



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 208
OSC Ref. C.6528¹¹

1st June, 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 Science, Energy and Technology (MSET)**:

1. **Commitment Control Officer (FMG/AT 3) – (during the period 2nd August, 2022 to the 2nd September, 2022)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 1 (OPS/SS 4) – (during the period 20th June, 2022 to the 2nd September, 2022)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. **Commitment Control Officer (FMG/AT 3)**

Job Purpose

Under the direction of the Director, Management Accounts, the incumbent 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 Ministry's Recurrent and Capital A and B Heads.

Key Responsibilities

- Assists with the preparation of the Management Accounts Unit Plan;
- Prepares Individual Work Plan;
- Attends meetings as required;
- Prepares Status and other Reports as required;
- Assists in the Commitment Planning process by the determination and classification of commitments according to Inescapable, Priority and other Commitments;
- Assists the Directors, Management 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 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 Ministry's Recurrent; Capital A and B Heads, by ensuring that warrant allocations and lodgements are posted correctly and promptly;
- Submits monthly reports to the Director, Management Accounts, on the position of undischarged 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 (GFMS) for Voted Provisions, Warrant Issues, Warrant Transfers, Lodgements and adjustments and Virement to the accounting application (FINMAN);
- Performs any other duties assigned from time to time by the Director, Management Accounts.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Good interpersonal skills
- Integrity
- Compliance

Technical:

- Initiative
- Use of technology (relevant computer applications)
- Ability to manage external relationships
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Analytical thinking skills
- Goal/Result oriented
- Excellent knowledge of Government Administration Systems, Laws, Policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff Orders, Public Service Regulations, Procurement Guidelines and the FAA Act
- Skilled in the operation of computerised accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C or Level 3 **or**;
- ACCA Level 1 **or**;
- NVQI Level 3, Accounting **or**;
- Diploma in Accounting from an accredited University of Community College **or**;
- Associate of Science 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

- May be required to work beyond regular working hours.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The incumbent is responsible for providing administrative support to the Principal Director through various duties, such as organizing and managing the day-to-day activities of the office operations, co-ordinating communication, establishing and maintaining a variety of records, logs and files related to office activities and departmental operations.

Key Responsibilities

Administrative:

- Monitors and keeps records of matters/deadlines that have been referred/assigned to other Directors/Officers within the MSET, ensuring that they are pursued to finality and appraises the Chief Technical Director of the results;
- Maintains the Diary for the Chief Technical Director and Senior Legal Officer;
- Schedules and arranges appointments, meetings, conferences and travel accommodations (local and international) as necessary on behalf of the Chief Technical Director and the Senior Legal Officer;

- Attends meetings inclusive of Committee Meetings as directed by the Chief Technical Director and records and transcribes Minutes;
- Prepares Agenda for meetings;
- Makes photocopies of documents, scans and faxes information, where appropriate;
- Orders stationery, the Laws of Jamaica and other literature as directed, for the Unit, with quarterly updates and follows up on payment of same;
- Routes Ministerial Orders to the Jamaica Printing Services to be gazetted;
- Orders/Accesses from the internet and makes available legal material, journals and correspondence and the Laws of Jamaica for the Department with regular updates;
- Files documents;
- Creates and maintains an efficient electronic database of all files within the Unit using Microsoft Outlook, thus providing shared access to other members of staff within the Unit who can readily access information, such as location of files and date issued, etc.;
- Co-ordinates delivery of external correspondence with bearers;
- Opens, sorts and distributes incoming correspondence; associates incoming correspondence with related files and dispatches outgoing correspondence;
- Screens visitors and telephone calls and provides responses to requests for information concerning office functions and activities in accordance with established procedures or refers queries appropriately;
- Liaises with Titles and Stamp Offices as directed.

Technical:

- Takes and transcribes dictation of letters and memoranda, MOUs, contracts, agreements, reports, Briefs, Cabinet Submissions, Cabinet Notes, Legislation Programme, Minutes of meeting and Status Reports of the Legal Unit, including material of a confidential nature;
- Composes correspondence independently or from oral instructions;
- Prepares, reviews and summarizes reports and other documents as required;
- Utilizes computer applications to prepare reports and presentations;
- Proofreads and corrects documents prepared by the Chief Technical Director and the Senior Legal Officer;
- Analyzes submissions to the Chief Technical Director and where appropriate, deals with them or otherwise, brings them to early attention so that they can be addressed without delay;
- Conducts research, compiles and provides information/files as required and assists with the preparation of documents or specific assignments being undertaken;
- Requests documentation needed from Lessor of Lessee or contractor to complete Lease Agreement and Contracts;
- Liaises/Co-ordinates with requisite officials for the timely execution and witnessing of documents;
- Responds to various requests for information (Ministry's review of fees and revenue protection, major priority projects, Shared Corporate Service within the Ministry and major investments that will impact growth) by compiling and interpreting information from the Ministries, Departments and Agencies for submission to the Cabinet Office, Accountant General's Department, Ministry of Finance and the Public Service, etc.;
- Liaises with internal and external Divisions and Agencies of the Ministry, in particular, the Honourable Minister's Office and Permanent Secretary's Office, Finance and Accounts, Energy and Human Resource Management and Administration Division and the Attorney General's Chambers;
- Addresses some problems relating to the routine operations of the Office by interfacing with the appropriate MSET staff and other Government Entities, as well as the Private Sector;
- Keeps abreast of the progress of activities within the MSET, providing background information, as well as preparing the Chief Technical Director for participation in meetings;
- Keeps the Chief Technical Director abreast of relevant information on media coverage/public opinion as they relate to issues of the MSET's Portfolio;
- Participates in the preparation of the Directorate's Corporate and Operational Plans and Annual Budget by using Microsoft Excel or any other related software.

Human Resource:

- Attends and participates in the Unit's/Ministry's Staff Meetings;
- Ensures self-awareness and adherence to policies, procedures and regulations of the Chief Technical Directorate and the Ministry.

Other:

- Assists in updating and maintaining the Ministry and the National Energy Information Clearing House (NEICH) Website by uploading news articles and documents and provides access to energy stakeholders upon their request via email in accordance with instructions given by the Energy Division;
- Performs related duties and responsibilities.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Good interpersonal skills
- Integrity
- Compliance
- Quality of output

Technical:

- Good problem-solving and decision-making skills
- Initiative
- Use of technology (relevant computer applications)
- Methodical
- Strategic vision
- Analytical thinking
- Good planning and organizing skills
- Change Management
- Good research skills and attention to detail
- Job Knowledge - principles and practices of office management and organization
- Records maintenance skills
- Ability to record and transcribe Minutes of meetings
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th June, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 1st Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Applications should include the names and positions of two (2) senior persons who can provide character and work-related reference.

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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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