



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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20th 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 fill the following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Food Storage Inspector (SOG/ST 5) Food Storage and Prevention of Infestation Division**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
2. **Accounting Technician (FMG/AT 3) - Hazardous Substance Regulatory Authority**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.

1. **Food Storage Inspector (SOG/ST 5)**

Job Purpose

Under the direct supervision of the Senior Food Storage Inspector (SOG/ST6), the Food Storage Inspector (SOG/ST5) is responsible to carry out Government Surveillance and Regulatory Programme of inspection and disinfestations of entities and to ensure food/feed is free of contamination and reduce losses due to deterioration. Also monitor the Pest Control Industry to ensure the safe and effective use of pesticides in food establishment.

Key Responsibilities

Management/Administrative:

- Supervises Technical Assistants and Drivers;
- Collaborates with the Senior Food Storage Inspector in implementing strategies for Surveillance and Regulatory Programme of Inspection and Disinfestations Food Establishments to ensure food/feed is free of contamination.

Technical/Professional:

- Writes Inspection Reports;
- Writes Record Keeping;
- Performs Disinfestation Activities.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good customer relations skills
- Good problem solving skills
- Good use of initiative
- Ability to work in teams
- Good leadership skills
- Good analytical thinking
- Good planning and organizational skills
- Excellent knowledge of ISO/IEC 17020 Standard
- Good Knowledge of Codex Standard
- Sound Knowledge of the FSPID Act& Regulation
- Technical skills
- Use of Technology
- Sound Knowledge of Government Policies and Procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Natural Sciences/Agriculture/Public Health;
- Training in local and International Food Safety Standards;
- Proficient in Computer Applications;
- Three (3) years working experience in related science areas.

Special Conditions Associated with the Job

- Required to travel extensively
- Required to work early mornings, late evenings, weekends and Public Holidays
- Valid Driver's License
- Own motor vehicle
- Exposure to hazardous chemicals

2. Accounting Technician (FMG/AT 3)

Job Purpose

Under the supervision of the Director General, the Accounting Technician is responsible for managing all the accounting functions of the Authority to achieve compliance with accounting standards, the FAA Act, the Public Bodies Management and Accountability Act, Government of Jamaica procurement guidelines; and within the budgetary allocation.

Key Responsibilities

- Prepares the Annual Budget - Estimates of Expenditure and Cash flow Statement;
- Maintains the Accounting and Financial Records of the Authority;
- Provides explanation/justification for any variation of expenditure on the budgetary allocation from the Consolidated Fund and Appropriation in Aid;
- Certifies all Payments Vouchers inclusive of board fees, procurement of good and services, travel allowances, local and overseas per diems;
- Responds to Audit Query through the Director General;
- Manages Petty Cash Imprest;
- Posts banking transactions to the FINMAN System;
- Prepares annual estimates of Non-Tax Revenue Collection Statements;
- Prepares quarterly Non-Tax Revenue Collection Statements;
- Prepares invoices and receipts in respect of clients for payment - Grants of Authorization;
- Prepares and issues reminders to customers utilizing a payment schedule;
- Supervises and monitors collection of fees at Head Office or HSRA Office;
- Monitors and ensures that receipts issued by Officers at the HSRA are in keeping with the FAA Act;
- Verifies the correctness of Transportation and Subsistence Forms;
- Ensures that Transport and Subsistence claims are submitted to Head Office on time;
- Verifies changes for new salary rates, arrears, acting, promotions, resignation, new employment and other authorized changes;
- Liaises with Accountants at Head Office regarding payments to/or on behalf of the HSRA;
- Prepares and submits Reimbursement Claims for payment;
- Facilitates proper Cash Management and Expenditure Control of the Authority's Recurrent Expenditure Budget and Appropriation-In-Aid;
- Provides information on the discharge of Commitments and Current Cash position;
- Maintains Unit Quality System Plan;
- Investigates concerns and recommends and/or implements measures to maintain smooth internal and external accounting processes for the delivery of quality service to customers;
- Prepares monthly Cost Recovery Reports;
- Prepares, verifies and certifies weekly and monthly Collection Reports;
- Prepares monthly Financial Statements for the HSRA Board;
- Prepares Statement of Financial Position (SoFP) and Cash Flow Income Statements;
- Prepares Monthly Bank Reconciliation Statements;

- Maintains proper accounting record;
- Prepares Annual Financial Statements and submits to the Auditor Generals' Department for Audit Review;
- Attends meetings, seminars and training.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent time management skills
- Good interpersonal and customer relations skills
- Excellent teamwork and cooperation skills
- Excellent problem solving and decision making skills
- Sound integrity and ethics
- Excellent customer and quality focus
- Goal and results oriented
- Punctual
- Sound knowledge of FAA Act, Public Bodies Management and Accountability Act, Generally Accepted Accounting Practices, International Financial Reporting Standards (IFRS), and International Standards on Auditing
- Sound knowledge of Government of Jamaica accounting and procurement procedures
- Excellent knowledge of international accounting standards and practices
- Sound knowledge of payroll administration
- Working knowledge of funding agencies' financial management and disbursement procedures
- Proficient in the use of relevant technology - Proficient in Accounting packages such as Peachtree/SAGE, IPS, Microsoft Excel and Word, for accounting, auditing and financial reporting

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.

Applications accompanied by résumés should be submitted **no later than Friday, 1st July, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**