the calculation of Vacation Leave;
- Receives, sorts and issues Health Cards to staff members;
- Schedules Medical Examination appointments with the Ministry of Health and Wellness for first appointees and notifies officers;
- Receives, sorts and issues Health Cards to staff members;
- Maintains and updates Acting Allowance Log;
- Performs other such duties and responsibilities as may be determined from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relations skills
- Good integrity/ethics exercised in the performance of duties

***Functional:***

- Good knowledge of leave regulations
- Proficiency in the relevant computer applications
- Sound problem-solving and organizing skills

- Sound judgment and initiative
- Sound planning and organizing skills

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

- Certificate in Public Administration or Human Resource Management  
**Or**
- Diploma in Public Administration or Human Resource Management;
- Two (2) years' experience in the related field.

## **2. Administrative Assistant (GMG/AM 2)**

### **Job Purpose**

Reporting to the Director, Employee Relations, the incumbent is responsible for providing assistance in directing and controlling the Administrative functions.

### **Key Responsibilities**

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an Electronic Data and Retention Tracking System;
- Acknowledges, conducts research for relevant information and prepares replies as instructed;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Reviews and checks correspondence and prepares reports for signature and ensures that all pertinent matters have been dealt with;
- Maintains an Appointment Diary to facilitate smooth and effective communication between the Manager and internal/external customers;
- Scrutinizes all correspondences for deadlines and follow-up action;
- Provides information concerning the Unit to related Agencies, Officers and Consultants;
- Participates in researching documents, regulations and other materials to provide basic information to the Director and other office Managers in the Unit in preparation of Work Plans, meetings and assignments;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Participates in organizing/arranging training sessions with persons from the Local Authorities, the Ministry and related Agencies;
- Contacts officials within Local Authorities, related Agencies, and other Ministries requesting information as instructed;
- Performs any other related duties and responsibilities that may be assigned from time to time.

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

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

- Good communication skills
- Good interpersonal skills
- Good customer relations skills

#### ***Functional:***

- Proficient in the relevant computer applications
- Sound knowledge of filing systems and methods
- Good initiative and analytical skills

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

- Associate Degree in Business Administration or Business Studies from a recognized tertiary institution or equivalent qualifications;
- Three (3) years' experience in a similar capacity.

### 3. Accounting Technician (FMG/AT 1)

#### Job Purpose

Reporting to the Accounts Payable and Disbursement Manager, the incumbent is responsible to prepare payment vouchers and the maintenance of registers in keeping with the relevant Acts and Regulations.

#### Key Responsibilities

- Generates payment vouchers in the Accounting System;
- Dispatches Withholding Tax Certificates to suppliers;
- Prepares payment advices for submission to suppliers;
- Updates Payment files with payment information;
- Ensures original invoices for “Cash on Delivery” (COD) payments are received from relevant officers and attached to payment vouchers;
- Assists with the filing of payment vouchers;
- Assists in the preparation of monthly Subvention Letters;
- Maintains a Telephone Bill Payment Register;
- Prepares detailed listing of telephone bill payments;
- Conducts Payment research as required;
- Performs any other related duties and responsibilities that may be assigned from time to time.

#### Required Knowledge, Skills and Competencies

##### **Core:**

- Excellent oral and written communication skills
- Good interpersonal skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

##### **Functional:**

- Technical skills;
- Excellent use of technology.

#### 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, i.e. Level 1 Modules 1-5, **or**;
- Completion of first year in Bachelor of Science Degree in Accounting or Management Studies or BBA at a recognized University, **or**;
- Completion of first year of Associate of Science Degree in Accounting at MIND.

Applications accompanied by résumés should be submitted **no later than Friday, 4<sup>th</sup> June, 2021 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Rural Development  
61 Hagley Park Road  
Kingston 10**

**Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)**

**Further details of the position may be obtained from the Human Resource Management and Development Section.**

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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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