



Office of the Services Commissions

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CIRCULAR No. 247 **OSC Ref. C. 4664¹⁵**

16th 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 **Accountant General's Department (AGD)**:

1. **Payroll Officer – Salary (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
2. **Payroll Officer – Pensions (FMG/AT 3) – (Not Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)**, salary range \$1,160,837– \$1,379,871 per annum and any allowance(s) attached to the post.
4. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, salary range \$781,231 – \$928,638 per annum and any allowance(s) attached to the post.
5. **Procurement Clerk (PIDG/ RIM 1) – (Vacant)**, salary range \$655,604 – \$779,307 per annum and any allowance(s) attached to the post.

1. **Payroll Officer – Salary (FMG/AT 3)**

Job Purpose

Reporting to the Senior Payroll Officer – Salaries, the Payroll Officer processes the payroll to effect payment of salaries and the related statutory and other deductions for Public Sector employees, in accordance with the Staff Order, FAA Act and other stipulated guidelines. The incumbent prepares the relevant data for the processing of salaries and deductions.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Processes payroll and effects payment of salaries, deductions, and Annual Returns for Public Sector employees;
- Prepares data for the processing of salaries;
- Records individual deductions and prepare Annual Returns for Weekly and Monthly paid employees;
- Maintains salary on-and-off controls.

Key Responsibilities

Technical:

- Checks the Human Capital Management Enterprise System (HCMES) and related correspondence/source data uploaded by respective MDAs, and makes the necessary adjustments including additions and deletions for a particular month, as a result of appointments, acting arrangements, resignations, transfers etc.
- Checks and reviews the previous Month's Payroll Register for MDAs against the current month ensuring that differences are accounted for;
- Inputs all manual calculations and changes for prior pay periods on the Payroll System;
- Liaises with MDAs Control and HR Officers, and other financial institutions re discrepancies in respect of salaries and personal deductions; Makes necessary manual calculations for amounts payable for prior periods for input- on the Payroll System;
- Makes appropriate entries and checks for short and overpayments of salaries;
- Updates Payee Statutory Records (P45) on the Payroll System;
- Maintains continuous record of deduction particulars of each payee;
- Balances Payroll and adjusts Monthly and Fortnightly Summary Sheets;
- Makes adjustments or corrections if necessary after 'closed period' according to authorized procedures and updates the Payroll System;

- Notes any discrepancies for adjustments to be made in the following month;
- Verifies information on pay calculation and statutory reports;
- Investigates queries in respect of the calculation of salary for the respective MDAs and reports;
- Submits copies of pay sheets, signing sheets and all other reports to the respective MDAs;
- Prepares and submits Annual Returns to the respective institutions;
- Maintains salary on-and-off control Register for fortnightly and monthly paid employees;
- Prepares requisite Salary Reports, statements for existing and past employees e.g. P45, NHT contribution, Civil Service Family Benefit Contribution, etc), upon request;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- **Ability to work effectively under pressure**
- **Collaboration and Teamwork:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

Desirable:

- Public Sector experience
- Knowledge of public treasury operations

Minimum Required Education and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- 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

- Required to meet numerous critical deadlines from time to time.

2. Payroll Officer – Pensions (FMG/AT 3)

Job Purpose

The Payroll Officer – Pensions, supports the processing of pension payments from the Consolidated Fund to Public Sector Pensioners.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Processes and effects the payment of Monthly Pensions to eligible Government Pensioners;
- Facilitates the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Complies with financial regulations and standards in effecting pension payments.

Key Responsibilities

Technical:

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners;
- Verifies accuracy of pension payment against Pensioner's File/Records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or Agent etc.;
- Updates Pensioners' payment cards in relation to restoration of full pension, Health Insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;
- Checks Payment Cards Audit Trail for accuracy and submits to Supervisor for verification;
- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased Pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to Pensioners based on circular received from the Ministry of Finance and the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for pensioners whose contributions were deducted beyond the cessation dates
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased pensioners
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased pensioners to ensure balance;
- Submits returned cheques for deceased pensioners, for lodgment to the relevant bank account;
- Requests that cheques lodged to Treasury Deposits be re-issued once Pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies Pensioners' personal data e.g. (date of birth and address);
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System;
- Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator;
- Assists in dispatching Monthly Payroll for Pensioners;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Accuracy and attention to detail**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Ability to work effectively under pressure**
- **Collaboration and Teamwork:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of Payroll Accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

Desirable:

- Public Sector experience
- Knowledge of public treasury operations

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- 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

- Required to meet numerous critical deadlines from time to time.

3. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Reporting to the Accountant General, the Executive Secretary 1 is responsible for providing high-level administrative support to the Accountant General and the office of the Accountant General, by conducting research, preparing reports, handling information requests, preparing correspondence,

receiving visitors, arranging conference calls, and scheduling meetings. The incumbent is also required to train and supervise lower-level clerical staff.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To conduct research, prepare reports, and fulfill information requests;
- To carry out administrative functions including scheduling of meetings and appointments;
- To coordinate the maintenance of stationery supplies and office equipment.

Key Responsibilities

Technical:

- Reads and analyses incoming memos, submissions and reports in order to determine their significance and plans their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers, and takes and relays messages ;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Accountant General, and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other Departments, Organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memos, letters, and other documents, using Word Processing, Spread Sheet, Database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, records and reports;
- Manages and maintains the Accountant General's schedule;
- Prepares agendas and makes arrangements for Committee, Board, and other meetings attended by the Accountant General, and as required;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Prepares and co-ordinates activities for Annual Senior Management Retreats and special meetings;
- Makes travel and accommodation arrangements for the Accountant General as required;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Accountant General's Department and the various Divisions;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of Meetings and Action Sheets;
- Provides administrative support to AGD's Committee Meetings.

Strategic Leadership:

- Assists with the preparation of the Department's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the office of the Accountant General;
- Leads in the smooth and efficient operation of the Department through the management of daily operations;
- Reviews operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes internal control processes.

Human Resource Management:

- Ensures that the office of the Accountant General's Department has sufficient and appropriate physical resources to enable staff to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment and selection of clerical staff;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;

- Ensures the identification of skills gaps and collaborates with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the office of the Accountant General to ensure adequate staff capacity;
- Monitors performance of the office of the Accountant General and staff against the Operational and Work Plans;
- Ensures job specific and environmental factors are monitored and health and safety policies are implemented and promoted; and that workplace hazards are mitigated and minimized;
- Ensures effective and objective staff performance management, and timely and accurate completion of the staff appraisal process;
- Ensures the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Customer focus
- Results focus
- Integrity

Technical:

- Good planning and organizing skills
- Records Management skills
- Business writing
- Knowledge of Legislation, Policies and Procedures
- Ability to use all typical office machines
- Knowledge of Corporate Services operations in the Public Sector

Minimum Required Education and Experience

- Four (4) CXC/GCE O' Levels (or equivalent) including English Language;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Five (5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary Course;
- English Language at CXC/GCE 'O' level;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- Five (5) years general office experience.

OR

- Graduate from an accredited school of Secretarial Studies;
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND);
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more;
- Training in the relevant software applications e.g. word processing, database and spreadsheet;
- Five (5) years general office experience.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Loans Manager, the Secretary is responsible for providing administrative and secretarial support in accordance with established standards and procedures.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare correspondence within agreed timeframe.
- To ensure that customers' needs are met.

Key Responsibilities

- Receives Loan Applications, records same and sets appointment dates on behalf of Loan Officers;
- Prepares the necessary Bills of Sale, Credit Information Service forms, and other documents for the processing of loans;
- Checks all correspondence and other official documents prepared for the signature of the Deputy Accountant General with portfolio responsibility for the Unit;
- Receives and screens telephone calls and visitors to the Unit;
- Records and relays messages promptly;
- Maintains a diary of work done in the Unit as well as a record of correspondence sent to external clients;
- Controls and monitors all documents and files received in the Unit;
- Assists clients with the processing of their loan balances;
- Provides information to clients as regards the status of their Loan Applications;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Customer focus
- Results focus
- Integrity

Technical:

- Good planning and organizing skills
- Records Management skills
- Business writing
- Knowledge of Legislation, Policies and Procedures
- Ability to use all typical office machines
- Knowledge of Corporate Services operations in the Public Sector

Minimum Required Education 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.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

5. Procurement Clerk (PIDG/ RIM 1)

Job Purpose

Under the general supervision of the Director, Procurement, the Procurement Clerk is responsible for providing the necessary in the issuing of Tenders and the pre/post Bidding process.

Key Responsibilities

- Disseminates Tender documents;
- Represents Procurement Unit at Tender closing and opening exercises as Recording Clerk;

- Seals Tender boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt Register;
- Prepares Purchase Orders.

Required Knowledge, Skills and Competencies

- Sound oral and written communication skills
- Good organizational and interpersonal skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in: -MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English language
- High degree of integrity and diplomacy

Minimum Required Education and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.

Special Condition Associated with the Job

- Will be required to participate in retreats/meetings outside of normal working hours from time to time.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th June, 2022 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**