



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 258
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22nd 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 Justice**:

1. **Senior Public Procurement Officer (GMG/SEG 1) Public Procurement Unit**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Accounting Technician – Final Accounts Officer (FMG/AT 3) Finance and Accounting Division**, salary range \$ 1,191,406 - \$ 1,416,207 per annum and any allowance(s) attached to the post.
3. **Accounting Technician – Payments (FMG/AT 3) Finance and Accounting Division**, salary range \$ 1,191,406 - \$ 1,416,207 per annum and any allowance(s) attached to the post.
4. **Accounting Technician (FMG/AT 1) (Cashiering) Finance and Accounting Division**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

- Prepares contracts;
- Co-ordinates Public Procurement Tender Closing and Opening Exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendations for award;
- Prepares addenda to Tender documents;
- Ensures that all the Organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the Organization;
- Maintains Database with current cost and location of goods, works, and services and establishes links with ones in other Government Agencies.
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other Procurement guidelines;
- Maintains Data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister and the organization representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and the Organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain;
- Assists the Director, Public Procurement to set priorities and to formulate procedures;
- Advices the Director, Public Procurement or Senior Director, Corporate Services on supplier's reliability/suitable and performance;

- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Public Procurement;
- Provides guidance to Internal/External customer on the Ministry's Procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to Purchase Order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed "Goods received or Services rendered";
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts and Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers;

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Team work and cooperation
- Proficient in relevant software application
- Excellent time management skills
- Knowledge of relevant computer applications
- Excellent leadership skills
- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Procurement Guidelines

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND Three (3) years' experience in related field.

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND Three (3) years' experience in related field

2. Accounting Technician – Final Accounts Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Financial Reporting and Reconciliation Supervisor, the incumbent is to ensure the timely production of Expenditure Reports and Bank Reconciliations.

Key Responsibilities

- Researches banking errors/matters;
- Performs follow-ups to ensure that errors are corrected;
- Reconciles all Bank Accounts;
- Reconciles other accounting records/transactions, as identified;
- Reports on areas of reconciling weaknesses, errors and discrepancies;
- Certifies Reconciliation Statements;
- Certifies journals;
- Researches all reconciling transactions and cleared;
- Drafts Monthly Expenditure Reports;
- Examines Financial Statements for errors;
- Prints and submits Financial Statements;

- Circulates Monthly Financial Statements, upon authorization;
- Drafts Annual and Quarterly Expenditure Reports;
- Assists with the preparation of the Annual Appropriation Accounts;
- Drafts Ad hoc Financial Reports as requested;
- Assists in preparing responses to Audit Queries;
- Ensures that advance balances are cleared, promptly;
- Clears existing backlog within the specified timeline;
- Requests documents for the clearing of advances;
- Files and secures Accounting Records;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Team work and cooperation
- Proficient in relevant software application
- Excellent time management skills
- Technical Knowledge of BRS, JaBIS, EEPSS, Biz Pay, GIMS, FINMAN
- Knowledge of computer information system security regulation and procedures
- Knowledge of the FAA Act
- Knowledge of Government Accounting Principles and Practices
- Knowledge of computer information system security regulation and procedures

Minimum Required Qualification and Experience

- AAT Level 3, or
- 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 3 years of any of the Bachelor's Degree programmes mentioned above.

3. Accounting Technician – Payments (FMG/AT 3)

Job Purpose

Under the supervision of the Payments Supervisor, the incumbent certifies Payment and Journal Vouchers and prints cheques for the Deposit Accounts.

Key Responsibilities

- Certifies Payment Vouchers both manually and electronically;
- Certifies payment schedules and entries in the Payment Registers-relating to rental and utility payments etc. and ensures processed for the due dates;
- Prints cheques for all Departments;
- Performs research on Payment Transactions;
- Maintains Contractual Files/Records;
- Ensures Registers are accurately maintained;
- Prepares Contractual Payment Schedules;
- Verifies and files Withholding Tax Certificates;
- Prepares Outstanding Bills Reports;
- Makes recommendations for improvements;
- Responds to customers queries on matters relating to the areas of responsibility;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Team work and cooperation
- Proficient in relevant software application
- Excellent time management skills
- Knowledge of computer information system security regulation and procedures
- Technical Knowledge of Biz Pay, GIMS, FINMAN
- Knowledge of Computer Information System Security regulation and procedures

Minimum Required Qualification and Experience

- AAT Level 3, or
- 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 3 years of any of the Bachelor's Degree programmes mentioned above.

4. Accounting Technician (FMG/AT 1) (Cashiering)

Job Purpose

The overall responsibility includes the preparation of payment vouchers, travel vouchers, disbursement of cheques, collection and lodgment of revenue of the respective Bank Accounts of the Ministry and its Department, thus contributing to the accountability of Government funds.

Key Responsibilities

- Receives cash by hand or through the Value book;
- Issues official receipts for monies collected – Recurrent, Capital A and B, Miscellaneous Revenue, Deposit Account;
- Has custody for Permanent Secretary – Ministry of Justice Stamp;
- Posts receipts on the Accounting System;
- Compiles and makes lodgments to the banks in the name of the Ministry and its Departments;
- Maintains Petty Cash Register;
- Disburses Petty Cash;
- Receives signed cheques and disburses cheques via the appropriate channel;
- Prepares contractor's levy returns;
- Maintains securely all related Financial Records;
- Maintains records/logs of valuables stored in the safe(s);
- Prepares miscellaneous Revenue Statement;
- Keeps a set of keys for the safe(s);
- Calculates mileage and upkeep allowances for staff of the Ministry and its Departments;
- Updates Travel Register;
- Uploads Withholding Tax Certificates;
- Maintains securely Subsidiary Travel Records;
- Prepares Payment Vouchers;
- Inserts Payment Vouchers to the FINMAN System
- Researches financial transactions;
- Performs any other related duties.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent analytical and judgement skills
- Excellent problem-solving skills
- Customer and quality focus
- Excellent time management skills
- Knowledge of Microsoft Office Suite
- Ability to work in a team

Minimum Required Qualification and Experience

- AAT level 1 or
- ACCA – CAT level 1/level A or
- Certificate in Public Administration or
- Certificate in Management Studies
- Diploma in Business Administration/Business Studies
- NVQJ level Accounting
- Certificate in Accounting
- Certificate in Government Accounting level 1
- Completion of the first year of the BSc. Degree in Accounting
- Completion of first year of the ASc. Degree in Accounting/Business Administration Studies.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5th July, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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**