



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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24th September, 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 post in the **Jamaica National Agency for Accreditation (JANAAC)**:

1. **Programme Co-ordinator (GMG/SEG 2) (Vacant)** salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Manager, Finance and Accounts (FMG/PA 2) (Vacant)** in the **Human Resource Management and Development Unit**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. **Programme Co-ordinator (GMG/SEG 2)**

Job Purpose

The incumbent is responsible for managing the accreditation and reaccreditation activities relating to testing laboratories, calibration laboratories, medical laboratories, inspection bodies and certification bodies in order to ensure that the regulatory requirements of the international standards governing these programmes are met.

Accordingly, the Programme Co-ordinator supervises the processing of applications, the arrangement of pre-assessment visits, initial assessments as well as the surveillance and reassessment processes for each programme and prepares final Evaluation Reports and recommendations. Additionally, the incumbent co-ordinates and monitors the contracting of lead/technical assessors and technical experts and serves in the capacity of Technical Secretary as required.

Key Responsibilities

- Processes accreditation applications for assigned programme;
- Co-ordinates accreditation processes for assigned programme;
- Implements and verifies correctives Actions by CABs;
- Conducts pre-assessments and initial assessments;
- Nominates accreditation assessment team members;
- Implements surveillances and re-assessment activities;
- Provides and advises technically sound documentations;
- Prepares and delivers training material;
- Recruits and manages contracts assessors for assigned programme;
- Conducts, monitors and completes Assessor Evaluations Reports.

Required Knowledge, Skills and Competencies

Core:

- Strong customer service and quality focus skills
- Strong oral and written communication skills
- Strong analytical thinking skills
- Excellent team building and co-operation skills
- Strong planning and organizing skills
- Good leadership skills
- Strong adaptability skills
- High level of integrity and professionalism
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of accreditation policies and procedures and related regional and international arrangements and agreements
- Good knowledge of the conformity assessment procedures used internationally
- Good knowledge of the international standards for testing laboratories, calibration laboratories, medical laboratories, inspection and certification bodies
- Ability to manage effective partnerships with internal and external stakeholders
- Good knowledge of the ISO 9000 standard series

Minimum Required Qualification and Experience

- Bachelor's Degree in a scientific discipline from a recognized University or equivalent qualifications;
- Certificate in Quality Management;
- Certificate in Accreditation Standards;
- Lead Auditor Certificate;
- Training in Management;
- Two (2) years' experience in a senior/supervisory capacity;
- At least five (5) years overall experience in the field.

2. Manager, Finance and Accounts (FMG/PA 2)**Job Purpose**

The Manager, Finance and Accounts will ensure that the finances and accounts of the Jamaica National Agency for Accreditation are prepared in accordance with established Accounting principles, laws, strictures, regulations, standards and guidelines and prepares for presentation to the Ministry of Finance and Public Service and other stakeholders on time.

Key Responsibilities

- Prepares and manages the General Ledger System, Audit Schedules, accurate invoices, pertinent vouchers, claims and GCT exemption certificates;
- Co-ordinates the Accounts Payable and receivable functions, all payroll activities, and Unit, Department and Corporate Budgets;
- Prepares Bank Reconciliation, the billing and collecting of money owed to the Agency and the timely payment of invoices;
- Maintains accurate Financial Records and Financial Reports which aid in strategic decision making on a monthly, quarterly and annual basis;
- Develops accurate Financial Statements for the Agency in a timely manner quarterly and annually so as to inform strategic planning or mid-course adjusting;
- Develops Strategic Plan to meet Department objectives;
- Develops Work Plans for position and direct reports.

Required Knowledge, Skills and Competencies

- Comprehensive in-depth knowledge of Accounting and Financial Management principles, practices and applications
- Sound knowledge of Government Accounting and Budgetary procedures
- Working knowledge of the Financial Administration and Audit (FAA) Act and the Public Bodies Management and Accountability Act
- Comprehensive knowledge of investment strategies with keen business acumen

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Associate Science Degree in Accounting MIND, along with the Diploma in Government Accounting.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th October, 2021 to:**

Human Resource Manager
Jamaica National Agency for Accreditation
6 Rekadom Avenue
Kingston 10

Email: recruitstaffagency@gmail.com

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