



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 69**  
**OSC Ref. C.4858<sup>41</sup>**

17<sup>th</sup> February, 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 the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Senior Payment Officer (FMG/AT 3) – Finance and Accounts Division – (Not Vacant)**, salary range \$1,161,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – Agricultural Land Management Division – (Not Vacant)**, salary range \$781,231 – \$928,638 per annum and any allowance(s) attached to the post.

### 1. **Senior Payment Officer (FMG/AT 3)**

#### **Job Purpose**

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Senior Payment Officer (FMG/AT 3), is responsible for:

- Certifying payment voucher;
- Supervising the Collections function;
- Maintaining relevant cheque and memorandum registers;
- Selecting payments for “send to Treasury”;
- Managing blanks cheques and Receipts.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Assists in ensuring that all members in the Unit are aware of and adhere to the accounting and financial procedures of the Government of Jamaica;
- Participates in conducting training of Cashiers;
- Participates in the preparation and maintenance of the Operational/Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting responses to audit queries;
- Assists in the maintenance of strict control over the access by persons to the Collections Section and Payments Unit;
- Controls the custody and dispatching of official receipts;
- Participates actively in the annual Board of Survey.

##### ***Technical/Professional:***

- Certifies payment vouchers, receipts and lodgements manually and on the Government Financial Management System (GFMS), ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Maintains the relevant accounting and financial records of the Ministry;
- Maintains memorandum registers;
- Ensures the posting of all receipts and payments and other adjustments in respect of the month;
- Selects payment voucher for check printing and issues cheques to the Cheque Printer;
- Selects Payments for “Send to Treasury”;
- Visits outstations to verify that lodgements made against collections are reconciled;
- Conducts checks of outstations with a view to identify problem areas regarding the receipts of and accounting for public funds;
- Provides advice and makes recommendations regarding stations of cashiers at outstations island-wide;
- Assists in monitoring and directing the daily activities leading to cheques preparation to ensure accuracy and authenticity;
- Supervises collection officers;
- Ensures that all financial transactions are recorded and records secured;
- Is the Custodian of blank cheques, receipts, invoices and purchase orders;

- Maintains the Collection Function to ensure that payees are advised whenever cheques are ready in order to eliminate the possibility of stale dated cheques;
- Ensures that payments for specific entities without an Accountant are processed and cheques prepared;
- Checks Cash Books for accuracy and completion;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Payment and the Principal Finance Officer.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Ability to work in and lead team
- Good interpersonal skills
- Ability to work on own initiative
- Good customer relations, problem-solving and analytical skills

#### ***Technical:***

- Good knowledge of the FAA Act and other associated legislation
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant/applicable computerized Accounting System
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power Point)
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process

### **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.

## **2. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under general supervision of the Technical Manager Laboratory Services, the Secretary 2 (OPS/SS 2) provides secretarial services, including the assembling, typing and presentation of Maps, Graphs, Tables and complex technical and special reports for the efficient operations of the Division.

### **Key Responsibilities**

- Assembles, collates and types complex Technical Reports, Maps, Graphs, Tables and other documents for presentation;
- Takes and reproduces shorthand and composes correspondence for the Regional Soil Surveyor and other staff members;
- Types and compiles training data and makes arrangements for training sessions and programmes;
- Establishes and maintains a Filing System for confidential and other files and receipts and updates records and files which facilitates easy retrieval of information;
- Gives routine information to clients and assists persons with Forms and Questionnaires;
- Relieves Telephone Operator;
- Produces Minutes of meetings;
- Manages the logistics for meetings/trainings/seminars;

- Addresses internal and external customers' queries;
- Answers and directs telephone calls.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Integrity

#### ***Technical:***

- Sound knowledge in Office Procedures and Secretarial skills
- Proficient in the use of relevant software applications
- Excellent time management, planning and organizing skills

### **Minimum Required Qualification and Experience**

- CXC or GCE O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 3<sup>rd</sup> March, 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](mailto: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**