



## 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. 187** **OSC Ref. C. 4860<sup>9</sup>**

15<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. **Public Relations Manager (MCG/IE 4) – Vacant – Public Relations Unit, 1F North Street, Kingston**, salary range \$1,601,259 - \$1,903,394 per annum and any allowance(s) attached to the post.
2. **Payroll Officer (FMG/AT 2) - Vacant - Social Intervention Programme Unit, 1F North Street, Kingston**, salary range \$917,085 – 1,090,126 per annum and any allowance(s) attached to the post.
3. **Administrator 1 (GMG/AM 1) – Vacant - Administration of National Insurance, St. Ann Local Office**, salary range \$820,588 - \$975,421 per annum and any allowance(s) attached to the post.

#### **1. Public Relations Manager (MCG/IE 4)**

##### **Job Purpose**

Reporting to the Permanent Secretary, the Public Relations Manager manages the image of the Ministry and its principals and inform and educate the internal and external public about the Ministry's Communication Policies and Programmes by utilizing all the available communication media including mass media (print and electronic), special events, special publications and direct contact.

##### **Key Responsibilities**

###### **Human Resource**

- Recommends staff development training;
- Recommends leave for staff;
- Appraises and makes recommendations for staff appointment/promotions;
- Recommends disciplinary action and reward in keeping with Human Resources policies and procedures.

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

- Develops and manages Communication/Public Relations Programmes and Plans;
- Develops Communication procedures and policies;
- Develops advertisement and other publicity material;
- Manages development/dissemination of in-house publications;
- Analyzes media coverage;
- Supervises dissemination of press releases, media invitations, etc;
- Conceptualizes and prepares speeches for Ministers, Permanent Secretary and other Directors;
- Develops response to public queries about issues pertaining to the Ministry. Prepares and makes presentations on behalf of the Ministry;
- Represents the Ministry at seminars and other functions/events. Develops and manages the Public Relations Department's Budget and Operational Plan.

###### **Management/Administrative**

- Supervises Public Relations Officers;
- Manages the Public Relations Department;
- Develops and implements Public Relations programme, policies and practices;
- Develops and manages Communications Budget;
- Identifies suppliers and oversees the purchase order procurement process

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

- Good supervisory and management skills
- Excellent knowledge of public affairs
- Excellent knowledge of the Ministry's policies and programmes
- Excellent oral and written communication
- Good interpersonal skills
- Excellent teamwork skills
- Good Judgment
- Integrity and Ethics

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

- Bachelor of Arts Degree in Media and Communications or related field
- At least two years' experience in Communications Management
- Knowledge of events planning and management would be an asset
- Supervisory experience

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

- Required to travel intra island
- Required to work outside of normal working hours for official functions
- Attend conciliation and other meetings as necessary
- Stressful and critical deadlines for completion of projects

## **2. Payroll Officer (FMG/AT 2)**

### **Job Purpose**

To provide accounting support for activities related to the implementation of the Social Interventions Programme.

### **Key Responsibilities**

#### **Management/Administrative**

- Ensures that advances and overpayment of salaries are promptly recovered;
- Ensures that incidences of overpayment, underpayment are eliminated and that proper controls exist for early detection of errors;
- Provides information and answers to queries in relation to salaries.

#### **Technical/Professional**

- Checks and certifies fortnightly payroll and payment vouchers;
- Prepares salaries for fortnightly paid employees;
- Maintains database/records of salaries and statutory deductions under the respective subheads for employees paid by the Social Interventions Programme;
- Posts information from Earning Records to payroll database;
- Prepares and researches statement of contribution for National Housing Trust, National Insurance Scheme and Income Tax;
- Prepares Salary Distribution Schedule on cheque and pay advice for dispatch to local offices;
- Calculates revision of salary arrears for submission to the Social Interventions Programme;
- Checks and certifies payment vouchers for the funding of the Salaries Bank Account;
- Checks and certifies the Salary Reimbursement Statements for the participants (employees) on the Social Interventions Programme;
- Prints salary, bank and deduction cheques and the relevant listings for the Social Interventions Programme Payroll;
- Prepares statement of Income and Ed Tax payable on a fortnightly/monthly basis to the Ministry of Finance and the Public Service;
- Prepares electronic transfer text file of the fortnightly and monthly payroll to be uploaded to the National Commercial Bank (e-link) E-Commerce system for distribution to officers' bank/branch account;
- Performs any other duties assigned.

### **Human Resource**

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides guidance to staff through mentoring and coaching;
- Provides leadership through delegation and communication;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Ministry and the Public Service.

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

- Excellent problem solving skills
- Good interpersonal skills
- Good time management skills
- Ability to communicate orally
- Proficiency in the relevant computer applications
- Knowledge of the FAAA Act
- Ability to work on own initiative

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

- AAT Level 2;
- ACCA-CAT Level B/Level 2
- NVQJ Level 2, Accounting
- Certificate in Accounting from an accredited University;
- Completion of second year of the B.Sc. Degree in Accounting/ Management studies with Accounting or BBA Degree at an accredited University.
- Associate Degree in Business Studies/Business Administration/Management Studies; institute for National Development (MIND) or
- Associate Degree in Accounting from Management institute for National Development (MIND) or
- Certificate in Government Accounting Level 2;

## **3. 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**

- 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 collect 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

Applications accompanied by résumés should be submitted **no later than Wednesday, 23<sup>rd</sup> June, 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**