



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 206**  
**OSC Ref. C. 4860<sup>9</sup>**

**25<sup>th</sup> June, 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 posts in the **Ministry of Labour and Social Security**:

1. **Accounting Clerk (FMG/AC 2) (Not Vacant) in the National Investment Secretariat Unit**, salary range \$754,259 - 896,577 per annum and any allowance(s) attached to the post.
2. **Administrator 1 (GMG/AM 1) (Vacant) in the Administration of National Insurance, Westmoreland Local Office**, salary range \$820,588 – \$975,421 per annum and any allowance(s) attached to the post.
3. **Secretary 2 (OPS/SS 2) (Vacant) in the Industrial Dispute Tribunal Western Division, Montego Bay**, salary range \$751,183 to \$892,921 per annum and any allowance(s) to the post.
4. **Records Officer (PIDG/RIM 2) (Not Vacant) in the Staffing Unit of Human Resource Management & Development Department**, salary range \$748,959 -890,277 per annum and any allowance(s) attached to the post.

**1. Accounting Clerk (FMG/AC 2)**

**Job Purpose**

The incumbent performs a range of Clerical, Accounting and Bookkeeping support functions.

**Key Responsibilities**

- Maintains files of source documents and other information related to accounting activities;
- Prepares payment vouchers for NIF and its subsidiary companies;
- Maintains the Printed Cheque Register for NIF and its subsidiaries;
- Prepares bank lodgements for NIF and its subsidiaries;
- Maintains Cheque Log Book;
- Maintains Cheque Register for NIF and its subsidiaries;
- Enters cashbook transactions for NIF and its subsidiaries in the Electronic Cashbook System;
- Enters General Ledger transactions for NIF and its subsidiaries in the Electronic General Ledger;
- Prepares reports and schedules as required;
- Maintains Fixed Asset Register;
- Prepares Audit Schedules as required;
- Prepares GCT and GCT Withholding Schedule;
- Reconciles GCT and GCT Withholding payments;
- Assists with preparation of Statutory Returns;
- Back-up of accounting data are conducted daily;
- Performs any other duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Good written and oral communication skills
- Good numeric skills
- Knowledge of simple accounting practices
- Basic knowledge of data entry and Microsoft Applications

**Minimum Required Qualification and Experience**

- Certificate in Accounting from a Post-Secondary/Tertiary Institution along with the Government Accounting Level 1 Module 1-2 and Voucher Preparation and;

- Four (4) CSEC/CXC subjects (General Proficiency Grades I-III) including English and Mathematics/Accounts
- At least one (1) years working experience in a related environment

## **2. Administrator 1 (GMG/AM 1)**

### **Job Purpose**

To administer the provisions of the National Insurance Act and Regulations in the Parish in order to facilitate registration by companies and individuals; the payment of contributions; and the provision of benefits towards the attainment of the objectives of the National Insurance Scheme and the fulfilment of the Ministry's mandate.

### **Key Responsibilities**

#### **Administrative/Managerial**

- Visits employers for outstanding Annual Returns to ensure submission;
- Issues compliance letters to employers and self-employed persons;
- Arranges and conducts public education on National Insurance matters;
- Visits and inspects records of non-compliant employees to ascertain outstanding amounts';
- Enforces compliance of employers for NIS payments under the provision of the NIS Act and Regulation;
- Visits employers regarding dishonoured cheques and collects payment of same;
- Prepares summons for Court action against delinquent employers;
- Attends Resident Magistrate Court with delinquent employers.

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

- Knowledge of the National Insurance Act and Regulations
- Management skills
- Ability to lead and motivate persons;
- Problem solving techniques
- Flexibility to work and work well in teams

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

- Certificate/Diploma Management Studies/ Business Administration or related field;
- Certificate in Supervisory Management or related field

### **Special Conditions Associated with the Job**

- Extensive travel within the Parish
- Required to have access to a reliable motor vehicle

## **3. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

To provide secretarial services to the Legal Officer in order to achieve the strategic and operational objectives of the Industrial Disputes Tribunal (Western Division)

### **Key Responsibilities**

- Types Awards and Orders;
- Types Statistical, Monthly, Quarterly, Biannual and Yearly reports;
- Types request for Briefs;
- Types covering letters for the transmission of Verbatim Notes;
- Types correspondence to Attorneys-at-Law, Union Representative, Industrial Relations Consultants and Company Representatives;
- Types correspondence and reports;
- Types letters accompanying Verbatim Notes and Notes of Evidence and forwards, opening and/or closing submissions;
- Updates Attendance Register;
- Take Minutes at staff meeting;
- Receives, records and dispatches correspondences to the relevant officers or Sections;

- Establishes and maintains a Filing System for correspondences;
- Ensures that the office service needs are met;
- Responds to telephone and email queries.

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

- Excellent oral and written communication skills
- Problem solving and decision making skills
- Strategic vision
- Team player
- Excellent interpersonal and management skills
- Planning and organizing

#### **Core**

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

#### **Technical**

- Excellent Secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of the Tribunal and the Ministry's policies and procedures

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

### **4. Records Officer (PIDG/RIM 2)**

#### **Job Purpose**

Under the direction of the Senior Human Resource Officer (Staffing), the incumbent ensures that the databases in relation to the movement of new, unestablished and project staff are consistently updated and information requested is generated and provided in a timely manner.

#### **Key Responsibilities**

##### **Technical/Professional**

- Updates unestablished and Project Staff Lists in relation to temporary/contractual employments, contract variations, resignations, terminations, death or name change;
- Prepares and distributes updated Unit/Parish Offices list(s) to Heads of Section/Parish Managers;
- Creates and updates schedules of qualification and work history for staff members;
- Updates the HRMIS and the E-Census Database;
- Assists the Records Officer 2 (PIDG/RIM 3) in preparing annual reports/listings as required;
- Provides accurate information to internal and external customers;
- Assists with any other duties assigned.

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

- Good oral and written communication skills
- Good interpersonal skills

- Ability to work on own initiative
- Good knowledge of Government policies and procedures.
- Skill in relevant computer operations

**Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 8<sup>th</sup> July 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