

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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 216
OSC Ref. C. 6567¹⁴

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 fill/be assigned to the following posts in the **Jamaica Defence Force (JDF)**:

1. **Performance Management and Organizational Development Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Commitment Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Payment Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
4. **Bank Reconciliation Officer (FMG/AT 2) – (2 posts - Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
5. **Payroll Officer (FMG/AT 2) – (2 posts – 1 Vacant; 1 Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

1. Performance Management and Organizational Development Officer (GMG/SEG 1)

Job Purpose

The incumbent is responsible for managing the Performance Management and Appraisal System (PMAS) and supporting Organizational Development activities within the Jamaica Defence Force (JDF).

Key Responsibilities

- **Manage the Performance Management and Appraisal System with a view to facilitate performance improvement by:**
 - ✓ Co-ordinating and delivering Sensitization Sessions on PMAS to ensure awareness;
 - ✓ Providing coaching, guidance and information on PMAS related issues to all staff, including managers and supervisors;
 - ✓ Developing/Reviewing customized Manuals and Forms for the Agency in keeping with established guidelines;
 - ✓ Reviewing Unit Plans and Individual Work Plans to ensure quality of content and alignment with Operational Plans;
 - ✓ Monitoring compliance and general adherence to the PMAS Policy and recommends appropriate strategies to mitigate gaps;
 - ✓ Contributes to the development of draft PMAS Status Reports;
 - ✓ Facilitates the Appeal process of PMAS;
 - ✓ Develops and maintains PMAS database.
- **Supports organizational development initiatives within the JDF by:**
 - ✓ Developing and reviewing output focused Job Descriptions for each position;
 - ✓ Assisting in the development and review of out-put focused Job Descriptions and Terms of References;
 - ✓ Assisting in the preparation of submissions for restructuring and reclassification of posts.
- **Co-ordinates the Employee Rewards and Recognition Programme by:**
 - ✓ Collating list of eligible staff for Rewards and Recognition;
 - ✓ Co-ordinating meetings and special events;

- ✓ Notifying relevant parties of selection and eligibility for reward/recognition;
- ✓ Providing administrative support to the Rewards and Recognition Committee.
- **Supports the PMAS Audit activities aimed at improving the system by:**
 - Evaluating the PMAS activities and recommending changes as identified;
 - Researching best practices to make the system more effective.

Required Knowledge, Skills and Competencies

- Proficiency in the use of Microsoft Applications (Word, Access, PowerPoint, Excel and Visio)
- Strong presentation skills
- Working knowledge of Government's Strategic and Operational Planning and Budgeting processes
- Sound knowledge and understanding of Corporate functions and their potential strategic contribution
- Sound knowledge of performance monitoring techniques
- Excellent planning and organizing skills
- Excellent problem-solving and analysis skills
- Excellent interpersonal and customer relations skills
- Excellent oral and written communication skills
- Ability to work on own initiative

Minimum Required Qualification and Experience

- Bachelors Degree in Management, Human Resource Management, Public Sector Management or equivalent qualifications and training;
- Training in the operation of the GOJ Guideline Performance Management and Appraisal System would be an asset;
- Two (2) years' experience in a Human Resource Management.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours and on weekends;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule.

2. Commitment Officer (FMG/AT 3)

Job Purpose

Under the general direction of the Director, Management Accounts, the Commitment Officer 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 JDF's Recurrent and Capital A Heads.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality Customer Service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Assists in the Commitment Planning process by determining and classifying commitments according to inescapable, priority and other commitments;
- Assists the Directors, Management Accounts 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 reserves/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 JDF's Recurrent; Capital A Heads by ensuring that Warrant allocations and lodgements are posted correctly and promptly;
- Submits Monthly Report to the Director, Management Accounts on the position of un-discharged 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, lodgements and adjustments and virement to the accounting application (GFMS).

Human Resource:

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Performs all other related duties and functions determined from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Good knowledge of Government Budgeting, Commitment and Corporate Planning processes and procedures
- Good oral and written communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated analytical and problem-solving skills to create an environment of continuous improvement within the industry
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously
- Working knowledge of GOJ operations and of Public Sector issues
Working knowledge of relevant computer systems and their applications

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level C/Level 3, **or**;
- ACCA Level 1, **or**;
- NVQJ Level 3, Accounting, **or**;
- Diploma in Accounting from an accredited University or Community College, **or**;
- ASc. 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 Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

3. Payment Officer (FMG/AT 3)

Job Purpose

Under the general direction of the Senior Accounts Payables Officer, the Payments Officer is responsible for the preparation and posting of payment vouchers for goods, services and travelling claims. The Payments Officer also executes the processes related to the 2% Contractor Levy Tax Regime.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits accounting, performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the Branch at internal meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Prepares recurring Payment Vouchers according to the correct code classification and submits for post check and approval;
- Posts data on recurring Payment Vouchers to Government Financial Management System (GFMS);
- Checks Travel Claim Vouchers for accuracy, correctly codes and submits for post check and approval;
- Effects recurring payments from final approval by Accountable Officer by sending payment information to the Treasury Single Account;
- Updates Travel Registers with the travelling officers' current motor vehicle information and records all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Management and Development Branch for copies of travelling officers' valid car documents when they are due;
- Liaises with the Public Procurement Branch and Senior Management Accountants for clarification/verification of information relating to purchase orders, where necessary;
- Prepares 2% Contractors Levy on the Tax Administration Jamaica (TAJ) Portal;
- Ensures that payments for taxes withheld are remitted to Tax Administration Jamaica (TAJ) monthly;
- Ensures that Returns filed monthly are comprehensive and accurate;
- Updates and maintains all payments information and records;
- Ensures that cheques, electronic/bank transfers are prepared and duly signed by the signatories to the account;
- Corroborates financial and accounting information/datasets on the military's AS 400 Infinium System and GFMS;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically General Payables and Payroll) to determine what new solutions and implementations will meet JDF business/operational requirements.

Human Resource:

- Maintains harmonious relationships with colleagues;
- Performs all other related duties and functions determined from time to time.

Required Knowledge, Skills and Competencies

Core:

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

- Integrity
- Compliance
- Good interpersonal skills
- Change Management

Technical:

- knowledge of Financial and Accounting Principles and Practices, to include general payments and payroll approaches
- Knowledge of Government Payroll Administration, i.e. Treasury Single Account (TSA), etc.
- Good knowledge of GOJ operations and of Public Sector issues
- Strong communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated sound analytical and problem-solving skills to create an environment of continuous improvement within the Industry
- Sound Organizational and Project Management skills, including the ability to prioritize different tasks to meet deadlines
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously
- Working knowledge of relevant computer systems and their applications, i.e. GFMS, Bizpay, AS 400 Infinium, etc.

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level C/Level 3, **or**;
- ACCA Level 1, **or**;
- NVQJ Level 3, Accounting, **or**;
- Diploma in Accounting from an accredited University or Community College, **or**;
- ASc. 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

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

4. Bank Reconciliation Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Director, Final Accounts, the Bank Reconciliation Officer is responsible for the preparation of monthly Bank Reconciliation Statements for the Jamaica Defence Force's Bank Accounts in accordance with the FAA Act, Regulations and Instructions.

Key Responsibilities

Management/Administrative:

- Participates in the development of the strategic direction of the JDF's Civilian Establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate and Operational Plans;
- Represents the JDF at meetings, conferences and other fora as needed.

Technical/Professional:

- Manages the preparation of all JDF Bank Reconciliation Statements (Expenditure Account and Salaries Account);

- Ensures efficiency in reconciliation procedures in accordance with the FAA Act, the Ministry's Policies and Procedures and other relevant regulations;
- Informs supervisors of errors found on Bank Statements and follow up on corrections to be done;
- Accounts for all cashed, manual, cancelled, stale dated and un-presented cheques, and updating relevant Registers;
- Conducts research on Bank Reconciliation items and seeks to resolve discrepancies in an accurate and timely manner;
- Submits completed Bank Reconciliation Statements to the Senior Bank Reconciliation Officer for review and certification;
- Updates and maintains files and relevant registers, maintaining historical and current Bank files for the JDF Bank Accounts (Expenditure Account and Salaries Account);
- Identifies problems and issues during Bank Reconciliation review process and recommends solutions;
- Matches items in GFMS generated Cash Book with items on Bank Statements and ensures consistency for the JDF Expenditure Account;
- Creates and updates Microsoft Excel with the relevant date and manually reconcile the JDF Salaries Bank Account and submits to the Senior Bank Reconciliation Officer for review and certification;
- Reviews Bank Statements for errors/discrepancies;
- Prepares and submits Financial Reports on the different operations and activities;
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations;
- Updates GFMS Reconciliation Programme with Journal Vouchers posted to the System;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Expert knowledge of Financial and Accounting Principles and Practices, to include financial analysis and reporting mechanisms
- Knowledge of Audit Principles and Techniques
- Knowledge of the Public Finance Legal Framework (FAA Act, Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms
- Good knowledge of and experience in, GOJ operations and Public Sector matters
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Proficiency using Microsoft Office Programs and other relevant database programmes
- Demonstrated experience in accounting software packages for example FinMan
- Ability to confidently interact with staff at all levels and build strong business relationships.

Minimum Required Qualification and Experience

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

5. Payroll Officer (FMG/AT 2)

Job Purpose

Under the general direction of the Senior Payroll Officer, the Payroll Officer is responsible for the efficient computation of salaries and allowances, while withholding statutory and authorized deductions. The Payroll Officer is also responsible for maintaining proper accounting records and data.

Key Responsibilities

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Prepares and submits accounting, performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the Branch at internal meetings, conferences and other fora as needed, in relation to civilianized functions.

Technical/Professional:

- Enters and maintains all relevant information in connection with the payment of salaries on the Payroll System, such as:-
 - ✓ Salary Particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes regarding acting appointments, promotions etc.
 - ✓ Details of deductions to be made from salaries
 - ✓ Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption and assumption;
- Liaises with the Human Resource Management and Administration Section for matters pertaining to staff emoluments and related activities;
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Ensures that the payroll information is uploaded to the Sagicor Paycorp/GFMS and duly authorized;
- Prepares and submits, salary returns and NIS and NHT returns in accordance with established procedures and timeframe;
- Checks and verifies that all statutory deductions and other authorized deductions are paid over in accordance with established procedures and timeframe;
- Ensures that annual returns such as Income Tax, Education Tax, NIS and NHT are submitted in accordance with established procedures and timeframe;
- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Management Accounts Section with the following particulars on each member staff:
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Date for the payment of incremental salary adjustments, etc.;
- Provides letters to employees or organizations upon requests regarding: -
 - ✓ Salary payable
 - ✓ NHT contributions
 - ✓ Income Tax, etc.;
- Corroborates financial and accounting information/datasets on the Military's AS 400 Infinium System and GFMS;

- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Payroll initiatives) to determine what new solutions and implementations will meet JDF business/operational requirements;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team
- Integrity
- Compliance
- Good interpersonal skills
- Change Management

Technical:

- Knowledge of Financial and Accounting principles and practices, to include general payments and payroll approaches
- Knowledge of Government Payroll Administration, i.e Bizpay, GFMS
- Good knowledge of GOJ operations and Public Sector issues
- Strong oral and written communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders
- Demonstrated sound analytical and problem-solving skills to create an environment of continuous improvement within the industry
- Sound organizational and project management skills, including the ability to prioritize different tasks to meet deadlines
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously
- Working knowledge of relevant computer systems and their applications, i.e. Bizpay, GFMS, etc.

Minimum Required Qualification and Experience

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to work beyond the normal working hours and on weekends and Public Holidays;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule.

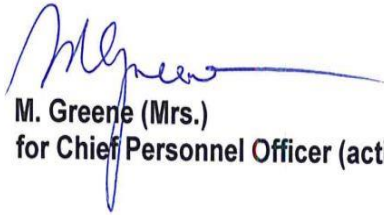
Applications accompanied by résumés should be submitted **no later than Tuesday, 14th June, 2022 to:**

**Director, Human Resource Management and Administration
Jamaica Defence Force
Up Park Camp
Kingston 5**

Email: joboppsjdfciv@gmail.com

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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)