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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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 Transport and Mining**:

1. **Management Accountant, Capital Projects (FMG/PA 2) – (Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Statistician (SOG/ST 6) – (Not Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
3. **Accountant, Final Accounts (FMG/PA 1) – (Not Vacant)** salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.
4. **Senior Vehicle Weight Enforcement Officer (SOG/ST 5), – (Vacant) (2 Posts)** salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
5. **Payroll Officer (FMG/AT 2) (Not Vacant)** salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post

1. Management Accountant, Capital Projects (FMG/PA 2)

Job Purpose

Under the general direction of the Director, Management Accounts, the incumbent will be responsible for:

- ✓ The preparation and implementation of the Ministry's Budgets (i.e. Capital A & B Budgets in accordance with the approved Corporate Plan, guidelines prescribed by the Financial Secretary and the priorities and policies of Government);
- ✓ Responsible for the contingency and cash advances received from Ministry of Finance and the Public Service and Treasury Deposits.

Key Responsibilities

- Prepares draft Project Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such Budgets are prepared;
- Analyzes Capital Budget requests from Project Managers to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic Implementation Work Plans;
- Analyzes Capital Budget requests in respect of projects to be administered by Para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by Implementation Work Plan;
- Provides guidance where necessary to Project Managers, in the preparation of the narratives in support of the Project Budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submits the consolidated Capital Draft Budget estimates to the Director, Management Accounts ensuring that they are in conformity with the prescribed guidelines and that there is adequate time for them to be reviewed and approved by the Financial Secretary for submission to the Ministry of Finance and the Public Service within the stipulated deadline;
- Provides advice and guidance to Ministry's Managers on budget preparation, the status and availability of funds and interpretation of financial data;
- Prepares budget revisions according to Ministry of Finance and the Public Service's guidelines and expenditure patterns, including annual and multi year commitments;
- Prepares and submits to the Director, Management Accounts Monthly Budgetary/Expenditure Report on an ongoing projects highlighting anticipated unused

- Budget provisions and allocations and suggest the best utilization of unused balances;
- Provides variance reports to the Director, Management Accounts/Principal Finance Officer for major deviations appearing between approved Budget provisions and allocations and suggest the best utilization of unused balances;
- Implements and operates an effective Cash Management System in respect of project funds;
- Monitors the implementation of projects including that of Para-Statal Bodies funded from the Budget;
- Obtains and analyzes monthly Financial Reports to determine whether funds are utilized for the specific purposes indicated in the approved Budget or if the funds have been efficiently utilized;
- Evaluates the physical and financial performance of projects;
- Ensures that deposit accounts are maintained in the proper categorization approved by the Ministry of Finance and the Public Service;
- Maintains and assigns deposit account codes;
- Ensures that the list of Depositors is accurate and appropriately aged;
- Monitors all deposit accounts to ensure that they are being utilized for the purposes for which they were received;
- Ensures that deposit accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue;
- Conducts detailed analysis of sums held on deposits;
- Prepares reports for commitment control on a monthly basis;
- Prepares reports for deposit accounts and retention of contract on a monthly basis;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical

- Excellent budgeting and cash management skills
- Good use of technology - relevant computer applications
- Excellent working knowledge of FAA Act/Instructions
- Skills in operating GOJ Computerized Accounting System

Core

- Good oral and written communication skills
- Good analytical and problem solving skills
- Integrity
- Initiative and compliance skills
- Accountability
- Skill in customer and quality focus

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant (ACCA) level 2 or any equivalent accounting/management professional qualification plus at least two (2) years post qualification experience in Accounting;
- or**
- A Bachelor of Science Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution plus at least three (3) years' experience working in a similar position;
- or**
- Associate Degree or Diploma in Accounting or Business Administration from a recognized tertiary institution plus at least five (5) years' experience in a similar position.

2. Statistician (SOG/ST 6)

Job Purpose

The incumbent under the general supervision of the Director, Planning, Research and Evaluation, will be required to:

- Provide information and statistical advisory services to the Ministry for use in developing, implementing and monitoring Transport and Mining Policies and for publication and widespread distribution;

- Oversee the development of the statistical function for the Ministry through the collection, analysis, interpretation and presentation of quantitative information from diverse sources for the Minister, Ministry staff, other Agencies and Ministries and the general public for the development of an official Transport Statistics Database and the production, compilation and distribution of monthly, quarterly and annual transport statistics report publications.

Key Responsibilities

- Searches, collects, analyses, tabulates and presents statistical information for storage in transport statistics database and for inclusion in reports and summaries;
- Organizes, participates in and supervises the collection of information air, maritime, rail and road transportation; public works and related social variables;
- Prepares and publishes Transport Statistics Reports and posts same on the Ministry's Intranet and Internet Website.
- Integrates the present data using software packages such as SPSS, SAS, ArcView, MS Office Suite (Access, Excel, Word, PowerPoint etc.), MS SQL Server, MS Visio, Photoshop and Macromedia Dreamweaver;
- Ensures Statistical Data is represented spatially, i.e. maps, when required by working closely with GIS team to provide input and advice regarding the production of maps for publication;
- Transports statistics publications layout, production, graphical designs, editing and preparation which includes activities such as writing the report;
- Publication of Transport Statistics Report; monitors and supervises activities regarding printing and binding;
- Drafts hard copy Statistics Reports at the Ministry to distribute to relevant sources for feedback;
- Prepares CD-ROMs (CDs) with copies of Transport Statistics Publication using relevant Web Page Design Software;
- Investigates, interprets, analyses and prepares recommendations regarding various Transport and Mining activities;
- Collects and collates data on transportation and mining for submission to international bodies such as the International Road Federation Fund (IRF);
- Oversees the development, implementation and maintenance of a National Transport Statistics Database;
- Reviews, contributes to and comments on research proposals before survey implementation; and oversees and/or gives input to the creation of survey instruments;
- Evaluates ongoing surveys and recommends improvements to existing methods, including the development, promulgation and monitoring of standards and guidelines for surveys undertaken by the Ministry;
- Represents Ministry at meetings, seminars, workshops and conferences;
- Participates in the development and formalization of working relationships, e.g. Memorandum of Understanding (MOUs) between the Ministry and portfolio and non-portfolio data sources identified to assists in the development of the statistical function;
- With the aid of mathematical techniques and software, analyses data, interprets results and indicates reliability of findings, including forecasting trends in the Transport Industry through the use of techniques such as modeling;
- Using appropriate statistical techniques develops methods to analyze Transport and Mining activities and condition data to provide rational quantitative basis for forecasting public works;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Aids in the preparing training courses;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical

- Knowledge and experience in research methodology, survey design and implementation
- Knowledge of software packages such as SPSS
- Good analytical and statistical skills
- Clear understanding of statistical terms and concepts
- Experience in database development and management skills
- Knowledge and experience in publishing and writing

Core

- Ability to plan and organize multiple tasks
- Good interpersonal and communication skills
- Ability to work on own initiative
- Good analytical and judgement skills
- Goal/Result oriented
- Research and consultation skills

Minimum Required Qualification and Experience

- An Undergraduate Degree with a significant quantitative component, such as statistics, mathematics, economics, operational research, social and political sciences, psychology, geography, civil engineering;
- Three (3) years professional experience in statistics or statistics related field with continuous professional development;
- A Postgraduate Degree in a numerate subject or a transport related field would be an asset.

3. Accountant, Final Accounts (FMG/PA 1)

Job Purpose

Under the general direction of the Senior Manager, Final Accounts, the incumbent will be responsible for the preparation of the Ministry's Accounts on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual Financial Statements to the Auditor General and the Financial Secretary.

Key Responsibilities

- Ensures that all accounts receivables, accounts payable, income receivable, accruals, prepayments, receipts, lodgements, payments, depreciation provisions, other provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers for salary, advance clearance and other adjustments in respect of the monthly accounting have been correctly posted and are properly reflected in the Accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought into account;
- Ensures that the Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads of Estimates;
- Ensures that warrant issues, warrant transfers, warrant adjustments, and cash advances are properly brought to account under the relevant Heads of Estimates;
- Prints and checks Reconciled Statements for accuracy and completeness in respect of all Heads of Estimates;
- Resolves all errors found when checking statements, and transmit to Final Accounts Manager for review;
- Prints and signs all relevant Financial Statements for all Heads of Estimates then submit same to Final Accounts Manager;
- Certifies Final Accounts and Payments related transactions on the Ministry's FINMAN System;
- Certifies the reconciliation of the of the Central Payment Account;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical

- Expertise in Accrual Accounting.
- Excellent knowledge of GOJ Regulations related to Public Sector Accounting
- Experience in Public Sector Final Accounts procedures
- Skills in operating GOJ Computerized Accounting System

Core

- Good organizing skills
- Excellent oral and written communication skills
- Good problem solving skills
- Excellent teamwork and cooperation skills
- Excellent interpersonal and influencing skills
- Ability to cope well under pressure and to meet deadlines

Minimum Required Qualification and Experience

- Association of Certified Chartered Accountant (ACCA) level 2 or any equivalent accounting/management professional qualification plus at least two (2) years post qualification experience in Accounting
- or**
- A BSc. degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognized tertiary institution plus at least three (3) years' experience working in a similar position
- or**
- Associate Degree or Diploma in Accounting or Business Administration from a recognized tertiary institution plus at least five (5) years' experience in a similar position.

4. Senior Vehicle Weight Enforcement Officer (SOG/ST 5) (2 Posts)

Job Purpose

The incumbent under the general direction of the Chief Inspector will have the following responsibilities:

- To effectively and efficiently enforce commercial motor vehicles weight limit by operating a network of Fixed Weigh Station facilities and mobile/portable weigh scales;
- To oversee the certification, monitoring and evaluation of approved garages designated to maintain, service and repair Government vehicles;
- To ensure that motor vehicle service, repair and maintenance standards are executed by all garages throughout Jamaica in accordance with the postulates evidenced in the Government of Jamaica Revised Comprehensive Motor Vehicle Policy for the Public Sector, 2017 and in accordance with Cabinet Decision No. 14/21 dated March 22, 2021;
- To ensure that Government motor vehicles are maintained in cost effective and efficient manner;
- To oversee the implementation of the motor vehicles policies and standards established by the Ministry of Transport and Mining and monitor the operations of all activities at the Fixed Weigh Station.

Key Responsibilities

- Weighs, measures and inspects vehicles suspected to be in violation of weight limits;
- Instructs and advises police officers in identification and enforcement of commercial vehicle weight laws, rules and regulations;
- Maintains portable scales and equipment for use in vehicle weight enforcement;
- Maintains records and material applicable to commercial vehicle/weights details;
- Prepares forms and reports regarding violations of weight laws and regulations;
- Testifies and makes presentations in Court as an expert witness in support of citations issued for violation of weight laws, rules and regulations;
- Operates portable scales on road patrols in order to identify weight violations of commercial vehicle;
- Stops and inspects motor vehicles and cargo;
- Conducts on-site inspections of motor vehicles and inspects cargo;
- Provides guidance to direct reports concerning Legislative Framework in which the functions of the Island Traffic Authority are to be executed;
- Executes fiduciary management by assessing, analysing Estimates and Invoices submitted for the repairing, servicing and maintenance of Government vehicles;
- Manages the Government Motor Vehicle Inspection Services operations by ensuring the smooth dispatching of the Team island wide to execute pre, mid and post inspections of Government Vehicles;

- Prepares the pre, Mid and Post Inspections of Government vehicles and make the requisite recommendations;
- Conducts periodic unannounced visits to approved Garages to determine conformity to Motor Vehicle Inspection processes and provide Reports;
- Conducts seminars and meetings to lift the awareness of Transport Managers, Certified Garage Operators, especially on the matter of motor vehicle assessment and appraisal;
- Provides critical information to stakeholders concerning pre, mid and post inspections of Government vehicles;
- Conducts seminars and meetings to lift the awareness of Truckers and Haulage Contractors through presentations on weight limits and weight laws;
- Represents the Department at meetings with business and civic groups or as directed.

Technical/Professional

- Informs stakeholders, interest groups concerning the operations of commercial trucks within legal limits and also matters concerning pre, mid and post inspection;
- Supervises and executes fitness testing of vehicles;
- Supervises the inspection of or examines vehicles at Garages and Plants;
- Vets Special Permit and Garage Certification Applications for accuracy;
- Vets, validates and authorizes the issuance of all certificates and pre, mid and post Inspection Reports;
- Conducts/supervises weight inspection at weight stations and during roadside operations;
- Examines or supervise the examinations of vehicles for Fitness Certification and also for road worthiness concerning Government vehicles;
- Attends Court on behalf of the Ministry;
- Provides technical advice to internal and external customers on issues relating to the Road Traffic Act and Regulations and also on matters pertaining to motor vehicle appraisal and assessment methodologies that will be deployed in the pre, mid and post Inspection process;
- Oversees the execution of daily operation and their adherence to the ITA's standards, practices and procedures and the motor vehicle assessment and appraisal methodologies.

Human Resource

- Provide leadership through coaching, mentoring and training;
- Ensures staff awareness and adherence to the policies, procedures and guidelines of the Department;
- Facilitates orientation and training of new recruits;
- Conducts Performance Appraisal of all direct reports.

Required Knowledge, Skills and Competencies

Technical

- Thorough knowledge of the Road Traffic Act & Regulations
- Good knowledge of the Government of Jamaica's policies and procedures
- Awareness of the mechanics and dynamics of the automobile
- Working knowledge of the Staff Orders for the Public Service and the Public Service Regulations
- Excellent expertise in vehicle inspection
- Computer literate

Core

- Good team work and co-ordinating skills
- Good interpersonal skills
- Excellent customer relations skills
- Initiative
- Sound integrity
- Strong leadership ability
- Excellent communications skills

Minimum Required Qualification and Experience

- Diploma/Certificate in Management Studies/Mechanical Engineering

- Diploma/Certificate in Auto Mechanics
- Knowledge and application of motor vehicle assessment and appraisal methodologies
- Three (3) to five (5) years related working experience as a Motor Vehicle Assessor and Appraiser

Special Conditions Associated with the Job

- A valid Open General Driver's Licence

5. Payroll Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Payroll Manager, the incumbent will be responsible for the control and payment of Fortnightly Payroll.

Key Responsibilities

- Ensures the timely and accurate preparation of the monthly Payrolls assigned;
- Enters all relevant information in connection with the payment of salaries to the Payroll System including: Salary Particulars for new employees, new appointments (promotions) and acting appointments, details of deductions to be made from salaries, transfers, resignations, dismissals, Study Leave, Vacation Leave and dates of resumption;
- Certifies payroll data on the Ministry's Computerized Payroll System all payroll transactions for monthly and fortnightly paid staff;
- Certifies covering vouchers for the funding of Monthly Salaries and Salary Remittances (deductions);
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balance the "On and Off" Salary Control Register for each Payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes re acting appointment;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday;
- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Unit with the following particulars on each member of staff: name of employee, present salary, date of appointment, anniversary date for the payment of incremental salary adjustment etc.;
- Provides letters to employees or organizations on behalf of employees (salary payable, NHT contributions, Income Tax, etc.);
- Prepares returns;
- Dispatches salary cheques;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical

- Knowledge of Computerized Accounting Systems
- Knowledge in Payroll Accounting
- Knowledge of GOJ Regulations related to Public Sector payments
- Experience in Government Payroll

Core

- Good analytical and judgement skills
- Excellent time management and organizing skills
- Good oral and written communication skills
- Good problem solving skills
- Excellent team skills
- Ability to cope well under pressure and meet deadlines

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management for National Development (MIND); or
- Certificate in Government Accounting Level 2;

Applications accompanied by résumés should be submitted **no later than Friday, 17th June, 2022 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**