



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
WEBSITE: www.osc.gov.jm

CIRCULAR No. 36
OSC Ref. C. 6567¹⁴

28th 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 the following **vacant** posts in the **Jamaica Defence Force (JDF)**:

1. **Director, Human Resource Development (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Management Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Senior HR Officer, Occupation Health and Wellness/Welfare (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Commitment Officer (FMG/AT 3) – (3 posts)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
5. **Payment Officer (FMG/AT 3) – (2 posts)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
6. **Bank Reconciliation Officer (FMG/AT 2) – (2 posts)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
7. **Driver 1 (LMO/DR 1) – (3 posts)**, salary range \$11,179 - \$13,285 per week.

1. **Director, Human Resource Development (GMG/SEG 2)**

Job Purpose

Under direction of the Director, Human Resource Development, the Director, Human Resource Development, is responsible for supporting/assisting with a range of people development and training programmes that prepares employees to meet the needs of the Jamaica Defence Force by way of fostering a culture of learning and productivity.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the Jamaica Defence Force as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality Customer Service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Assists with the design, implementation and monitoring of Human Resource Development business processes to support the achievement of the JDF's strategic and policy priorities;
- Assists with the designs and develops Training and other Human Resource Manuals;
- Co-ordinates and assists with career guidance, counselling and people development initiatives;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs;

- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Assists with the design of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Branches/Units;
- Participates in the design, implementation and maintenance of onboarding and orientation interventions to ensure transfer of organisational ethos and culture;
- Maintains evidence-based approaches to manage internal metrics and statistics relating to HRD business processes;
- Maintains a training and people development database;
- Assists with liaising with members of staff to identify training needs;
- Co-ordinates Onboarding and Orientation Programmes for new recruits;
- Assists with co-ordinating and conducting training programmes;
- Provides advice to Heads of Department/Division on training matters;
- Prepares Human Resource Executive Committee submissions regarding Day Release/Study Leave Applications;
- Co-ordinates with the Human Resource Management Officer to prepare and submit Salary and Leave Particulars, in respect of officers on Study Leave, to the relevant Ministries and Departments (OSC and SHRMD);
- Prepares letters to staff regarding all Human Resource Development matters and interventions;
- Prepares and submits activity/performance and other reports as requested;
- Checks and submits applications for training to relevant institutions;
- Obtains guidance/advice/clarification from the Office of the Services Commissions and SHRMD regarding training for staff;
- Advises Officers regarding the outcome of nominations for all courses;
- Circulates local/overseas training programmes to staff;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and Organization.

Human Resource:

- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Knowledge of Human Resource Management principles and practices
- Knowledge of HRD Policies and Procedures
- Knowledge of developing People Development and Training Budgets
- Knowledge of designing and implementing Training and People Development Programmes
- Knowledge of Career Planning and Coaching mechanisms
- Knowledge of conducting Training Needs Assessments for aid organisational success
- Knowledge of Onboarding and Orientation mechanisms
- Knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation
- Ability to work independently and contribute effectively as a team member to achieve goals

- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, Education and Training, or related Social Sciences;
- Two (2) years' experience in a Human Resource Management/Development or Training environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

2. Senior Human Resource Management Officer (GMG/SEG 1)

Job Purpose

Under direction of the Director, Human Resource Management, the Senior Human Resource Management Officer is responsible for assessing and co-ordinating the workforce requirements and planning for assigned Divisions of the Jamaica Defence Force. These include recruitment, selection, benefits administration, and related transactional services concerning the HRM function.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality Customer Service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Assesses assigned Divisions/Branches/Sections/Units workforce requirement in order to meet the needs of the JDF's objectives;
- Conducts research on related Human Resource issues as directed to inform HR Planning and analysis;
- Co-ordinates recruitment and selection of staff for assigned Divisions and classification levels in the JDF;
- Reviews/prepares notices and advertisements for vacant positions for dispatch to the Offices of the Services Commission, the relevant media houses and the JDF's Intranet/Internet;
- Co-ordinates and monitors the appointment, promotion and related process of staff in assigned Divisions/Branch/Sections/Units of the JDF;
- Advises the Payroll Section regarding staff appointments, promotions, assignments, transfers and separations;
- Advises staff on issues, including performance appraisal, promotion, disciplinary procedures, punctuality, pensions and benefits;
- Prepares documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Updates and maintains the JDF's Staff Lists on a continuous basis;
- Processes request for Seniority Allowance resulting from achieving the required time period and satisfactory Performance Evaluation score;
- Conducts research on matters relating to Leave/Benefits Administration;

- Reviews and monitors the processing and approval of all Leave Applications, including Vacation, Departmental, Study, Special, Casual, No-Pay, Sick and Maternity for employees;
- Validates calculations regarding employee Leave Records – Sick, Departmental, Vacation, Study, Special, Maternity and Day Release;
- Performs audits of personnel files to ensure that all required employee documentation are collected and maintained;
- Provides reports on leave/other benefits statistics and updates for each Division of the JDF on a periodic basis to guide the Human Resource Planning process;
- Updates, maintains and reports on the Service Records of employees in the JDF and its key stakeholders to assist with the pension/retirement processes;
- Prepares and maintains a list of employees between the ages of 50 – 64 years old to aid in the Strategic Human Resource and retirement planning;
- Processes employees Performance Management and Appraisal System (PMAS) instruments for permanent appointment;
- Implements and maintains Employee Assistance Programmes and related HR strategies to support the psycho-social needs of the employees;
- Maintains the JDF's Human Resource Management Systems including the E-Census and the Public Employee Pension Administration System (PEPAS);
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and Organization.

Human Resource:

- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Knowledge of Human Resource Management Principles and Practices
- Knowledge of HRM Policies and Procedures
- Knowledge of Onboarding and Orientation mechanisms
- Knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Three (3) years' experience in a Human Resource Management/Development environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

3. Senior HR Officer, Occupation Health and Wellness/Welfare (GMG/SEG 1)

Job Purpose

Under direction of the Director, Human Resource Management and Administration, the Senior HR Officer, Occupational Health and Wellness/Welfare manages the development of the strategies that foster a safe and healthy workplace. Additionally, the post holder also manages workers health and wellbeing, innovation and practical application of legislation to continuously improve high safety performance and standards.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the JDF's Civilian Establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality Customer Service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS's Corporate and Operational Plans;
- Represents the JDF at meetings, conferences and other fora as needed.

Technical/Professional:

- Creates business planning across the HRM Team including development and implementation of Occupational Health and Welfare/Wellbeing Plan, and Business Plans actions, consistent with divisional direction;
- Develops, reviews, updates and executes Occupational Health and Welfare/Wellbeing operational protocols, goals and Business Plans that ensure continued legislative and regulatory compliance, Employee Assistance Programme, inter alia;
- Supports the development, review and continuous improvement of the Occupational Health and Welfare systems, and practices to ensure standards comply with framework and legislative requirements;
- Strengthens the effective implementation of the Occupational Health and Welfare Management System and champion for running a high safety culture throughout JDF;
- Manages and conducts systems audits, implement corrective actions, provides support and advice to continuously improve Occupational Health and Welfare performance;
- Establishes the development and implementation of the Occupational Health and Welfare/Wellbeing function to meet organisational requirements;
- Collaboratively assist, coach, influence and support Managers and Supervisors to make informed decisions which improve Occupational Health and Welfare/Wellbeing performance;
- Establishes the development of systems to monitor, track and report workplace injuries, near misses, and safety performance;
- Manages incident investigation procedures and ensures the identification of root causes and suitable corrective actions;
- Manages compliance processes with relevant statutory regulations including the requirements of the Factories Act, Occupational Health and Safety Act 2017, Employee Assistance Programme, National Workplace on HIV/Aids and related frameworks;
- Develops and drives critical risk controls, assessments, plans, policies and procedures to continuously improve safety performance of the JDF's civilian cadre;
- Participates in the WHS and Wellbeing Team to drive safety performance across Council;
- Researches/Identifies and recommends health, safety and environment training and development activities and promotions;
- Manages data and analytics to measure the effectiveness of Occupational Health and Welfare/Wellbeing tools and policies, and understand the landscape for further improvement;
- Provides timely and systematic advice and reporting to the Manager, HRM and related stakeholders on all aspects of operation of the Occupational Health and Welfare/Wellbeing Systems including: Performance indicators; Management of Incidents and Issues arising;
- Cultivates and maintains industry links by means of journals, workshops, seminars and conferences as agreed with Senior Management;

- Develops and maintains co-operative, appropriate and effective working relationships and networks with internal and external stakeholders;
- Participates in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities;
- Remains aware of relevant innovation and Industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Good knowledge of the principles of public sector management
- Sound knowledge of Human Resource Management principles and practices
- Good knowledge of the Public Service Regulations
- Good knowledge of legislations (Occupational Health & Safety), regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Good knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Ability to confidently interact with staff at all levels and build strong business relationships.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Training in Occupational Health/Supervisory Management;
- Three (3) years' experience in a Human Resource Management environment.

4. Commitment Officer (FMG/AT 3)

Job Purpose

Under the general direction of the Director, Management Accounts, the Commitment Officer is responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved Budget and Warrant allocation in respect of the JDF's Recurrent and Capital A Heads.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality Customer Service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Assists in the Commitment Planning Process by determining and classifying commitments according to inescapable, priority and other Commitments;
- Assists the Directors, Management Accounts and Final Accounts in the planning and utilisation of available cash based on the level and categories of outstanding commitments;
- Provides advice to the Director, Management Accounts regarding slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds;
- Examines purchase orders submitted by Director, Management Accounts to see whether funds are available and approves and reserves/blocks funds where appropriate for such commitment;
- Informs Divisional Heads of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment Control Register for the JDF's Recurrent; Capital A Heads by ensuring that warrant allocations and lodgements are posted correctly and promptly;
- Submits Monthly Report to the Director, Management Accounts on the position of un-discharged commitments;
- Writes letters to the bank to request cheques;
- Writes letters for the disposal of cheques;
- Maintains Cheque Registers for recurrent, Imprest and deposits and for the various projects' bank accounts in the Ministry.
- Certifies Accrual Accounting application (FINMAN) for voted provisions, Warrant issues, lodgements and adjustments and virement to the accounting application (FINMAN).

Human Resource:

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Good knowledge of government budgeting, commitment and corporate planning processes and procedures
- Good communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated analytical and problem-solving skills to create an environment of continuous improvement within the industry
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously
- Working knowledge of GOJ operations and of Public Sector issues
Working knowledge of relevant computer systems and their applications

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

5. Payment Officer (FMG/AT 3)**Job Purpose**

Under the general direction of the Senior Accounts Payables Officer, the Payments Officer is responsible the preparation and posting of payment vouchers for goods, services and travelling claims. The Payments Officer also executes the processes related to the 2% Contractor Levy Tax regime.

Key Responsibilities***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits accounting, performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the Branch at internal meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Prepares recurring payment vouchers according to the correct code classification and submits for post check and approval;
- Posts data on recurring payment vouchers to Financial Management Information System (FMIS);
- Checks travel claim vouchers for accuracy, correctly codes and submits for post check and approval;
- Effects recurring payments from final approval by Accountable Officer by sending payment information to the Treasury Single Account;
- Updates Travel Registers with the travelling officers' current motor vehicle information and records all travelling allowance and mileage paid to each travelling officer monthly;

- Liaises with the Human Resource Management and Development Branch for copies of travelling officers' valid car documents when they are due;
- Liaises with the Public Procurement Branch and Senior Management Accountants for clarification/verification of information relating to purchase orders, where necessary;
- Prepares 2% Contractors Levy on the Tax Administration Jamaica (TAJ) portal;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) monthly;
- Ensures that Returns filed monthly are comprehensive and accurate;
- Updates and maintains all payments information and records;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Corroborates financial and accounting information/datasets on the military's AS 400 Infinium System and GOJ's FINMAN;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payables and Payroll) to determine what new solutions and implementations will meet JDF business/operational requirements.

Human Resource:

- Maintains harmonious relationships with colleagues;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- knowledge of Financial and Accounting Principles and Practices, to include general payments and payroll approaches
- Knowledge of government payroll administration, i.e. Treasury Single Account (TSA), etc.
- Good knowledge of GOJ operations and of Public Sector issues
- Strong communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated sound analytical and problem-solving skills to create an environment of continuous improvement within the industry
- Sound organizational and project management skills, including the ability to prioritize different tasks to meet deadlines
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously
- Working knowledge of relevant computer systems and their applications, i.e. FINMAN, Bizpay, AS 400 Infinium etc.

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

6. Bank Reconciliation Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Director, Final Accounts, the Bank Reconciliation Officer is responsible for the preparation of monthly Bank Reconciliation Statements for the Jamaica Defence Force Bank Accounts in accordance with the FAA Act, Regulations and Instructions.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate and Operational Plans;
- Represents the JDF at meetings, conferences and other fora as needed.

Technical/Professional:

- Manages the preparation of all JDF Bank Reconciliation Statements (Expenditure Account and Salaries Account);
- Ensures efficiency in reconciliation procedures in accordance with the FAA Act, the Ministry's Policies and Procedures and other relevant regulations;
- Informs supervisors of errors found on Bank Statements and follow up on corrections to be done;
- Accounts for all cashed, manual, cancelled, stale dated and un-presented cheques, and updating relevant Registers;
- Conducts research on Bank Reconciliation items and seeks to resolve discrepancies in an accurate and timely manner;
- Submits completed Bank Reconciliation Statements to the Senior Bank Reconciliation Officer for review and certification;
- Updates and maintains files and relevant registers, maintaining historical and current Bank files for the JDF Bank Accounts (Expenditure Account and Salaries Account);
- Identifies problems and issues during Bank Reconciliation review process and recommends solutions;
- Matches items in Finman generated Cash Book with items on Bank Statements and ensures consistency for the JDF Expenditure Account;
- Creates and updates Microsoft Excel with the relevant date and manually reconcile the JDF Salaries Bank Account and submits to the Senior Bank Reconciliation Officer for review and certification;
- Reviews Bank Statements for errors/discrepancies;
- Prepares and submits Financial Reports on the different operations and activities;
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations;
- Updates Finman System Reconciliation Programme with Journal Vouchers posted to the System;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Expert knowledge of Financial and Accounting Principles and Practices, to include financial analysis and reporting mechanisms
- Knowledge of Audit Principles and Techniques
- Knowledge of the Public Finance Legal Framework (FAA Act, Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms
- Good knowledge of and experience in, GOJ operations and Public Sector matters
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Proficiency using Microsoft Office Programs and other relevant database programmes
- Demonstrated experience in accounting software packages for example FinMan
- Ability to confidently interact with staff at all levels and build strong business relationships.

Minimum Required Qualification and Experience

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

7. Driver 1 (LMO/DR 1)**Job Purpose**

The incumbent is responsible for the collection and dispatching of mails for the Unit.

Key Responsibilities**Delivers mails/packages and other assets on behalf of the Unit in a timely manner by:**

- Assisting in the delivery and collection of mail to and from Public and Private offices;
- Delivering correspondence to government authorities and assisting in processing various documents;
- Driving fleet vehicles to deliver mails;
- Transporting staff as scheduled to designated locations;

Ensures that vehicle is in good condition in order to provide safe and reliable transportation services by:

- Checking and adding fuels, lubricants, hydraulic fluid and distilled fluid to batteries prior to departure;
- Determining when and what kind of maintenance the vehicle needs and keeping track of general maintenance schedules;
- Inspecting vehicles for wear and tear, malfunction and damage;
- Performing minor maintenance tasks on assigned vehicle(s) as required and recommending when vehicles are in need of servicing;
- Checking vehicles to ensure that mechanical, safety, and emergency equipment are in good working order;
- Ensuring that vehicles are adequately fuelled before driving;

- Establishing alternate routes with Director, Human Resource and Administration in case of hazardous conditions in lieu of designated routes;
- Ensuring that the vehicles are cleaned and suitable to transport participants and staff;
- Monitoring and securing vehicles, accessories, equipment and tools.

Complies with applicable policies and procedures when in possession of the JDF's vehicle by:

- Maintaining logs of working hours and of vehicle service and repair status;
 - Reporting vehicle defects, accidents, traffic violations, or damage to the vehicles to Supervisor;
 - Reporting orally and in writing all accidents to the Police Station and Supervisor;
 - Ensures detailed and accurate information from other parties involved in the accidents are received;
 - Making arrangements in conjunction with the relevant JDF personnel to have vehicles towed whenever there is an accident or vehicles are disabled;
 - Returning vehicles to the respective parking area as well as keys to the relevant JDF personnel after use;
 - Delivering copies of Log Sheet each month to the relevant JDF personnel;
 - Locking all doors and carries the keys when leaving the vehicle unattended;
 - Observing all applicable traffic laws;
 - Driving vehicles in compliance with internal rules and Road Traffic Regulations;
 - Reporting malfunction, damage or defects to Supervisor;
 - Completing the relevant requisition form for fuel and minor parts;
 - Securing assigned advance fuel cards and submits receipts to the relevant JDF personnel after use.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to read, understand and adhere to the rules and regulations of the Road Codes and JDF Transport Policy
- Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs
- Proper vision
- Good driving record
- Willingness to adhere to instructions given
- Ability to establish effective professional relationships with internal and external customers
- Ability to recognize vehicle maintenance needs
- Knowledge of basic automotive maintenance procedures

Minimum Required Qualification and Experience

- Secondary level education;
- Two (2) years related work experience;
- Valid General Drivers Licence (minimum 7,500kg);
- Must be successful in driving test administered by the National Works Agency upon position being provisionally offered;
- Completed course in Defensive Driving as an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 10th February, 2022 to:**

**Director, Human Resource Management and Administration
Jamaica Defence Force
Up Park Camp
Kingston 5**

Email: joboppsjdfciv@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.

A handwritten signature in black ink, appearing to be 'MT', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**