



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 434
OSC Ref. C. 5850¹³

10th December, 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 **vacant** posts in the **Ministry of Economic Growth and Job Creation**:

1. **Senior Payroll Officer (FMG/AT 3)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Journal Officer (FMG/AT 1)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Payroll Manager, the incumbent will assist with the timely and accurate preparation of the Ministry's payroll.

Key Responsibilities

- Enters all relevant information in connection with the payment of salaries to the payroll system. Including:
 - Salary particulars for new employees.
 - New appointments (promotions) and acting appointments.
 - Details of deductions to be made from salaries.
 - Transfers, Resignations, Dismissals, Study Leave, Vacation Leave and Dates of Resumption.
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Conducts recovery of advances and overpayment of salaries;
- Maintains and balances the "On and Off" Salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the Payroll showing such information as the Date of Appointment, anniversary date for the payment of increment, post, cost centre, Salary Scale, present salary and notes regarding acting appointment;
- Monitors that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday;
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Makes Annual Returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Unit with the following particulars on each member of staff:
 - Name of employee.
 - Present salary.
 - Date of Appointment
 - Anniversary date for the payment of incremental salary adjustment.
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act and other associated legislations.
- Good knowledge of Government of Jamaica and Ministry's Policies and Procedures.
- Knowledge of Government Accounting.
- Knowledge of MyHR+.
- Sound communication and interpersonal skills.
- Good organizational skills.

- Ability to take own initiative.
- Ability to maintain confidentiality.
- Ability to work in teams.
- Competent in: - MS Excel, MS PowerPoint, MS Word and Report Writing.
- High degree of integrity and diplomacy.

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

2. Journal Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Senior Final Accountant the Journal Officer is responsible for the entering of vouchers on the FinMan and assists in the preparation of the Final Accounts.

Key Responsibilities

- Prepares Journal Vouchers according to the Correct Code Classification;
- Inserts Journal Vouchers in FINMAN System;
- Enters summary information from Journal Vouchers into memorandum Register.
- File Journal Vouchers sequentially;
- Prepares Individual Work Plan based on strategic alignment with Division's Operational Plan.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act and other associated legislations
- Good knowledge of Government of Jamaica and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Internal Controls
- Knowledge of preparation of journals
- Good oral and written communication skills
- Ability to work in teams
- Good interpersonal skills
- Ability to work on own initiative
- Excellent customer relations skills

Minimum Required Qualification and Experience

- AAT Level 1; or
- ACCA-CAT Level 1/Level A; or
- Certificate in Public Administration, UWI; or
- Certificate in Management Studies, UWI; or
- Diploma in Business Administration/Studies from a Community College; or
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University; or
- Certificate in Government Accounting 1; or

- Completion of first year in B.Sc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd December, 2021 to:**

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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**