



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 295
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8th July, 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 be assigned to/fill the following posts in the **Ministry of Local Government and Rural Development**:

1. **Financial Management Specialist - (Contract) - Local Government Reform Unit**, salary range \$3,295,434 - \$4,119,294 per annum and any allowance(s) attached to the post.
2. **Senior Project Specialist - (Contract) - Local Government Reform Unit**, salary range \$2,494,796 - \$3,118,496 per annum and any allowance(s) attached to the post.
3. **Director, Employee Relations (GMG/SEG 1) - Human Resource Management and Development Division**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Regional Co-ordinator/Team Leader - (Contract) - Parochial Revenue Fund Branch (Property Tax)**, salary range \$1,616,596 per annum and any allowance(s) attached to the post.
5. **Public Utility Officer (GMG/AM 4) - Facilities Management and Administration Unit**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
6. **Compliance Officer - (Contract) – Parochial Revenue Fund Branch (Property Tax)**, salary range \$1,143,361 per annum and any allowance(s) attached to the post.
7. **Senior Secretary (OPS/SS 3) (4 posts) (3 Vacant, 1 Not Vacant)**, salary range \$1,007,823 - \$1,191,984 per annum and any allowance(s) attached to the post.
8. **In-House Clerk - (Contract) – Parochial Revenue Fund Branch (Property Tax)**, salary range \$996,167 per annum and any allowance(s) attached to the post.
9. **Secretary - (Contract) - Local Government Reform Project Division**, salary range \$975,402 - \$1,219,253 per annum and any allowance(s) attached to the post.
10. **Collection and Disbursement Officer (FMG/AT 1) - Finance and Accounts** salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. Financial Management Specialist

Job Purpose

This position is located in the Local Government Reform Unit of the Ministry of Local Government and Rural Development, with overall responsibility for providing expertise in establishing a viable Financial Management Framework for the Municipal Corporations. The framework includes structured and scheduled liaison, primarily with the Chief Financial Officer on Financial Management Policies, Procedures and Systems for achieving transparency in the Local Government System. The position also provides for collaboration in the installation of appropriate Financial Management Information Systems within the Municipal Corporations (MCs).

Key Responsibilities

- Provides specialist expertise necessary for the establishment of an appropriate Financial Management Framework in the MUs by periodic reviews and monitoring of implementation of recommendations;
- Organizes seminars/workshops where appropriate, to communicate and consult on recommendations for improvement in the Financial Management System of MCs;
- Develops Financial Management Policies, Procedures and Systems in order to achieve accountability and transparency in all financial transactions within the MCs;

- Ensures that appropriate Accounting Systems are in place to manage all the financial activities of the MUs, including applicable Management Information System; monitors and reviews these Systems periodically, to ensure prudent and effective accounting practices;
- Collaborates with external consultants contracted to (i) assess the accounting systems of Municipal Corporations (ii) perform business process analysis and re-engineering in order to facilitate implementation of the IPSAS Accrual Accounting System;
- Acts as the major conduit between the external consultants and the Ministry of Finance and the Public Service and the Ministry of Local Government and Rural Development;
- Conducts revision of the structure of the Accounting Department and prepares Job Descriptions to support Accrual Accounting, under the guidance of external consultants and the Ministry of Finance and the Public Service;
- Develops revised vouchers and Financial Statements, under the guidance of external consultants;
- Collaborates with internal and external partners in selecting and installing applicable Management Information System within the Local Authorities (LAs);
- Prepares Financial Management and Accounting Policy and Procedures Manual for the MUs;

Required Knowledge, Skills and Competencies

- Demonstrate knowledge of the Financial Audit and Administration (FAA) Act, the Local Government (Financing and Financial Management) Act
- Demonstrated excellence in analytical and problem-solving skills and data analysis;
- Demonstrated ability to plan and organize around many tasks implemented simultaneously
- Have specific knowledge of Local Government Reform (Legal and Administrative); principles and practices of modern public administration and development; decentralized processes; Municipal services operations; relationships with Local Authorities/Local and Central Government; involvement and participation of Non-governmental groups/communities and Civil society in local governance and as practiced internationally
- Good working knowledge of the operations of the Municipal Corporations
- Strong report writing skills
- Expertise in computer applications (Proficiency in Microsoft programmes, including but not limited to Word, Excel, Power Point access and ability to learn other software programmes required by the Unit
- Ability to quickly acquire knowledge of the Unit's programme structure (mission, goals, objectives) policies and procedures
- Ability to plan, schedule and evaluate assigned activities and organize information
- Must maintain professional and technical expertise through participation in continuing education
- Ability to handle multiple interruptions and adjustments to priorities throughout the day
- Ability to communicate effectively with diverse individuals and efficiently handle emergency situations
- Excellent memory and organizational ability as it relates to setting priorities, organizing workload, handling multiple responsibilities and meeting deadlines
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's or Master's Degree in Business Administration, Public Administration, Management or other related field or a Professional Chartered Accountant;
- Five (5) years' experience in the Public Sector's financing/financial management of Local Government System and practices.

Special Condition Associated with the Job

- Must possess a valid Driver's Licence.

2. Senior Project Specialist

Job Purpose

Under the direction of the Project Manager, Local Government Reform Project (LGRP), the incumbent is responsible for providing support to the design, planning and implementation of activities under the Unit's Portfolio as well as undertaking research and the preparation for Submission Grant and other form of assistance from local, regional and international funding Agencies.

The Officer will be required to work closely with several Units within the Ministry's Portfolio, Agencies of the Ministry, other Government related bodies as well other Agencies and Departments in the achievement of the Reform Unit's Agenda. Ongoing programme and operational support to the Ministry's Portfolio entities such as the Municipal Corporations, the Social Development Commission will continually be needed to achieve the Unit's strategic and operational objectives.

Key Responsibilities

- Uses the Ministry's/Unit's approved Work Programme and in consultation with the Project Manager develops and executes programmes/activities in relation to the overall mandate of the Reform Unit by:
 - ✓ Undertaking research of particular subject areas, noting trends and accepted norms, practices and considerations within the subject areas;
 - ✓ Identifying and recommending successful models applicable to the policies, norms and practices;
 - ✓ Collaborating with key parties/agents in the execution of agreed programmes pertinent to the Ministry's mandate;
- Participates in the development of the Operational and Work Plans;
- Undertakes in-depth research relating to fiscal measures which can be introduced or improved to support the financial viability of the Municipal Corporations;
- Devises methods and procedures for the timely and accurate collection of data to be used to support the Ministry's economic database;
- Ensures the availability of timely, relevant, comprehensive and accurate data on the Local Government fraternity as well as on the Ministry's other portfolios;
- Develops and maintains a network of relevant contacts in Government, Private Sector, International Organizations, academia and civil society;
- Convenes and participates in Planning and Working Meetings with relevant partner bodies (internally and external) to advise, support and execute the activities planned and agreed;
- Designs research proposals/projects for the undertaking of special research/community development planning activities as per directions given;
- Assists in the yearly review of the Community Research and Development Programme (CRDPP) and Standard Operational Procedures (SOPs);
- Facilitates educational workshops, meetings and conferences/seminars associated with Reform issues at the municipal, jurisdictional and community planning levels;
- Supports the management and co-ordination of the Community Priority Planning Grant Fund Projects as required;
- Prepares reports/updates on work activities, providing assessment of progress as required;
- Assists with the sourcing of grants and technical assistance from national and international funding partners to support all areas of governance, community and economic development;
- Undertakes in-depth research on emerging urban/rural centres throughout the island to determine economic and policy drivers, which impact on business locations, investment decisions;
- Examines the possible impact of the devolution of fiscal and financial decisions from the centre to Municipal Corporations as it pertains to select activities such as, the sourcing of long-term financing for use by the Municipal Corporations;
- Develops policy papers based on research conducted on such areas as, revenue sharing, devolution of certain fiscal powers, borrowing powers; for consideration by the relevant decision makers;
- Conducts economic impact assessments of proposed projects/programmes so as to determine the feasibility of actually implementing such programmes;
- Explores, using research techniques, funding proposals/mechanisms for social infrastructure and programmes required/offered by the Municipal Corporations and the Ministry's Agencies and Departments;
- Work closely with Municipal Corporations, Departments and Agencies of the Ministry to identify and prepares project proposals for considered funding by local and international funding Agencies;
- Performs any other related duties/activities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Demonstrated ability to develop, implement, evaluate and monitor training/capacity building programmes
- Experience in research, data analysis and Project Management
- Strong facilitation, communication and report writing skills
- Well-developed analytical and negotiation skills

- Strong knowledge computer applications (Proficiency in Microsoft programs, including but not limited, to word, excel, power point access and ability to learn other software programmes required by the Unit and formatting of professional documents)
- Must maintain professional and technical expertise in Project Management
- Ability to communicate effectively with diverse individuals/groups and efficiently handle tense situations.
- Excellent organizational ability as it relates to setting priorities, handling multiple responsibilities and meeting deadlines.

Minimum Required Qualification and Experience

- Minimum Bachelor's Degree or Master's Degree in Business Administration, Public Administration, Management or other related field;
- Project Management training;
- Three (3) years working professional experience in the institutional strengthening/governance field;
- Three (3) years' experience in the Jamaican Local Government System.

Special Condition Associated with the Job

- Must possess a valid Driver's Licence.

3. Director, Employee Relations (GMG/SEG 1)

Job Purpose

Reporting to the Senior Director, Human Resource Management and Development, the incumbent is responsible for administering all Industrial Relations matters for the Department, Agencies and Local Government Authorities, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations.

Key Responsibilities

Management/Administrative:

- Participates in the design and development of the Operational and Work Plans for the Division;
- Prepares Briefs for the Management Team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Disseminates information to staff on changes in the relevant Acts, Regulations Codes and Laws;
- Advises the relevant persons on the proper procedures for carrying out negotiations and on salary and benefit agreements;
- Advices on the operation of industrial awards and agreements;

Technical/Professional:

- Represents the Ministry at meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of Briefs on Wage Claims for submission to the relevant Authorities;
- Prepares Briefs for the Permanent Secretary and other Senior Officers;
- Conducts research and processes all Industrial Relation matters;
- Provides professional guidance and advice as required;
- Co-ordinates and chairs meeting at the local level on claims that do not have service wide implications;
- Studies and interprets relevant industrial legislation (the laws which are formulated by parliament to control industrial practices in the workplace);
- Keeps information up to date on changes to labour laws, arbitration decisions and anything that may affect union and management relations;
- Examines and attempts to resolve Industrial Disputes and Grievances in the workplace;
- Maintains good relationship between employer, unions and employees;
- Researches past arbitration decisions, grievances and analyzes their effect on pending negotiations;
- Liaises with the relevant Ministries, Departments, Agencies and Local Authorities on Industrial Relations matters;
- Prepares reports on meetings;
- Represents the Ministry at Employee's Relations meeting/forum;
- Advises employees on HR policies and procedures;
- Administers HR policies and procedures consistently;

- Assists with the implementation of Succession and Performance Management Programmes;
- Assists with the implementation of Job Evaluation Exercise;
- Investigates accidents and prepare reports for management and other Local Authorities/Agencies;
- Ensures that Attendance Records are properly maintained throughout the Ministry;
- Administers Employee Benefits and Welfare Programmes (health, pension, employee assistance) within established guidelines;
- Prepares and analyses Attendance Reports and recommends strategy for improving tardiness and absenteeism where necessary;
- Develops and maintains and up-to-date manpower inventory;
- Assists with the processing of application for recruitments;
- Assists with the Orientation Programme for new employees;

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Participates in the recruitment of staff for the Ministry and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Good customer relations skills
- Excellent integrity and ethics exercised in the performance of duties
- Strong negotiating skills

Functional:

- Excellent knowledge of Government policies and procedures
- Sound knowledge of contemporary Human Resource Management practices
- Strong research and analytical skills
- Excellent decision making and judgment skills
- Ability to think creatively
- Good knowledge of the various Local Government Laws and Systems
- Good knowledge of Jamaican Labour Laws
- Sound knowledge in the use of computer applications

Minimum Required Qualification and Experience

- First Degree in Public Administration, Management Studies or other similar field from a recognized tertiary institution;
- Three (3) years' experience in a related field
- Experience in the field of Industrial Relations would be an asset.

4. Regional Co-ordinator/Team Leader

Job Purpose

The incumbent is responsible for resolving the Property Tax delinquency cases and other Local Government tax types. This involves collecting delinquent taxes. Also involves securing voluntary compliance with the Tax Laws and Regulations.

Key Responsibilities

- Monitors and reviews the work of the regional LGTUs;
- Prepares Monthly Reports for submission;
- Ensures that the designated regional targets are met;
- Ensures conformance with best practices across the region;
- Identifies and initiates training/development interventions for those requiring such;
- Oversees the day-to-day work of the Team;
- Prepares and assign work;
- Addresses on the-job-issues;
- Ensures conformity with the rules and procedures of the respective organizations;
- Determines manner in which to resolve a variety of delinquency cases. This includes:
 - ✓ Identifying the specific issues involved;
 - ✓ Planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
 - ✓ Adjusting the approach and method according to conditions encountered in completing the case;
- Contacts taxpayers and initiates corrective action based on Taxpayers' Statements or Records;
- Interviews taxpayers and/or their representatives concerning all types of unpaid Property Tax liabilities;
- Secures full payment of tax liability or makes other approved arrangements, arranges payment based on an assessment of the Taxpayer's Financial Status;
- Maintains records of cases that cannot be collected thereby providing a history of case activities, which could affect subsequent investigations. Also maintains work-papers consistent with completed activities;
- Recommends levy, Writ and Summons actions when taxpayer neglects or refuses to satisfy liabilities. Initiates requests for adjustments to Taxpayers' Accounts as appropriate;
- Investigates and informs Director of status of unusual processes and recommend appropriate action;
- Testifies as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal and analytical skills
- Good investigative skills
- Good skills in detecting indications of fraud, hidden assets, and other methods used to avoid compliance with tax laws
- Good oral and written communication skills
- Good time management skills
- Comprehensive knowledge of the laws, policies and procedures governing the preparation and execution of processes
- Working knowledge of the Tax Laws and Regulations, and Tax Administration Jamaica policies and procedures
- Working knowledge of relevant computer systems and applications

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or equivalent;
- Four (4) years related work experience.

Special Condition Associated with the Job

- Irregular and unscheduled working hours;
- Required much field work (60-70% of time);
- Exposure to dust, dirt and inclement weather conditions;
- Exposure to personal threat and injury.

5. Public Utility Officer (GMG/AM 4)

Job Purpose

Reporting to the Director of Facilities Management and Administration (GMG/SEG 2), the Public Utility Officer (GMG/AM 4), is responsible for overseeing the efficient processing and timely submission of the Ministry's Utilities for the Ministry.

Key Responsibilities

- Monitors the implementation of utility conservation measures;
- Maintains a Utility Register in accordance with GOJ guidelines;
- Improves mean of detecting leakage, wastage or unauthorized use of water and promptly address the matter;
- Liaises with Public Utility Companies to ensure bills are received and issues are addressed in a timely manner;
- Checks the Utility Registers to identify unexplained increase in consumption levels;
- Ensures that the costs of private telephone calls are recovered promptly;
- Contacts Utility Companies and/or Bureau of Standard for routine inspection of all meters;
- Inspects relevant meters to ensure that they are functioning effectively;
- Liaises with Finance and Accounts Division regarding the payment of utility bills;
- Prepares monthly reconciliation of payments made by Accountant General and the amount billed by the utility companies to ensure accuracy of payments;
- Prepares monthly reports on consumption patterns, payments and usage;
- Recommends consumption improvement measures;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of the different Policies and the FAA Act
- Knowledge of Inventory Management
- Knowledge of Utility Management
- Good oral and written communication skills
- Good organizational and time management skills
- Excellent interpersonal relations skills
- Good people management skills
- Ability to pay attention to details
- Ability to work under pressure and meet deadlines
- Proficient in the use of relevant Computer Applications
- Ability to use initiative

Minimum Required Qualification and Experience

- First Degree in Management or equivalent tertiary education in the related field;
- Training in Inventory/Utility Management;
- Two (2) years' experience in related field.

6. Compliance Officer

Job Purpose

The incumbent is responsible for resolving the Property Tax Delinquency cases and other Local Government tax types. This involves collecting delinquent taxes. Also involves securing voluntary compliance with the Tax Laws and Regulations.

Key Responsibilities

- Determines manner in which to resolve a variety of delinquency cases. This includes:
 - ✓ Identifying the specific issues involved;
 - ✓ Planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
 - ✓ Adjusting the approach and method according to conditions encountered in completing the case;
- Contacts Taxpayers to collect delinquent taxes, and initiate corrective action based on Taxpayers' Statements or records;
- Executes notices of levy, prepare and serve summoned actions when taxpayer neglects or refuses to satisfy liabilities. Conducts seizure and sales of real and personal property after equity of Government has been determined. Executes releases of property rights seized under levy;
- Interviews taxpayers and/or their representatives concerning all types of unpaid Property Tax liabilities;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers;
- Secures full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of the Taxpayer's Financial Status;

- Maintains records of cases that cannot be collected thereby providing a history of case activities, which could affect subsequent investigations. Maintains also work-papers consistent with completed activities;
- Recommends levy, Writ and Summons actions when taxpayer neglects or refuses to satisfy liabilities. Initiates requests for adjustments to Taxpayers' Accounts as appropriate;
- Investigates and informs supervisor of status of unusual processes and recommends appropriate action;
- Testifies as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position;
- Undertakes surveys to determine the number of entities required to pay Trade Licences within the jurisdiction;
- Monitors to ensure compliance by required entities;
- Undertakes required action to ensure payment by non-compliant persons;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal and analytical skills
- Good investigative skills
- Good skills in detecting indications of fraud, hidden assets, and other methods used to avoid compliance with tax laws
- Good oral and written communication skills
- Good time management skills
- Comprehensive knowledge of the laws, policies and procedures governing the preparation and execution of processes
- Working knowledge of the Tax Laws and Regulations, and Inland Revenue policies and procedures.
- Working knowledge of relevant computer systems and applications

Minimum Required Qualification and Experience

- Diploma in Business Administration or equivalent;
- Four (4) years related work experience.

Special Condition Associated with the Job

- Irregular and unscheduled working hours;
- Required much field work (60-70% of time);
- Exposure to dust, dirt and inclement weather conditions;
- Exposure to personal threat and injury.

7. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Director the incumbent is responsible for providing secretarial services and managing the routine functions of the office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an Electronic Data Retention and Tracking System;
- Types letters and memoranda for the Director;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an appointment Diary/Calendar to facilitate smooth and effective communication between the Director, and internal/external customers;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the Office;
- Researches files for data relevant to Local Government Authorities and prepares Status Report;
- Takes and transcribes Minutes of meetings and distribute to the relevant officers;
- Takes/screens and make telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Request stationery for all officers in the Unit;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer relations skills
- Good interpersonal skills

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

8. In-House Clerk

Job Purpose

The incumbent is responsible for utilizing the Property Tax Database System to generate payment information on property owners and advise Unit Head and Compliance officers. The In-house Clerk also generates arrears listing for various areas within the jurisdiction as well as requested to enable the Compliance Officers to track and find delinquent property owners.

In addition, the In-House Clerk prepares Summonses information as requested, prepares matters for Court and deals with property owners visiting the Office or calling on the phones.

Key Responsibilities

- Generates daily, weekly and monthly reports on Property Tax payments for use by the Manager and the Compliance Officers;
- Produces Compliance Reports for the jurisdiction and special areas as requested;
- Prepares Summonses, Final Reminders and General Reminders in keeping with established standards and regulations from Property Tax Outstanding listing as requested by the Compliance Officers or directed by the Manager;
- Provides effective Customer Service to Tax Payers in response to queries;
- Generates information on taxpayers from TAJ Database;
- Generates Property Tax Reports;
- Assists Taxpayers in making Property Tax Agreement for outstanding taxes;
- Answers incoming calls and providing information (as requested);
- Works with the Mobile Unit by generating notices, reminders and flyers as well as providing Customer Service on the days when the Mobile Unit is in the jurisdiction;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Strong proficiency in computers software
- Good oral and written communication skills
- Good time management skills
- Good Customer Service Skills
- Knowledge of the Property Tax Act
- Strong working knowledge of relevant computer systems and applications

Minimum Required Qualification and Experience

- Four (4) CSEC subjects;
- One (1) year's related work experience.

9. Secretary

Job Purpose

Reporting to the Project Manager the incumbent is responsible for providing secretarial services and managing the routine functions of the Office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an electronic data retention and Tracking System;
- Types letters and memoranda for the Project Manager;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an Appointment Diary/Calendar to facilitate smooth and effective communication between the Director, and internal/external customers;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the Office;
- Researches files for data relevant to Local Government Municipal Corporations and prepares Status Report;
- Takes and transcribes Minutes of meetings and distribute to the relevant officers;
- Takes/screens and make telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Request stationery for all officers in the Unit;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer relations skills
- Good interpersonal skills

Functional:

- Excellent knowledge of protocol for meeting
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- CXC or GCE "O" level English;
- Certificate in Administrative Management Level 2; **or**
- Secretarial Diploma/Certificate from a recognized institution;
- Four-five (4-5) years general office experience.

10. Collection and Disbursement Officer (FMG/AT 1)

Job Purpose

Reporting to the Manager, Accounts Payable and Disbursement, the incumbent is responsible for the collection and lodgment of all monies, the dispatch of cheques and the maintenance of Petty Cash Imprest.

Key Responsibilities

Technical/Professional:

- Prepares and issues receipts for cash and cheques collected ensuring that all amounts received are correct and receipt is properly drawn;
- Lodges amount received promptly to the relevant bank account;
- Posts and balances Receipts Cash Book on a daily basis;
- Posts receipts and lodgments to the FINMAN System (FINMAN);
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Maintains Petty Cash Imprest, making authorized payments and obtain Petty Cash reimbursements when necessary;
- Receives cheques for printing;
- Ensures that cheques are printed against vouchers;
- Writes cheque numbers on payment vouchers;
- Files payment vouchers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Technical skills
- Excellent use of technology

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st July, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**