



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 332

OSC Ref. C. 6276¹³

5th August, 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. **Urban Planner (SOG/ST 6) (Vacant) - Urban and Regional Planning Unit**, salary range \$1,656,124-1,968,611 per annum and any allowance(s) attached to the post.
2. **Final Accounts Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Division**, salary range \$953,768-1,133,731 per annum and any allowance(s) attached to the post.

1. Urban Planner (SOG/ST 6)

Job Purpose

Reporting to the Director, Urban and Regional Planning the incumbent is required to provide support to facilitate the implementation of the core functions of the Unit. The incumbent will also participate in the delivery of the urban and regional planning functions of the Ministry, specifically in relation to; urban planning modeling, sustainable growth, sustainable development planning interrelationship to disaster risk management, application of Geographical Information Systems (GIS) to the planning environment and the design and development of the Ministry's community/planning focus projects.

Key Responsibilities

- Participates in the formulation of the planning, organizing, direction and co-ordination of activities of the Urban and Regional Planning Unit;
- Participates in the development of the preparation of Work Plans;
- Provides advice to the Director on urban and regional planning issues including interpretation of the Planning Regulatory Framework/System, Urban Development and Urban Renewal, poverty alleviation, Disaster Risk Management, Environment/Natural Resources Management, Transportation Planning and Traffic Management, population and settlements;
- Conducts research of urban planning models and review sustainable development planning initiatives;
- Manages the implementation of reform initiatives such as AMANDA to improve the development applications process and recommends the use of information, statistics and projections to define key issues and goals for an improved planning system and develops manuals where appropriate;
- Collects, analyses, forecasts and maps trends in the development applications process;
- Participates in the design, development and implementation of the Ministry's projects which have a community/planning focus such as parks upgrading and maintenance, heritage and culture, urban development and renewal, and civic addressing;
- Participates in the evaluation of Ministries' activities for determination of consistency and coherence of different policies related to Urban Planning, Community Development and Environmental Management by collaborating with relevant Agencies and Departments under the Ministry;
- Collaborates with relevant Agencies and Departments under the Ministry in the development of policy positions on effective urban/regional planning, community development and environmental management;
- Contributes to the preparation of quarterly/annual Reports on urban planning and development strategies and objectives of the Ministry;
- Manages initiatives to ensure the inclusion of city/urban management considerations in the development applications process and sustainable development planning;
- Facilitates Strategic Neighborhood Action Plan Programmes, urban renewal initiatives, community-based planning initiatives and environmental consideration as well as give consideration to new trends in planning;
- Designs and conducts workshops, seminars and field visits to address the preparation of urban strategies to inform sustainable development projects;

- Ensures themes of urban strategy and developments are aligned with the National Development Plan and current policy directives nationally and locally;
- Collaborates with the Regional Planner and the Ministry responsible for Planning for synchronization of the sustainable development plans with development orders of each Parish;
- Collaborates with Local Authorities to prepare project plans for local sustainable development.

Required Knowledge, Skills and Competencies

- Highly developed interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties
- Ability to lead teams and delegate responsibilities
- Excellent analytical skills and problem-solving skills
- Ability to manage public/private partnerships
- Awareness of international trends in urban planning and environmental management
- Appreciation of international protocols affecting sustainable development in Jamaica
- Excellent knowledge of physical planning and environmental legislation and regulations

Minimum Required Qualification and Experience

- BSc Degree in Urban and Regional Planning, City Management, Natural Resources Management, Geography or related Discipline;
- At least two (2) years' experience in Urban Planning.

2. Final Accounts Officer (FMG/AT 2)

Job Purpose

Reporting to the Financial Accounts Manager, the incumbent is responsible for the proper and timely reconciliation of Bank Accounts. The incumbent is also responsible for the preparation and posting of Journal Vouchers.

Key Responsibilities

Technical/Professional:

- Ensures that the Bank Statements and cashed cheques are collected promptly from the Bank;
- Sorts cashed cheques by date and numerical sequence;
- Ensures that cashed cheques are properly ticked off against the Bank Statements to determine accuracy or any discrepancies;
- Ensures the Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details identifying and resolving any errors found until the reconciliation is balanced and 'clean' of any errors that can be adjusted immediately in the period;
- Examines Bank Statement against Cash Book to verify balances, receipts and lodgments;
- Prepares Journal Vouchers for Bank Charges, Debit and Credit Advice, Salaries and all Heads of Accounts;
- Post Journal Vouchers to Financial Management Information System (FINMAN) System in relation to expenditures paid by Accountant General's Department on a monthly basis for utilities, statutory deductions, salaries and/or travelling allowance;
- Examines Journal Vouchers to identify adjustments to Bank Statement and posts adjustment to the (FINMAN) System;
- Checks receipts/bills and post Journal Vouchers for personal advances and clear advances expeditiously by liaising with Final Accounts Manager;
- Reconciles bank accounts for Salaries, Projects and all Heads of Accounts;
- Advises the Final Accounts Manager, where necessary, of adjustments to be made to the Bank Statements;
- Submits completed Bank Reconciliation Statements to the Manager, Final Accounts;
- Assigns Journal Voucher numbers according to the number sequence adopted;

- Posts journals and check the correctness of posting;
- Maintains Journal Voucher files;
- Sorts cheques in numerical order and date and files same;
- Posts Bank Statements.
- Other such duties and responsibilities as may be determined 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:

- Good technical skills;
- Excellent use of the relevant computer technology.

Minimum Required Qualification and Experience

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

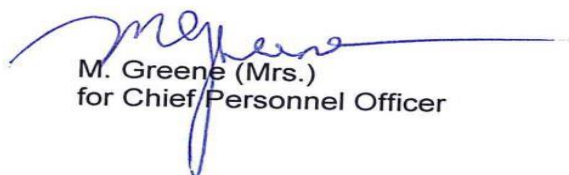
Applications accompanied by résumés should be submitted **no later than Thursday, 18th August 2022 to:**

**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.


M. Greene (Mrs.)
for Chief Personnel Officer