



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 199

OSC Ref. C.4858³⁹

18th June, 2021

RE-ADVERTISEMENT

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 Agriculture and Fisheries**:

1. **Checking Officer (FMG/AT 2) – (Not Vacant)**, in the **Finance and Accounts - Checking Unit**, salary range \$917,085 - \$1,090,126 per annum and any allowance(s) attached to the post.
2. **Driver (LMO/DR 1) – (Vacant)**, in the **Research and Development Division (Montpelier Research Station, Montego Bay)**, salary range \$10,749 - \$12,771 per week.

1. Checking Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Checking Officer (FMG/AT 2) is responsible for:

- Receiving, examining and recording bill invoices and contracts;
- Preparing and inserting all payment vouchers;
- Checking all payment vouchers;
- Preparing ad hoc/specific reports;
- Maintaining Memorandum Registers;
- Maintaining accounting files and records;
- Printing cheques.

Key Responsibilities

Administrative/Management:

- Receives and records contracts and contract payment vouchers;
- Maintains accounting records and files;
- Participates in the Annual Board of Survey;
- Ensures there is propriety in the bills, invoices and contracts submitted for payment.

Technical/Professional:

- Prepares/Inserts payment vouchers on FinMan System for all Heads of Estimates and Deposit;
- Checks and inserts travel vouchers on FinMan System;
- Ensures that vouchers are properly authenticated;
- Ensures vouchers have the head, subhead, object and sub-head against which payment is being made;
- Ensures that the amount payable is both in figure and words;
- Confirms Tax Registration Number (TRN), name and address of the person to whom payment is made;
- Verifies the nature of the payment;
- Checks the authority for payment against the voucher;
- Prepares and submits reports within agreed timeframe;
- Updates and maintains assigned register(s);
- Assists with updating the Tracking System;
- Performs any other related duties assigned from time to time by the Senior Checking Officer, Manager, Accounts Payables, Director, Accounts Payables and Payroll or the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relation and interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the Financial Administration and Audit (FAA) Act, other associated legislation, circulars, directives, bulletins
- Good knowledge of Government of Jamaica's (GoJ's) and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook and PowerPoint
- Knowledge of relevant/ applicable computerized accounting systems.
- Knowledge of Accounts Payables and GoJ's payment process
- Knowledge of internal controls

Minimum Required Qualification and Experience

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5;
- Experience in the Public Sector payments and accounts payable.

1. Driver (LMO/DR 1)

Job Purpose

Under the supervision of the Senior Research Director, the Driver 1 undertakes the collection and delivery of mails and documents on behalf of the Station; transport staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

Key Responsibilities

Management/Administrative:

- Transports goods/materials from the Ministry to location around town;
- Transports farm products for export from locations island-wide;
- Collects and signs for fuel, oil where necessary accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any puncture tyre on the Unit is changed before driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written Communication skills
- Good Interpersonal skills
- Good Time Management skills
- Good Problem Solving and conflict Management skills
- Initiative

Technical:

- Excellent Defensive Driving skills
- Proficient in basic mechanics
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of basic motor vehicle maintenance

Minimum Required Qualification and Experience

- Completion of Secondary Level education;
- Possession of an open General Driver's License;
- Approval to operate motor vehicle from National Works Agency
- Three 3 years' experience in a similar position;
- Ability to read and write legibly.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th June, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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**