



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. 14 **OSC Ref. C. 6608⁸**

13th 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 be assigned to/fill the following posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Internal Auditor (FMG/AS 2) - (Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Website and Social Media Officer (MIS/IT 4) - (Vacant)**, salary range \$1,710,255 - \$2,032,920 per annum and any allowance(s) attached to the post.
3. **Accounting Technician (FMG/AT 3) - (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. Internal Auditor (FMG/AS 2)

Job Purpose

Under the supervision of the Senior Internal Auditor, the Internal Auditor examines transactions, records and documents, both financial and operational, to determine compliance with the provisions of relevant laws, regulations, policies and rules; reports on internal controls and where necessary, recommends appropriate measures to be taken.

Key Responsibilities

- Participates in the planning theory and scoping of the audit as well as the reviewing and preparation of the Audit Programme;
- Conducts operational and financial audits and special assignments (Ministry/Agencies within the Ministry) to assess the adequacy, efficiency, effectiveness in achieving desired objectives and compliance with relevant laws, regulation, etc. This involves:
 - ✓ Determining the audit approach
 - ✓ Determining relevant audit evidence
 - ✓ Developing and applying Internal Auditing procedures and techniques
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Prepares, compiles and submits working papers for review;
- Participates in Exit Meetings to discuss audit findings with the respective Head of Divisions/Agencies;
- Assists in the preparation of the final Audit Reports based on findings, recommendations and/or other relevant comments.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Analytical thinking skills
- Problem solving and decision-making skills
- Teamwork and co-operation
- Interpersonal skills

Functional:

- Sound knowledge of current auditing principles, standards and techniques (for example, sampling techniques, VFM/Operational auditing, Risk assessments)
- Sound knowledge of accounting principles, procedures, standards and practices

- Sound knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent **and no experience**;
- Asc. 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

- High levels of stress when deadlines are to be met;
- Travelling is expected.

2. Website and Social Media Officer (MIS/IT 4)

Job Purpose

Under the direction of the Director, Public Relations and Corporate Communications, the Website and Social Media Officer designs, develops, updates and maintains the Ministry's Website and Social Media platforms in accordance with the Government of Jamaica (GoJ) Policies and Regulations and the Ministry's strategic goals/objectives.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of annual comprehensive Communications/Public Relations Plans and Programmes for the Ministry;
- Contributes to and supports the planning process of the Division's Operational Plan and Budget;
- Supports the requirements of the approved Budget for the Division ensuring that all expenditures are in accordance with the GoJ policies and guidelines;
- Prepares/drafts relevant reports as required;
- Represents the Division at meetings, workshops and provides reports to the Director as requested.

Technical/Professional:

- Codes, designs, tests, implements and maintains the Ministry's Website, optimised for mobile devices;
- Develops, tests, maintains and updates Ministry's Apps;
- Reviews/writes documentation such as programme manuals and user guides;
- Designs/creates content for social media platforms, including but not limited to memes;
- Conforms to programme specifications, established standards and procedures;
- Participates in the selection and assessment of software packages;
- Prepares and submits reports and other documents as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills

Functional/Technical:

- Proficiency in software development, app development, computer programming and website design
- Knowledge of graphic design

- Customer and quality focus
- Strong knowledge in the use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science or Information Technology, from a recognized tertiary institution;
- Expert knowledge/training in programme languages (such as C, Java, Visual Basic, etc.);
- Training/Certification in app development;
- Training/Certification in social media management;
- Four (4) years' experience in the related field.

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met;
- Extended working hours are expected, as well as working on weekends and public holidays.

3. Accounting Technician (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director of Finance, the Accounting Technician provides effective and efficient accounting support in the maintenance of financial records; namely, payables and general ledger, as well as the management of the Petty Cash Imprest System, in compliance with Government regulations and guidelines and in accordance with the FAA Act.

Key Responsibilities

- Prepares and facilitates postings of journals and payment vouchers to the relevant expenditure Ledger;
- Maintains and updates statutory deduction cards for all employees in the Ministry;
- Prepares Annual returns for all statutory deductions made from employee's salaries;
- Records deductions made from salary in the appropriate Register;
- Assists in the preparation of invoices for the purchasing of goods and services rendered to the Ministry;
- Performs cashiering duties by preparing receipts for cash and cheques paid to the Ministry, making lodgments and managing the Petty Cash Imprest;
- Assists in the preparation of the Annual Estimates (Traveling);
- Prepares monthly reconciliation of Income and Education Tax withheld by the Accountant General's Department against actual payroll charges;
- Co-ordinates the collection of the lodgement advices from the Accountant General's Department on a weekly basis and that the file is maintained;
- Maintains proper records of expenditure and check against what is booked;
- Assists in the commitment planning process and in the determination and classification of commitments in categories (inescapable, priority, other);
- Assists the Financial Analyst in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Prepares and submits reports and other documents as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good interpersonal skills
- Flexibility and adaptability
- Ability to work in a team

Functional/Technical:

- Sound knowledge of the general operations of the machinery of the Government of Jamaica policies and procedures, especially the FAA Act
- Sound knowledge of the GFMS systems
- Sound knowledge of relevant software applications and skilled in financial modeling techniques
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

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

- There can be high pressure when deadlines are to be met;
- Maybe required to work beyond normal working hours.

Applications accompanied by Résumés, should be submitted ***via email*** to: careeropportunities@mcges.gov.jm, **no later than Friday, 21st January, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

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**