



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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31st March, 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 **Postal Corporation of Jamaica**:

1. **Legal Officer/Corporate Secretary (JLG/LO 3) - Legal Services Unit**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.
2. **Director, Human Resource Management and Administration (GMG/SEG 3) – Human Resource Management and Administration Branch**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Administrative Officer (GMG/SEG 1) – Legal Services Unit**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **General Accounting Supervisor (FMG/AT 3) - Finance and Accounts Branch - Expenditure Section**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. Corporate Secretary/Legal Officer (JLG/LO 3)

Job Purpose

The Corporate Secretary is responsible for the efficient and effective administration of the governance function of the Postal Corporation of Jamaica Board. The incumbent ensures compliance with statutory and regulatory requirements, and that the decisions of the Board of Management (BoM) are implemented and corporate matters advanced.

The incumbent is the primary source of advice on the conduct of business and ensures that the Corporation complies with financial and legal best practices and maintains standards of sound corporate governance. Also, the incumbent is responsible for providing legal advice and guidance to the Chief Executive Officer (CEO) and Board of Directors on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for Senior Officials.

Key Responsibilities

Technical/professional:

Legal

- Provides legal advice and guidance to the Chief Executive Officer and all Divisions of the Corporation including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for Senior Officials;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on ongoing research;
- Prepares, peruses and vets contracts, lease agreements and other legal documentation;
- Provides general legal advice to the Corporation on all aspects of the law as it affects the Corporation's operations;
- Instructs the Attorney General's Chambers on behalf of the Corporation;
- Functions as a liaison between the Corporation and other Legal Departments such as the Office of the Director of Public Prosecution, Attorney General, Jamaica Customs, Legal Reform Division and the Chief Parliamentary Counsel, among other Ministries, Departments and Agencies (MDAs);
- Makes recommendations to the relevant officers of the Corporation to undertake investigations, as well as preparation of statements, affidavits to facilitate the proper representation of the Corporation in litigious matters;
- Oversees the development of new and amended legislation and attendant policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;

- Prepares and reviews Cabinet submissions.

Corporate Secretary:

- Ensures that the members of the Postal Corporation of Jamaica, and the Board of Management (BoM) receives proper advice and resources for discharging their fiduciary duties to stakeholders under the law and the records of the Board's actions reflect the proper exercise of those fiduciary duties;
- Operates as an active partner with Board members to ensure the Board's effectiveness and good governance, that is, an advisor to the Board to ensure that policy and intent are manifested correctly; a resource to provide trends and information;
- Develops and administers the Corporation's Corporate Governance Principles and Guidelines and provides advice on Corporate Governance issues to the BoM, Director, senior executives and managers;
- Develops and implements Corporate Procedural and Administrative Systems that focus on compliance matters and Corporate Governance affairs in supporting the successful operations of the Corporation;
- Oversees the creation of an effective Corporate Record-keeping System, ensuring that records are accurate, filed, indexed, and kept up-to-date, protected and accessible, all in accordance with the law and compliance requirements;
- Co-ordinates the preparation for all meetings of the BoM and Board subcommittees; prepares and distributes Board/Committee Preparatory Papers, Minutes, briefing material, meeting agendas, notifications, and so on;
- Prepares reports on outstanding agenda items and takes all necessary action to ensure that the information is provided in a timely manner for consideration by the Board/Committee members;
- Attends Board and Committee meetings, records Minutes and prepares final documents for distribution, highlighting Board and Committee decisions and/or information items, actions and directives;
- Contributes to meeting discussions as required, advises members of the legal, governance, accounting and tax implications of proposed policies, and updates relevant policies, where necessary.
- Ensures the accuracy of the Minutes, reports, decisions etc. touching and concerning the operations of the Board;
- Collates information, prepares correspondence, and writes reports, ensuring that the decisions made, and the actions to be taken by the Corporation are communicated to the relevant stakeholders;
- Manages project deadlines for the BoM and assists in the development of quality standards for consistent reporting;
- Organizes and maintains an Annual Timetable and diary of key meetings for the Corporation's BoM and Board Sub-committees;
- Serves as a Focal Point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Fosters an environment of teamwork and unity of purpose between the BoM and Senior Executives, managers and staff of the Corporation;
- Monitors changes in relevant legislation and the regulatory environment and takes appropriate action;
- Oversees and co-ordinates the organization, interpretation and auditing of the Corporation's Annual Financial Accounts, signs off on the accounts and submits the Annual Report to the appropriate body within the deadline date stipulated by the Public Body Act and other relevant Act, Regulations and Standards;
- Provides custodial services of the Corporation's Seal Book and Corporate Seal; ensures that the Corporation seal is applied to documents as required;
- Co-ordinates the payment of fees to Directors and ensures proper Payment Records are maintained; ensures all payments made are in line with Government requirements;
- Develops and delivers relevant Orientation and Training to the members of the BoM, Senior Executives and Managers;
- Represents the Corporation in an official capacity, as required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;

- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies competencies/skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job's specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals;
- Good knowledge of Jamaica Public Body Corporate Governance statutes and policies;
- Good knowledge of business and contract law principles and commercial practices;
- Sound understanding of governance processes and procedures;
- Knowledge of board and committee procedures and experience in minute taking;
- Good knowledge of company law;
- Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel and Power Point);
- Proven track record in the design, development, and implementation of corporate procedural and administrative systems, processes and procedures.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree and Certificate in Legal Education;
- Three (3) years' experience, two (2) of which should be in the Public Service;
- Three (3) years' relevant experience or exposure to conveyance contracts, tort and company law;
- Practical experience and/or professional certification as a Corporate Secretary will be an asset;
- Certification in Governance would be an asset.

2. Director, Human Resource Management and Administration (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Chief Executive Officer (CEO), the Director, Human Resource Management and Administration is responsible for the development and implementation of Human Resource Management and Administration Programmes as well as strategies for the Postal Corporation of Jamaica. The incumbent ensures adequate support services are provided to the Corporation in accordance with established Human Resources and Administration policies and best practices, to meet the strategic and operational objectives of the organization.

Key Responsibilities

Technical and Professional

Human Resource Management:

- Leads in the management of the Corporations' recruitment and selection activities inclusive of:-
 - ✓ using appropriate assessment tools to recruit high performing employees that fit within the Corporation culture; and
 - ✓ establishing a database of recruitment sources that is capable of providing potential employees at all levels of the Organization; evaluates recruitment channels and instruments to determine effectiveness.
- Evaluates the effectiveness of the Corporation's Human Resource and recommends methods to utilize available Human Resource effectively;

- Develops and maintains a Strategic Workforce Plan which profiles existing employees, predicts turnover rates and projects the Organization's current and future staffing needs.
- Designs, develops and implements an integrated strategy (s) that seeks to address issues and trends identified in the Workforce Plan such as an aging workforce and the establishment of mentorship/coaching programmes to ensure the retention of institutional knowledge;
- Collaborates with the Ministry of Finance and the Public Service and other relevant bodies on matters relating to Conditions of Service;
- Ensures that Human Resource Records and Information are managed, secured and communicated effectively to facilitate the effective administration of Human Resource Services;
- Ensures that Human Resource Information Management Systems are efficiently managed with the capacity to produce data that assists with making critical Human Resources decisions;
- Participates in the review and analysis of the Corporation's structure and manpower needs and makes recommendations for adjustment where necessary;
- Participates in administering and maintaining the Performance Management System for the Corporation;
- Leads in the management of Benefits Administration (leave, loans and allowances etc.);
- Leads in the management of all staffing arrangements/processes (recruitment and selection, employment, appointment, promotion, acting, reassignment, secondment, retirement and resignation);
- Oversees the maintenance of a Recruitment and Selection Schedule for the Corporation;
- Negotiates and prepares contracts for staff recruited on a contractual basis and makes arrangements for payment of gratuity and other final emoluments in keeping with the terms of agreement;
- Provides advice to managers and staff about welfare, grievance, Occupational Health and Safety, Industrial Relations and disciplinary matters;
- Manages the administration of the disciplinary and grievance processes for the Corporation;
- Develops and maintains an Employee Relations Strategy that will foster and enhance co-operation, unity and fairness within the Corporation;
- Identifies factors that may affect wellbeing and productivity and devises ways to mitigate same;
- Ensures that employees are sensitized on Occupational Health and Safety matters, work life balance practices, Disaster Management and other current issues;
- Ensures the effective co-ordination of Health, Welfare and Social Activities for the Corporation;
- Leads in the administration of the separation activities; designs and administers the use of appropriate tools to facilitate Exit Interviews; analyses information received from interviews and provides feedback to line managers; also use data to inform Operational and Strategic HR decisions;
- Collaborates with Human Resource Management and Development (HRMD) Branch, Post and Telecommunications Department (PTD), the conduct of Training Needs Analysis and the preparation of the Capacity Development Plan and Budget for the Corporation;
- Monitors the implementation of the Capacity Development Plan for the Corporation and makes recommendations as required;
- Develops and manages an Orientation Programme for all staff of the Corporation;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Corporation;
- Collaborates with management to develop and employ Change Management strategies;
- Analyses change initiatives and recommends change Management Strategies for corrective action where necessary;
- Reviews and analyses the Corporation's structure periodically and makes recommendations to management and collaborates with the HRMD Branch (PTD) for adjustment to the structure where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Assists with career guidance and counselling;
- Manages the Corporation's Performance Management System.

Procurement Management:

- Manages the development of the Procurement Plan for the Corporation based on analysis of resource needs and allocations.
- Co-ordinates with the Public Procurement Branch, PTD by:-
 - ✓ Tendering closing and opening exercises;
 - ✓ Reviewing of Tender Evaluation Reports;
 - ✓ Assessing quotations and making recommendations for awards;

- ✓ Preparing of addenda to tender documents; and
- ✓ Reviewing of tender reports for submission to the Procurement Committee.
- Ensures the maintenance of a Database with current cost and location of goods, works and services;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to Purchase Order;
- Liaises with the Finance and Accounts Unit to ensure timely payments to suppliers;
- Monitors procurement of goods, works and services to ensure that goods, works, and services are delivered in accordance with quality requirements and Financial Guidelines/Regulations.

Administration and Asset Management:

- Ensures the establishment and maintenance of an Inventory Management System for all office furniture, equipment and office supplies to mitigate outage and to facilitate continued operation;
- Manages the disposal of obsolete and redundant assets through Boards of Surveys;
- Ensures the preparation and submission of Board of Survey Reports to the Ministry of Finance and the Public Service;
- Develops and implements an Access Management System to ensure accountability of all access to the Entity;
- Certifies bills for office supplies, utilities and other services and submits for approval;
- Ensures the management of cleaning services ensuring offices are cleaned to required standards;
- Oversees the general maintenance of office equipment;
- Leads in the development, implementation and maintenance of standard operating procedures for the management and security of personnel and other records and information;
- Leads in the development, implementation and maintenance of a Disaster Preparedness Plan for the Corporation's records.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the management of Human Resource and Administration Services;
- Sound knowledge of the Public Procurement Act, Government of Jamaica Comprehensive Asset Management Policy for the Public Sector and other policies that guide the acquisition and disposal of Government assets;
- Knowledge of the GoJ's Strategic Planning and Budget management processes;
- Experience in the use of relevant computer applications;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent planning and organizational skills;
- Excellent problem solving and decision-making skills.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; **plus**
- A minimum of four (4) years working experience in human resource management, preferably in the public sector, in an organization of similar size and complexity.
- Two (2) years' experience at a supervisory or managerial level.

3. Administrative Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Human Resource Management & Administration, the Administrative Officer is responsible for providing support in the development and implementation of administration activities by assisting with the procurement, management and maintenance of the Corporation's assets and other relevant items and co-ordinating transport and office services of the Postal Corporation of Jamaica.

Key Responsibilities

Managerial and Administrative:

- Assists in the development of the HRMA's Branch Plan and Budget;
- Prepares Individual Work Plan;
- Ensures that direct reports' Individual Work Plans are prepared;
- Represents the Corporation at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of administration matters;
- Keeps staff abreast of Administration Policies and regulations.

Technical/Professional

Procurement:

- Assists with the development of the Procurement Plan for the Corporation;
- Assists with coordinating with the Public Procurement Branch, PTD:-
 - ✓ Tender closing and opening exercises;
 - ✓ Review of tender evaluation reports;
 - ✓ Assessment of quotations and making recommendations for awards;
 - ✓ Preparation of addenda to tender documents; and
 - ✓ Review of Tender Reports for submission to the Procurement Committee.
- Recommends the procurement of furniture, equipment and other supplies including services;
- Maintains database with current cost and location of goods, works and services;
- Processes transactions for the purchasing of goods and services and ensures that purchases are in keeping with Government standards and that the most economic and efficient procurement methods are used;
- Liaises with the Finance and Accounts Unit to ensure funds are available for purchasing/to make timely payments to suppliers;
- Maintains follow-up with distributors and suppliers to ensure timely delivery of goods and services.

Office Services:

- Establishes and maintains an Inventory Management System for all office furniture, equipment and office supplies to mitigate outage and to facilitate continued operation by monitoring the re-ordering of office supplies in accordance with agreed re-order levels and Inventory of items by ensuring that all furniture and equipment are inventoried as required;
- Co-ordinates the disposal of obsolete and redundant assets by organizing Board of Surveys;
- Prepares for submission, Board of Survey Reports to the Ministry of Finance and the Public Service;
- Assists with the development and implementation of an Access Management System to ensure accountability of all access to the Entity;
- Liaises with Unit Heads regarding office accommodation and comfort;
- Manages cleaning services and supplies ensuring offices are cleaned to required standards;
- Manages the general maintenance of office equipment;
- Manages the commissioning of minor repairs to office furniture in accordance with the designated procedures;
- Manages the removal, relocation and placement of office furniture and equipment as necessary, within the Corporation;
- Ensures that all members of staff are issued with Employee Identification and Access Cards;
- Manages the arrangements for all in house functions and meetings ensuring venues are prepared, manned and refreshment provided;
- Complies with the precautionary measures laid down by the Ministry of Finance the Public Service for securing offices and assets in the event of natural disasters, such as Hurricane,

et al, and represents the Ministry at Disaster Preparedness Meetings and any other as directed;

- Draft responses to Audit queries/observation;
- Develops, implements and maintains Standard Operating Procedures for the management and security of personnel and other records and information;
- Develops, implements and maintains a Disaster Preparedness Plan for the Corporation's records;
- Ensures the creation and maintenance of a File Index for personal files;
- Ensures that documents are classified in keeping with established Classification Standards.
- Oversees the co-ordination of Records Inventory to set Retention and Disposition Schedules;
- Drafts correspondence and other documents for review;
- Co-ordinates and attends Human Resource Meetings; takes and disseminates action notes as required.

Transport:

- Manages and controls the Corporation's Fleet of motor vehicles;
- Ensures appropriate and valid licenses for driving personnel and those only designated/authorized personnel access to operate vehicles;
- Ensures currency of Motor Vehicles Licences, Certificates of Fitness and all fleet drivers are certified by National Works Agency;
- Ensures that all accidents are documented and reported;
- Ensures that the Corporation's Fuel Cards for fleet vehicles, original motor vehicle particulars and spare keys are properly monitored and safely secured;
- Establishes and maintains a programme for the acquisition, maintenance and repair of vehicles and accessories as well as an up-to-date inventory;
- Arranges for retraining and re-certification of drivers and registration and re-certifications of vehicle;
- Arranges for Board of Survey to conduct examinations on motor vehicles and arranges for disposal, when required;
- Creates, maintains and monitors Travel Itinerary for the Driver(s), including the time and purpose of the assignment;
- Co-ordinates transportation for the delivery of all mail and other items leaving the Corporation; and the pick-up and drop-off of scheduled staff from and to prescribed destinations;
- Conducts regular checks of the Log Book, gas/gas oil records and stock balances to economize on fuel consumption;
- Checks Time Sheet to ensure proper vehicle handing-over procedures are observed;
- Responds to request/complaints on transportation issues and ensures they are resolved/addressed.

Required Knowledge, Skills and Competencies

- Good knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the management of human resource and administration services;
- Good knowledge of the Public Procurement Act, Government of Jamaica Comprehensive Asset Management Policy and Revised Comprehensive Motor Vehicle Policy for the Public Sector and other policies that guide the acquisition and disposal of government assets;
- Knowledge of the GoJ's strategic planning and budget management processes;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Excellent planning and organizational skills;
- Excellent problem solving and decision-making skills.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration, Public Administration, Management Studies or related area from an accredited tertiary institution; **plus**
- A minimum of two (2) years' related experience in an organisation of similar size and complexity;
- Training/Certificate in Procurement, Office and Transport Management would be an asset.

4. General Accounting Supervisor (FMG/AT 3)

Job Purpose

Under the direct supervision of the Expenditure Manager the General Accounting Supervisor has primary responsibility for managing the operation of the Remittance Service, ensuring that remittances are paid out in the accordance with the contractual agreements entered into with the Postal Corporation of Jamaica's business partners and in keeping with the Bank of Jamaica's Regulations. The General Accounting Supervisor is also responsible for providing oversight to officers delivering Remittance Services, accounting for revenue from all commercial ventures (wholly, owned or joint). The General Accounting Supervisor is also responsible for ensuring the accuracy and completeness of information gathered and recorded in the Accounting System in keeping with the Accounting Policies and Procedures of the Postal Corporation.

Key Responsibilities

Management/Administrative:

- Provides strategic direction and advice to the Senior Director of Operations on changes relating to commercial services and policies;
- Provides strategic advice on services to be developed and implemented such as e-commerce, counter automation;
- Presents Business Development Plan to Chief Executive Officer, Senior Director Operations and Board Members;
- Reviews constantly the strategies for achieving the best marketing strategies;
- Participates in the Strategic and Operational Planning processes for the Corporation;
- Liaises with Marketing and Sales Units to ensure brand consistency and increased sales;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Attends Departmental meetings, conferences and seminars;
- Directs the work of the Section, including overseeing the creation of the Section's Corporate and Operational Plans and Budgets and monitoring the Section's achievement against them;
- Participates in the development of the Department's Corporate/Operation Plan and strategies; providing the Management Team with sound financial advice;
- Develops the Unit's Plans to reflect the Operational objectives/target/goals for the Unit.
- Collaborates with direct supervisor in the preparation of Individual Work Plans for signing and submission;
- Advises the Director of Finance on the financial performance of the Department and on its Financial Status.
- Advises the Senior Director/Management Team on the cost of each postal product;
- Compares Operational Costs against revenue and makes recommendations for increase where necessary.

Technical/Professional:

- Ensures the pay-out of remittance to beneficiaries from all Post Offices island wide in adherence with all agreements and regulations;
- Processes the Cash Float received from Alliance Investments;
- Monitors Electronic Reports or other data base to ascertain when 50% of location float has been expended;
- Ensures that all locations are adequately funded to provide Remittance Services thereby preventing any cash outage occurrences;
- Prepares Monthly Commission Statement/Invoice;
- Acts as the PostCorp Remittance Compliance Officer;
- Conducts the compliance review of Payments Operations;
- Reconciles the T-Epins sales, Main Registered Section (MRS) and Value and Nil Value items;
- Requests Zip Mail payments from the Post and Telecommunications Department;
- Replenishes float accounts of locations meeting usage threshold using established and predetermined distribution channels;
- Resolves any discrepancies related to transactions;
- Liaises with representative of Remittance Agent as required to facilitate the efficient operation of services;
- Reviews transaction documents to ensure compliance with Anti-Money Laundering procedures;

- Reviews Pay-Out history to make adjustment to location float;
- Prepares Performance Report and Cash Float Reconciliation Report;
- Reviews return copies of transaction documents;
- Disburses funds to T-Epins PC locations;
- Processes JUTC, Bill Express and T-Epins lodgments;
- Prepares Location Cash-out reports, E-pins Reconciliation Report MRS Epin Reconciliation Report;
- Analyses reconciliation of Cash Distribution and Pay-Out Report and prepares report;
- Ensures that locations are provided with adequate stationery supplies.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices, as well as Public Administration.
- Good knowledge of GOJ Budget preparation process (as well as experience).
- Good knowledge of the GOJ's accounting standards.
- Good knowledge of the Financial Administration and Audit (FAA) Act and Regulations.
- Good knowledge of the Post Office Act.
- Good knowledge of the PostCorp's products and services.
- Good knowledge of the Public Bodies and Management Accountability Act.
- Good knowledge of negotiation principles and practices.
- Good knowledge of Government procurement policies.
- Good knowledge of proficient in Computer Application (Microsoft Suite; Excel, Access, Word).
- Good knowledge of Accrual Accounting Principles, International Financial Report Standard requirements.
- Good knowledge of Management Accounting Principles.
- Must be customer and quality focused.
- Good leadership skills.
- Good interpersonal skills.
- Good oral and written communication skills.

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level B/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 Accounting/ Business Studies/ Business Administration from an accredited tertiary Institution;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree;
- Successful completion of 3years in any Bachelor's programmes mentioned above
- **Or**
- A combination of equivalent qualification.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th April, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**