



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 190

OSC Ref. C.5850¹³

17th May, 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 Economic Growth and Job Creation**:

1. **Accounting Technician 1 (FMG/AT 1) – (Not Vacant)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – (4 posts Vacant)** salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.

1. Accounting Technician 1 (FMG/AT 1)

Job Purpose

Under the direct supervision of the Accounting Technician 2, the incumbent will assist in the provision of the accounting services for the Meteorological Service.

Key Responsibilities

Technical/Professional/Management/Administrative:

- Verifies Payment Vouchers;
- Maintains and control Petty Cash Imprest;
- Prepares cheques for delivery and disbursement to staff at outstations and other outside entities;
- Functions as Salaries and Allowances Cashier;
- Prepares cheques for delivery and disbursement to staff at out stations and other outside entities;
- Prepares summaries of actual monthly expenditures;
- Custodian of all undelivered cheques, Petty Cash Imprest and cash received for private telephone calls and Postage Stamps (letters);
- Collects payment for private calls and issue individual receipts;
- Custodies and controls of all Payment Vouchers;
- Maintains an updated inventory of all fixed assets;
- Tabulates cost for private calls;
- Assists in the procurement of goods locally;
- Keeps Invoice Order Books;
- Assists with the duties of the Accounting Technician 2 (FMG/AT2) in his/her absence.

Required Knowledge, Skills and Competencies

- Knowledge of the FAA Act and other associated legislations.
- Knowledge of Government Accounting principles and practices.
- Knowledge of standard computer applications and spreadsheets.
- Good oral and written communication skills.
- Good teamwork and cooperation skills.
- Goal and results oriented.

Minimum Required Qualification and Experience

- AAT Level 1; or
- ACCA-CAT Level 1/Level A; or
- Certificate in Public Administration, UWI; or
- Certificate in Management Studies, UWI; or
- Diploma in Business Administration/Studies from a Community College; or
- NVQJ Level 1, Accounting; or
- Certificate in Accounting from an accredited University; or
- Certificate in Government Accounting 1; or
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

2. Secretary 2 (OPS/SS 2) – (4 posts Vacant)

Job Purpose

To provide general secretarial support services to facilitate a smooth functioning of the Unit(s).

Key Responsibilities

- Receives and processes incoming mails;
- Drafts/types routine letters and memoranda and other documents based on instructions;
- Actions routine correspondence in accordance with guidelines given;
- Prepares Minutes of meetings as required and types Agenda;
- Develops and maintains filing systems for the Director as advised;
- Contacts officials in other Ministries and Departments to obtain information required by the Director;
- Gives general support and managing the routine functions of the Director's Office to facilitate the availability and easy flow of information;
- Directs telephone calls to appropriate officers;
- Maintains Appointment Diary and Schedule;
- Responds to telephone calls for the Director and records messages as required;
- Prepares that all documents leaving the Director's Office for dispatch;
- Maintains an Appointment Diary and a Message Log.

Required Knowledge, Skills and Competencies

- Excellent organisational skills.
- Excellent communication skills.
- Team-oriented with excellent interpersonal skills.
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications.

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.

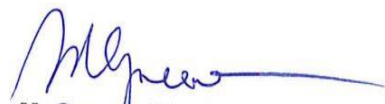
Applications accompanied by résumés should be submitted **no later than Tuesday, 31st May, 2022 to:**

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 25 Dominica Drive
Kingston 5.

Email: human.resources@megjc.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)