



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 367 **OSC Ref. C.6555¹⁴**

1st September, 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 the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Project Manager, Implementation of the National Craft Policy - (Contract)**, salary range \$4,422,000 per annum and any allowance(s) applicable.
2. **Payroll Officer (FMG/AT 2) – (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
3. **Collections and Disbursement Officer (FMG/AT 1) – (Not Vacant)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

1. Project Manager, Implementation of the National Craft Policy

Job Purpose

The Project Manager is responsible for providing leadership, co-ordination and guidance pertaining to the efficient administration and successful implementation of the activities to support the implementation of the National Craft Policy and Implementation Plan. The Project Manager will ensure effective administration of the project cycle including project inception and planning activities, co-ordinating, monitoring, reporting, project review and project closure. The Project Manager is required to work closely with the National Craft Council and key stakeholders in ensuring the successful implementation of the National Craft Policy.

Key Responsibilities

- Develops a comprehensive Work Plan in line with the Policy Implementation Plan and ensuring the timelines indicated in the policy are met;
- Oversees and/or ensuring that Project activities are being performed adequately, on schedule and in accordance with Contractual Agreements;
- Leads the development of a detailed Project Plan ensuring proper alignment of the Budget and Procurement projections;
- Reviews working relationship amongst the Government entities and stakeholders and recommend changes for the strengthening of the Industry;
- Collates the comments of stakeholders for each deliverable for submission to National Craft Council;
- Develops a Policy Implementation Monitoring and Evaluation Plan;
- Provides leadership in the management of the Project Team to enable efficiency and operating effectiveness;
- Identifies international donor funding opportunities to assist with funding implementation activities;
- Prepares proposals to access international funding to support implementation activities;
- Leads and/or oversees the preparation of reports for submission to the National Craft Council and other stakeholders as required and lead the Project Team in presenting such reports;
- Identifies potential risks related to assigned projects and recommending solutions through the development and updating of a Risk Matrix;
- Works with the relevant MDAs to ensure a comprehensive registry of craft, visual arts and souvenir producers is developed;
- Identifies new markets and market access requirements for Jamaican craft in collaboration with relevant MDAs;
- Conducts audit of local market spaces for craft items and make recommendations for bolstering distribution channels e.g. e-commerce, kiosks and other new retail sites;
- Expands existing National Rating System for producers in collaboration with JBDC;
- Develops programmes to encourage the formation of producer associations, co-operatives and other business models for craft producers;

- Creates a formal linkage programme to encourage production in line with market demand;
- Develops a national programme to provide incubator support to the branding, packaging, labelling and certification of authentic Jamaican craft;
- Collaborates with the JBDC, develop public interventions e.g competitions, events and exhibitions to expand the merchandising, retailing and visibility of authentic Jamaican craft;
- Hosting and/or participating in key events such as:
 - Stakeholder engagement
 - Capacity building seminars
 - Final evaluation
 - The project completion report
- Prepares the final report including impact assessment;
- Performs any other related duties that may be assigned from time to time by the Council.

Required Knowledge, Skills and Competencies

- Excellent oral and written communications skills
- excellent research skills including desk research, interviewing skills, focus group facilitation
- Strong analytical and problem-solving skills
- Experience in preparing Project Proposals for approval of International Funding Agencies

Minimum Required Qualification and Experience

- Post-graduate Degree in a Business Administration, Economics or related field with excellent Project Management skills (certification would be an asset) and at least three (3) years of experience in the planning, co-ordination, management and implementation of development projects; **or**
- A Bachelors' Degree in Business Administration, Economics or related field with Project Management Certification and at least five (5) years of Project Management experience. Training or experience in creative arts design would be an asset;
- Demonstrable experience working in Business Development, Planning and Development or the Manufacturing Sector for no less than five (5) years;
- Experience working with Government Ministries, Departments and Agencies (MDAs) in Jamaica;
- Proven experience working with a wide range of stakeholders in the Public or Private Sectors or at the community level to generate a collective effort.

2. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager Payroll (FMG/PA 1), the Payroll Officer is responsible for the control and payment of fortnightly paid staff.

Key Responsibilities

To ensure the timely and accurate preparation of the Fortnightly Payroll assigned:

Salary Computation

- Directs responsible for the Fortnightly Payroll;
- Assists in the preparation of the payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Checks and ensures that salary is correctly computed and any differences/errors;
- Ensures that advances and overpayments of salaries are promptly recovered;
- Prepares Leave Certificate (P45) and Last Pay Certificate (P24);
- Prepares Payment/Lodgement Vouchers;
- Maintains and balances Salary Control Register for each payroll run.

Deductions and Returns

- Check and verify that statutory deductions and other authorized deductions are made and paid over promptly;
- Ensure that Annual Returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emolument Budget by providing salary particulars on each staff member;

- Provide letters to employees or Organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax, etc.;
- 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 customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications namely Word, Excel, Outlook
- Knowledge of relevant payroll software and other applicable computerized Accounting Systems
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

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 BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

3. Collections and Disbursement Officer (FMG/AT 1)

Job Purpose

Under the direction of the Manager, Accounts Payable, the incumbent is responsible for the collection and lodgement of public monies, and for the maintenance of Petty Cash Imprest.

Key Responsibilities

Management/Administrative:

To collect funds, issue receipts and make lodgements by:

- Preparing and issuing receipts for cash and cheques collected ensuring that amounts received are correct and receipt is properly drawn;
- Lodging promptly, amounts received to the relevant bank account;
- Recording all receipts drawn in the Receipt Cash Book;
- Posting and balancing Receipts Cash Book on a daily basis;
- Preparing and submitting summary of Miscellaneous Revenue lodgement to the Accountant General's Department when funds are lodged.

To maintain the Value Book by:

- Receiving cash and/or cheques along with covering memo from the Registry and verifies correctness of entry in the Value Book and official issue receipts where necessary;
- Maintaining Value Book by recording official receipt numbers against each entry or any other action taken.

To Maintain Petty Cash Imprest by:

- Maintaining Petty Cash Imprest by making authorized Petty Cash payments;
- Making periodic reimbursement of Petty Cash to ensure adequate Petty Cash float;
- Preparing AIA Expenditure Credit and Advance Recovery Report.

Technical/Professional:

- Posts to the Accounting System the details of all receipts and lodgement on a daily basis;
- Inserts details of each individual data on the Accounting System;
- Generates list (s) of the posted receipts, reconcile with the Receipt Cash Book and submit listing to the Final Accounts' supervisor for certification and authorisation;
- Prepares receipt and Lodgement Journal Vouchers and post to the Accounting System.

Required Knowledge, Skills and Competencies

- Good team skills
- Excellent interpersonal skills
- Attention to detail
- Ability to work under pressure

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 Level 1; **or**
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

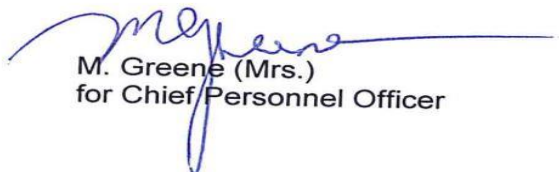
Applications accompanied by résumés should be submitted **no later than Wednesday, 14th September, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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