



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. 467

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2nd November, 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 **Cannabis Licensing Authority (CLA)**:

1. **Administrator, Office Services and Fleet Management (GMG/AM 4) (Contract)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Budget Officer (FMG/PA 1) (Contract)**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

1. Administrator, Office Services and Fleet Management (GMG/AM 4)

Job Purpose

Under the direct supervision of the Director, Administration, the incumbent is responsible for providing efficient and effective office service for the Authority by providing a physical work environment that is conducive to and supportive of performance excellence.

The incumbent will ensure that all stocks are adequately accounted for by way of a functioning Inventory System as well as the Motor Vehicle Fleet is properly managed.

Key Responsibilities

Office Services:

- Assists with travel arrangement (hotel and flight) for official travel;
- Computes allowances due to officials;
- Completes requests for foreign exchanges for review by Director;
- Completes requests for dispatch to the Permanent Secretary for approval;
- Prepares correspondence to the Director, Administration for approval of per diem;
- Supports the Director in ensuring that all offices are properly equipped with adequate furniture and equipment by:
 - Equipping offices with adequate office furniture and equipment
 - Ensuring that all office equipment is in working condition
- Assists with establishing systems and procedures for the payment of relevant bills on a timely basis;
- Maintains a daily logging system to monitor the maintenance of offices and other facilities;
- Ensures Cleaning Support Team is adequately allocated and the necessary services are provided to the respective offices within the Authority Arranges for the collection and distribution of newspapers to relevant officers;
- Ensures meeting rooms are prepared in a timely manner;
- Assists with arranging new seating plans and modifications to existing accommodation/arrangements Assists with the purchase of new office furniture/equipment or to arrange for the repairs/servicing of same;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supplies;
- Ensures that the upkeep of an adequate cleaning service which entails dusting, cleaning carpet, cobwebbing;
- Maintains a Robust Inventory Control System to include Standard Operating Procedures;
- Ensures the maintenance of an up-to-date inventory of all furniture, office equipment and supplies Ensures goods received are certified, promptly recorded and taken into storage Identifies shortages, excesses, breakages and incorrect deliveries for prompt action e.g. returns;
- Distributes goods to relevant Units/Divisions within the Authority;
- Maintains Purchasing Database and Cross Reference with invoices and other documentation to monitor and track payments to suppliers. Conducts stocktaking of goods in keeping with set standards to reconcile balances and to inform stock re-order levels Maintains proper storage records e.g. codes and classification Recommends the disposal

of waste, obsolete, defective and contaminated items in storage in accordance with Government guidelines.

Customer Service:

- Performs the duties of a relief Customer Service Officer;
- Facilitates orientation of staff on use of telephone features;
- Ensures that the Receptionist Area is adequately staffed, and proper protocols observed in the interactions with visitors and staff;
- Plans and maintains the provision of adequate Office Attendant and Messenger Services and rotates staff from time to time to ensure efficiency.

Transport Services:

- Prepares the schedules for vehicle operations, staff events, mail delivery, meetings etc.;
- Assists with preparation of Budget for the Procurement of vehicles to meet the Authority's needs;
- Ensures the general servicing, repairs and maintenance of the Authority's vehicles;
- Ensures the economic use of petrol, advance cards, oils and lubricants;
- Monitors the motor vehicle documents (fitness, Registration Certificates and Insurance Certificates) for all fleet vehicles are up-to-date and properly filed;
- Ensures the safe custody of vehicles after working hours;
- Notifies the relevant stakeholders where accidents occur.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government's asset management policies
- Working knowledge of Finance Administration and Audit Act (FAA Act)
- Working knowledge of GOJ Procurement Policies and guidelines
- Sound knowledge of office/stores/inventory management Sound knowledge of supplies and inventory analysis Excellent report writing skills Ability to plan and co-ordinate corporate events/functions Ability to negotiate with suppliers of goods and services
- Well-developed critical thinking, analytical and problem-solving skills
- Computer Literacy - especially Microsoft Excel, Word, PowerPoint

Minimum Required Qualification and Experience

- Diploma or Associate Degree in Management Studies, Business or Public Administration or equivalent qualifications Three (3) years' experience in a related field.

OR

- Five (5) CXC or GCE 'O'Level subjects including English Language and Mathematics or a numeric subject; successful completion of prescribed Courses of study at the Management Institute of National Development (MIND) or any appropriate accredited studies, plus eight (8) years' general office experience;
- Experience in Events Planning or Administrative and Asset Management or Procurement is required.

Special Conditions Associated with the Job

- May be required to work long and unscheduled work hours to meet critical deadlines, including on weekends and public holidays;
- Possessing a valid General Driver's Licence would be an asset.

2. Budget Officer (FMG/PA 1)

Job Purpose

Under the supervision of the Finance and Accounts Director, the incumbent will be responsible for establishing and maintaining the Commission's expenditure, clearing, deposits, salaries, and other special bank accounts as well as monitoring the daily cash balances and ensuring that the balances held are agreed. The incumbent will also participate in the budgetary process and be responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate and in compliance with established Government of Jamaica (GOJ) accounting regulations, instructions, practice and General Accounting Standards.

Key Responsibilities

Management/Administrative: Budget

- Prepares Annual Wage Bill Reports;
- Consolidates Budget Proposals supported from Head of Departments;
- Analyzes Budget proposals supported by Corporate and Operational Plan for the Commission's Recurrent, Capital accounts and Bilateral Projects;
- Assists with the rationalize and prioritize programmes, activities, and projects vis-à vis corporate objectives as set out in the Commission's Corporate Plan to match expenditure ceiling given by the Ministry of Finance and Planning (MOFP);
- Aids the Financial Manager with preparing information for the Budget Unit and assist in the preparation for Budgets in relation to medium-term programmes and activities;
- Prepares and submits Proposed Estimate of Expenditure.

Accounts:

- Co-ordinates and controls the activities of payments;
- Ensures that invoices, bills, and files are compliant in keeping with procurement procedures;
- Prepare Invoice Orders;
- Prepares Payment Journals and vouchers;
- Prepares monthly Expenditure Reports;
- Maintains and reconciles all bank accounts i.e. recurrent, deposits, etc.;
- Maintains Fix Asset Register in keeping with GOJ regulations;
- Maintains Petty Cash Funds;
- Generates Tax Certificates from TAJ Online System;
- Prepare Annual Returns.

Payroll

- Ensures that salaries are accurately computed and payment deadlines are met;
- Prepares Monthly and Fortnightly on/off controls;
- Prepares payment schedule for on-line direct deposit;
- Prepares Journal entries for salary and statutory payment;
- Ensures that statutory and personal deductions are disbursed within the stipulated time;
- Reviews Payroll Earnings Cards;
- Computes and prepares Vacation and Separation Leave Calculations;
- Inputs new employees on the Payroll System;
- Provides information for internal and external Auditors;
- Liaises with the Director, Finance and Accounts regarding the commitment of funds;
- Advises the Director, Finance and Accounts of any shortfall in Cash Flow from subventions and where subventions issued are less than expected;
- Analyzes areas of expenditure to determine potential savings, efficiencies or possible reconfiguration;
- Analyzes Financial Reports submitted in conjunction with the Corporate Plan;
- Prepares Final Accounts Reports in accordance with established GOJ Accounting Standards.

Technical/Professional:

- Assists with the monitoring of the daily cash balances;
- Prepares Expenditure and Annual Appropriation Statements;
- Assists with the development of the Commission's Strategic Plan;
- Performs any other duties related to the operations of the Commission and the other entities as required.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving, decision-making, planning and organizing skills
- Goal/result oriented
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Good analytical
- Proficiency in Accounting packages such as Peachtree/SAGE, IPS, Microsoft Excel and Word
- Sound knowledge of the Government of Jamaica Financial Administration and Audit (FAA) Act

- Good knowledge of accounting principles and practices

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/level 3; **or**
- ACCA Level 1; **or**
- Diploma in Accounting; **or**
- Associate. Degree in Business Studies/Management Studies/Business Administration or Accounting; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- Five (5) years relevant experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15th November, 2022 to:**

**The Director,
Human Resource Management and Development
Cannabis Licensing Authority
4th Floor, Pan Jam Building,
60 Knutsford Boulevard, Kingston 5**

Email: vacancies@cla.org.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**