



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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20th August 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 **Ministry of Local Government and Rural Development**:

1. **Regional Co-ordinator/Team Leader (Contract)**, salary range \$1,616,596 per annum and any allowance(s) attached to the post.
2. **Final Accounts Manager (FMG/PA 1) – (Vacant)**, salary range \$1,341,866 - \$1,789,576 per annum and any allowance(s) attached to the post.
3. **Administrator (GMG/AM 3) – (Not vacant)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
4. **Compliance Officer (Contract)**, salary range \$1,143,361 per annum and any allowance(s) attached to the post.
5. **In-House Clerk (Contract)**, salary range \$996,167 per annum and any allowance(s) attached to the post.
6. **Records Clerk (PIDG/RIM 1) – (Not vacant)**, salary range \$630,388 – \$749,334 per annum and any allowance(s) attached to the post.

1. Regional Co-ordinator/Team Leader

Job Purpose

The incumbent is responsible for resolving the Property Tax delinquency cases and other Local Government tax types. This involves collecting delinquent taxes and securing voluntary compliance with the Tax Laws and Regulations.

Key Responsibilities

- Monitors and reviews the work of the regional LGTUs;
- Prepares monthly reports for submission;
- Ensures that the designated regional targets are met;
- Ensures conformance with best practices across the region;
- Identifies and initiates training/development interventions for those requiring such;
- Oversees the day-to-day work of the team;
- Prepares and assigns work;
- Addresses on-the-job-issues;
- Ensures conformity with the rules and procedures of the respective Organizations;
- Determines the manner in which to resolve a variety of delinquency cases. This includes:
 - ✓ Identifying the specific issues involved
 - ✓ Planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort
 - ✓ Adjusting the approach and method according to conditions encountered in completing the case
- Contacts taxpayers and initiates corrective action based on taxpayers' statements or records;
- Interviews taxpayers and/or their representatives concerning all types of unpaid property tax liabilities;
- Secures full payment of tax liability or makes other approved arrangements and arranges for payment based on an assessment of the taxpayer's financial status;

- Maintains records of cases that cannot be collected thereby providing a history of case activities, which could affect subsequent investigations. Also maintains work-papers consistent with completed activities;
- Recommends Levy, Writ and Summons actions when taxpayer neglects or refuses to satisfy liabilities. Initiates requests for adjustments to taxpayers' accounts as appropriate;
- Investigates and informs Director of status of unusual processes and recommend appropriate action;
- Testifies as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good analytical and investigative skills
- Good interpersonal skills
- Good time management skills
- Good skills in detecting indications of fraud, hidden assets and other methods used to avoid compliance with tax laws
- Comprehensive knowledge of the laws, policies and procedures governing the preparation and execution of processes
- Working knowledge of the Tax Laws and Regulations and Tax Administration Jamaica policies and procedures
- Working knowledge of the relevant computer systems and applications

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or equivalent;
- Four (4) years related work experience.

Special Conditions Associated with Job

- Much field work (60-70% of time) required;
- Exposure to dust, dirt and inclement weather conditions;
- Exposure to personal threat and injury;
- Irregular and unscheduled working hours.

2. Final Accounts Manager (FMG/PA 1)

Job Purpose

Reporting to the Director, Financial Accounts, the incumbent is responsible managing and controlling the operations of the Final Accounts in accordance with the relevant acts and regulations.

Key Responsibilities

Technical/Professional:

- Participates in the development of the Operational Plan and Budget for the Unit.
- Ensures that cashed cheques and Bank Statements are collected from bank for all Heads of Accounts, Salaries Account and Projects;
- Supervises the preparation of the Ministry's Bank Reconciliation statements;
- Advises the bank of adjustments to be made to Bank Statements;
- Follows-up with the bank to ensure that adjustments are made;
- Examines and certifies journal, payment vouchers on the Government Financial Management System (GFMS);
- Examines Expenditure Statements and Appropriation Accounts Statement for submission to the Auditor General, Financial Secretary and Accountant General;
- Ensures Advances are updated to the GFMS accurately and promptly and are cleared expeditiously by liaising with the Accountant General's Department;
- Assists in checking the calculation of salaries and verifies the accuracy of the on and off control;
- Maintains a register for all cancelled or written back cheques;

- Maintains a detailed independent record of allocated and unallocated funds for each Heads of Estimate through the financial year;
- Prepares responses to Internal and External Audit queries in respect of the Unit;
- Maintains salaries and Project Account Main Ledgers;
- Ensures the GFMS is updated with expenditures relating to RTGS payments and amounts withheld by Accountant General re-statutory deduction, salaries and travelling allowances;
- Ensures that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the accounts prepared are true and fair and are prepared on a timely basis;
- Ensures that the Financial Statements are supported by adequate notes, where required, by the requisite accounting standards;
- Reports periodically to the Principal Finance Officer through the Director of Financial Accounts on the status of the monthly and annual accounts, submitting Work Plan to clear accounting arrears;
- Ensures that all Officers in the Unit are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOF Circulars, Accounting Manual and other guidelines critical to the performance of their job.

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 leadership to staff through effective communication and delegation;
- Provides guidance to staff through mentoring and coaching;
- Ensures that staff is aware of and adheres to policies, procedures and regulations of the Ministry and the Public Service;
- Participates in the recruitment of staff for the Unit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Functional:

- Technical skills
- Excellent use of computerized accounting system
- Excellent analytical thinking skills
- Excellent leadership skills
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **or**;
- Diploma in Accounting from a recognised University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognised University.

3. Administrator (GMG/AM 3)

Job Purpose

Reporting to the Director, Co-ordination and Monitoring, the incumbent is responsible for examining proposals for the sale, lease and purchase of properties for the Local Government Authorities and Agencies, to ensure conformity with the relevant laws, regulations and policies. The incumbent also provides administrative support by clarifying and interpreting certain Acts, facilitating consultations, checking and monitoring approval processes and preparing draft Cabinet Submissions for the Division.

Key Responsibilities

Technical/Professional:

- Participates in the preparation of the Unit's Budget and Operational and Work Plans;
- Prepares draft Submissions for the sale and lease of properties;
- Checks proposals from Local Government Authorities for the disposition and acquisition of properties, ensuring adherence to prescribed guidelines and prepares submissions to the relevant persons;
- Provides advice and guidance and interpretation of certain Acts in response to requests from Local Government Authorities;
- Circulates information to the Kingston and St. Andrew Corporation and the Parish Councils, on behalf of other Ministries and Agencies;
- Seeks consultation and comments on draft bills and other matters, within the given time frame;
- Examines resolutions from Local Authorities and either dealing with them internally or referring to the appropriate Agency for attention;
- Requests and examines documents from the Local Government Authorities pertaining to former Councillors to determine eligibility for payment of honoraria;
- Prepares submissions to the Ministry of Finance and the Public Service for determining quantum of honoraria and conveys decision to the Local Government Authorities and to this Ministry's Finance Department to effect payment;
- Seeks and obtains the advice of either the Ministry's Legal Department or the Attorney General's Department on behalf of the Local Authorities and the Municipality of Portmore in cases where claims have been made against them for which there is ambiguity in wording of documents necessary for the determination of liability also for the interpretation of conditions and clauses in the governing regulations, laws, guidelines and other documents;
- Seeks the Minister's approval regarding proposals for Councillors to conduct business with the Councils in which they serve;
- Prepares draft Cabinet Submission for the Appointment of Boards for the Municipal and Parish Council Services Commission, the Board of Supervision, the Jamaica Fire Brigade, NSWMA and the Golden Age Home;
- Liaises with JALGO, KSAC and ALGA to obtain nominees for Municipal and Parish Council Services Commission to ensure that the new members of the Commission's appointments are gazetted;
- Provides administrative assistance as Assistant Secretary duties to the Procurement Committee;
- Schedules meetings, disseminates reports to members, drafts Minutes and prepares recommendations from the Procurement Meeting to the Chairperson of the Committee for the Permanent Secretary's approval;
- Performs any other related duties that may be determined by the Director from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Functional:

- Good knowledge of the Local Government system
- Sound analytical skills
- Sound judgment and initiative
- Sound planning and organizing skills
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Public Administration, Management Studies or other related field from a recognized institution;
- Three (3) years' experience in a related field.

4. Compliance Officer

Job Purpose

The incumbent is responsible for resolving the Property Tax delinquency cases and other Local Government tax types. This involves collecting delinquent taxes and securing voluntary compliance with the Tax Laws and Regulations.

Key Responsibilities

- Determines manner in which to resolve a variety of delinquency cases. This includes:
 - ✓ Identifying the specific issues involved
 - ✓ Planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort
 - ✓ Adjusting the approach and method according to conditions encountered in completing the case
- Contacts taxpayers to collect delinquent taxes and initiates corrective action based on taxpayers' statements or records;
- Executes notices of levy, prepares and serves summoned actions when taxpayer neglects or refuses to satisfy liabilities. Conducts seizure and sales of real and personal property after equity of Government has been determined. Executes releases of property rights seized under levy;
- Interviews taxpayers and/or their representatives concerning all types of unpaid property tax liabilities;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers;
- Secures full payment of tax liability or makes other approved arrangements. Arranges for payment based on an assessment of the taxpayer's financial status;
- Maintains records of cases that cannot be collected thereby providing a history of case activities, which could affect subsequent investigations and maintains work-papers consistent with completed activities;
- Recommends levy, Writ and Summons actions when taxpayer neglects or refuses to satisfy liabilities. Initiates requests for adjustments to taxpayers' accounts as appropriate;
- Investigates and informs supervisor of status of unusual processes and recommends appropriate action;
- Testifies as an expert witness for the Government or procures necessary witnesses or documentary evidence to sustain Government's position;
- Undertakes surveys to determine the number of entities required to pay Trade Licences within the jurisdiction;
- Monitors to ensure compliance by required entities;
- Undertakes required action to ensure payment by non-compliant persons;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good analytical and investigative skills
- Good interpersonal skills
- Good skills in detecting indications of fraud, hidden assets and other methods used to avoid compliance with tax laws
- Good time management skills
- Comprehensive knowledge of the laws, policies and procedures governing the preparation and execution of processes
- Working knowledge of the Tax Laws and Regulations and Inland Revenue policies and procedures
- Working knowledge of relevant computer systems and applications

Minimum Required Qualification and Experience

- Diploma in Business Administration or equivalent;
- Four (4) years related work experience.

Special Conditions Associated with Job

- Much field work (60-70% of time) required;

- Exposure to dust, dirt and inclement weather conditions;
- Exposure to personal threat and injury;
- Irregular and unscheduled working hours.

5. In-House Clerk

Job Purpose

The incumbent is responsible for utilizing the Property Tax Database System to generate payment information on property owners and advises Unit Head and Compliance Officers. The In-house Clerk also generates arrears listing for various areas within the jurisdiction, as well as requests to enable the Compliance Officers to track and find delinquent property owners.

In addition, the In-House Clerk prepares summonses information as requested, prepares matters for Court and deals with property owners visiting the Office or calling on the phones.

Key Responsibilities

- Generates daily, weekly and monthly reports on Property Tax payments for use by the Manager and the Compliance Officers;
- Produces Compliance Reports for the jurisdiction and special areas as requested;
- Prepares summonses, final reminders and general reminders in keeping with established standards and regulations from Property Tax outstanding listing as requested by the Compliance Officers or directed by the Manager;
- Provides effective customer service to Tax Payers in response to queries;
- Generates information on taxpayers from TAJ's Database;
- Generates Property Tax Reports;
- Assists taxpayers in making Property Tax Agreement for outstanding taxes;
- Answers incoming calls and provides information (as requested);
- Works with the Mobile Unit by generating notices, reminders and flyers, as well as providing customer service on the days when the Mobile Unit is in the jurisdiction;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal and Customer Service skills
- Strong proficiency in computers software
- Good time management skills
- Knowledge of the Property Tax Act
- Strong working knowledge of relevant computer systems and application

Minimum Required Qualification and Experience

- Four (4) CSEC subjects;
- One (1) year's related work experience.

6. Records Clerk (PIDG/RIM 1)

Job Purpose

Reporting to the Registrar, the incumbent participates in the daily activities of records management to facilitate easy retrieval of files and timely decision making.

Key Responsibilities

- Participates in maintaining a record of the movement of files in and out of the Unit and across the Ministry;
- Sorts and encloses correspondence on the relevant files;
- Participates in the creation of new files;
- Retrieves files of Officers as required;
- Participates in the overall operations of the Unit by retrieving data;
- Stores files and tracks cards after usage;

- Participates in the process of bring-up files;
- Performs any other related duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Functional:

- Good problem-solving skills
- Good judgment and initiative
- Proficiency in the relevant computer applications
- Ability to work in a team

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, 2nd September, 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

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**