



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 221**  
**OSC Ref. C. 4858<sup>42</sup>**

**2<sup>nd</sup> 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/be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Livestock Research Officer (SOG/ST 5) – Research and Development Division – (Vacant)**, salary range \$1,322,684 – \$1,572,255 per annum and any allowance(s) attached to the post.
2. **Checking Officer (FMG/AT 2) – Finance and Accounts Division– (Not Vacant)**, salary range \$953,768– \$1,133,731 per annum and any allowance(s) attached to the post.

**1. Livestock Research Officer (SOG/ST 5)**

**Job Purpose**

Under the supervision of the Chief Livestock Research Officer (SOG/ST 6), the Livestock Research Officer (SOG/ST 5) ensures animal production outcomes, general animal welfare and the maintenance of relevant machinery and equipment with respect to Dairy.

**Key Responsibilities**

***Technical:***

- Adheres to safe Dairy procedures;
- Maintains milk production, breeding programmes and trial implemented records;
- Participates in the quantitative/qualitative analyses of forages, feeds and other materials;
- Undertakes the valuation and modification of new and existing analytical procedures;
- Ensures the optimal operation of the Dairy Unit;
- Ensures the maintenance of quality assurance standards in the Dairy Unit;
- Performs any other related functions assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Ability to work in a team
- Goal/Results oriented
- Good problem-solving and decision-making skills
- Excellent analytical skills

***Technical:***

- Excellent knowledge of livestock husbandry and management
- Competence in the care of dairy animals
- Proficient in the maintenance requirement and care of dairy equipment
- Proficient in all aspects related to the proper milking of dairy animals
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agriculture from an accredited tertiary institution or related qualification with at least five (5) years Dairy experience.

## **Special Conditions Associated with the Job**

- Working environment involves possible exposure to dusty or muddy conditions, hazardous chemical and drugs, and zoonotic disease conditions.

## **2. Checking Officer (FMG/AT 2)**

### **Job Purpose**

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

- Receiving, examining and recording bill invoices and contracts;
- Preparing and inserting all Payment Vouchers;
- Checking all Payment Vouchers;
- Preparing Ad Hoc/Specific Reports;
- Maintaining Memorandum Registers;
- Maintaining accounting files and records;
- Printing cheques.

### **Key Responsibilities**

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

- Receives and records contracts and contract payment vouchers;
- Maintains accounting records and files;
- Participates in the annual Board of Survey;
- Ensures there is propriety in the bills, invoices and contracts submitted for payment.

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

- Prepares/Inserts Payment Vouchers on the Government Financial Management System (GFMS) for all Heads of Estimates and Deposit;
- Checks and inserts Travel Vouchers on the GFMS;
- Ensures that Vouchers are properly authenticated;
- Ensures Vouchers have the Head, Sub-Head, Object and Sub-Head against which payment is being made;
- Ensures that the amount payable is both in figure and words;
- Confirms Tax Registration Number (TRN), name and address of the person to whom payment is made;
- Verifies the nature of the payment;
- Checks the authority for payment against the Voucher;
- Prepares and submits reports within agreed timeframe;
- Updates and maintains assigned Register(s);
- Assists with updating the Tracking System;
- Performs any other related duties assigned from time to time by the Senior Checking Officer, Manager, Accounts Payables, Director, Accounts Payables and Payroll or the Principal Finance Officer.

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

### ***Core:***

- Good oral and written communication skills
- Good customer relation and interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

### ***Technical:***

- Knowledge of the Financial Administration and Audit (FAA) Act, other associated legislation, circulars, directives, bulletins
- Good knowledge of Government of Jamaica's (GoJ's) and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook and PowerPoint
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Accounts Payables and GoJ's payment process
- Knowledge of Internal Controls

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

- AAT Level 2 **or**;
- ACCA-CAT Level B/Level 2 **or**;
- NVQJ Level 2 **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA Degree at a recognized University **or**;
- Associate of Science Degree in Business Studies/Business Administration/Management Studies, **or**;
- Associate of Science Degree in Accounting from the Management Institute for National Development (MIND), **or**;
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Wednesday, 15<sup>th</sup> June, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

**Email: [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**