



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 7 **OSC Ref. C.4858⁴¹**

3rd January, 2022

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. **Auditor (FMG/AS 2) – Internal Audit Unit – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Public Procurement Officer (GMG/AM 3) – Public Procurement Branch – (Not Vacant)**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.
3. **Data Control Supervisor (MIS/IT 3) – Information and Communication Technology Unit – (Vacant)**, salary range \$1,147,933 – \$1,364,532 per annum and any allowance(s) attached to the post.
4. **Inventory Officer (PIDG/RIM 3) – Facilities and Management Branch – (Not Vacant)**, salary range \$1,025,878 – \$933,069 – \$1,109,126 per annum and any allowance(s) attached to the post.

1. **Auditor (FMG/AS 2)**

Job Purpose

Under the general direction of the Senior Auditor (FMG/AS 3), the Auditor (FMG/AS 2) conducts audits in accordance with the provisions of the Financial Administration and Audit Act, laws issued in the Public Service and International Standards by examining the effectiveness of the internal controls.

Key Responsibilities

Management/Administrative:

- Recommends items for inclusion and assists in preparing the Unit's annual Financial Budget.

Technical/Professional:

- Assists the Team Leader in conducting Risk Assessment in order to determine areas to be audited;
- Assists the Team Leader in preparing Time Budgets, Risk Matrices, Itineraries and Audit Reports;
- Accurately interprets and carries out the instructions given in the Time Budget issued by Team Leader;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures and evaluates operational practices and departmental policies;
- Discusses findings of Audits with Team Leader, Audit Manager and Chief Internal Auditor;
- Prepares and maintains adequate Working Papers in accordance with guidelines laid down from time to time;
- Ensures that Working Papers are properly prepared and submitted timely for review;
- Clears any queries on the Working Papers prepared;
- Consults with Team Leader on technical matters in principles of accounting practice and/or of law in order to develop knowledge of the methodology of auditing;
- Ensures the security of Audit files;
- Maintains confidentiality, professionalism and integrity of the Unit;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Analytical thinking skills
- Ability to work in a team
- Integrity
- Compliance
- Excellent interpersonal skills
- Excellent problem-solving and decision-making skills
- Customer and Quality Focus

Functional/Technical:

- Excellent report writing skills
- Knowledge of Government operations
- Knowledge of accounting principles
- Knowledge of auditing principles

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- OR**
- ACCA Fundamentals or equivalent and no experience;
- OR**
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification, plus at least two (2) years Auditing or Accounting experience.

Special Conditions Associated with the Job

- Potential physical threat;
- Encounter potentially dangerous situations when conducting physical count of livestock, etc.;
- Possible exposure to adverse environments when conducting investigations in the field such as infestation of lice, attack of rodents, inhalation of toxic fumes, etc.

2. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the general direction of the Procurement Manager (GMG/SEG 2), the Public Procurement Officer (GMG/AM 3) assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

Key Responsibilities

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender Closing and Opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitate Audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of References (ToR) and prepares Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews ToRs and bidding documents for all required procurement activities;

- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within mandated Procurement Procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all Wards and Departments for the procurement of goods.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, timeliness, etc.) and communicates results internally and externally, as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the General Consumption Tax Office to be zero-rated.

Procurement Reporting:

- Monitors and reports on the Procurement Implementation Status and Progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings;
- Performs other related functions assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Strong integrity
- Good oral and written communications skills
- Good interpersonal relations
- Ability to work in a team
- Ability to display good initiative
- Good people management skills
- Good problem-solving and decision-making skills
- Good time management skills

Technical:

- Extensive knowledge of Government Procurement Guidelines and Procedures
- Excellent knowledge of Contract Administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of Office Management Principles, Practices and Procedures
- Excellent knowledge of Accounting practices as applied to Procurement Procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/ Management Studies/Accounting or any related field;
- Three (3) years Procurement experience, in a similar position.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Long hours of work, including weekends and public holidays.

3. Data Control Supervisor (MIS/IT 3)

Job Purpose

Under the direct supervision of the Director (MIS/IT 7), the Data Control Supervisor (MIS/IT 3) ensures the correct use of computer and peripherals for the input of data and information, production of reports and performs basic administrative functions in the Unit.

Key Responsibilities

Management/Administrative:

- Develops and maintains a proper Filing System to facilitate easy access, retrieval and security of files;
- Controls the movement of files between the Director, staff of the Unit and other Departments;
- Maintains a log of incoming and outgoing correspondence, reports and source documents;
- Organizes Staff Meetings, prepares Minutes and disseminates information within the Unit;
- Manages the personal files of employees of the Unit and updates leave applications and bio-data for Director's signature;
- Answers Helpdesk telephone, logs requests, dispatches User Support Technicians and maintains appropriate Service Records;
- Prepares reports and performs other duties as directed by the Director.

Technical:

- Maintains a log of source documents entering the Unit for processing;
- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Key punches and verifies data and text according to source documents and keypunching instructions;
- Consults with Programmers/Systems Analyst/Applications Manager to define and resolve problems in entering data or text and/or running computer programmes;
- Assists Data Entry Technicians to define and resolve problems in entering data or text and/or running computer programmes;
- Produces computer processed outputs;
- Examines computer outputs for accuracy and completeness;
- Reports any malfunctioning of computers and peripherals;
- Documents and reports all problems and causes for interruption in the processing of data and information and the production of reports;
- Trains Data Entry Technicians (permanent or contracted) in the interpretation of source documents, keypunching instructions, editing and coding documents, keypunching and verifying data and producing reports;
- Reviews the work of Data Entry Technicians for completeness and accuracy.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with established Human Resource Policies and Procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs other related duties from time to time as instructed by the Senior Director, Human Resource Management and Development.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skills
- Ability to work in a team
- Good interpersonal skills
- Customer and Quality Focus

Technical:

- Microsoft Operating Systems and Office Applications
- Data and document management skills
- Office administration and procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering, Computer Science or related field from a recognized Tertiary Institution;
- OR**
- Associate Degree/Diploma in Engineering, Computer Science or related field and one (1) year experience in a similar position.

Special Conditions Associated with the Job

- Critical deadlines to be met;
- Exposure to computer monitor for long periods.

4. Inventory Officer (PIDG/RIM 3)**Job Purpose**

Under the direct supervision of the Office Manager (GMG/SEG 1), the Inventory Officer (PIDG/RIM 3) is responsible for maintaining proper inventory records of all the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending equipment, furniture and assets that should be Board of Surveyed to the relevant authorities.

Key Responsibilities**Technical/Professional:**

- Develops and maintains database of all Government furniture, equipment and other assets;
- Maintains and secures all Inventory Records in Head Office and all outstations;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Head Office and all outstations;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Head Office and all outstations;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired/ board of surveyed;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Good interpersonal skills
- Ability to work in a team

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE O'Level, including English Language and a numeric subject and training in Records and Information Management, procedures and practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five (5) or more years' experience in the particular field.

Special Condition Associated with the Job

- Exposure to dust and harmful chemicals.

Applications accompanied by Résumés should be submitted **no later than Friday, 14th January, 2022 to:**

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

E-mail: 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