



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 39** **OSC Ref. C.4860<sup>10</sup>**

24<sup>th</sup> January, 2023

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 **National Council for Senior Citizens, Ministry of Labour and Social Security**:

1. **Social Worker 1 (Parish Organizer) (SWG/PS 1) – (St. Thomas)**, salary range \$2,735,387 - \$3,678,791 per annum.
2. **Accounting Technician (FMG/AT 1)**, salary range \$1,370,094 - \$1,842,625 per annum.

#### **1. Social Worker 1 (Parish Organizer) (SWG/PS 1)**

##### **Job Purpose**

Reporting to the Principal Social Worker, the incumbent will organize, co-ordinate and maintain programmes and activities for the well-being of persons sixty (60) years and over.

##### **Key Responsibilities**

- Conducts socio-economic surveys of Senior Citizens for the Senior Citizens Programme by:
  - ✓ Utilizing data prepared by Statistics Department
  - ✓ Visiting communities to identify the aged 60 years and over;
- Organizes Senior Citizens Clubs by:
  - ✓ Recruiting volunteers within each District to assist in the establishment and operation of the Senior Citizens Club
  - ✓ Identifying and making arrangement to utilize buildings where Club Meetings can be held on a regular basis
  - ✓ Arranging cultural, spiritual, physical, social and occupational activities
  - ✓ By conducting family to family programmes in which one family assists a senior citizen or a couple in need of financial assistance, personal care, companionship, recreation and other social amenities;
- Trains volunteers and assigns them to project (such as income-generating projects);
- Supervises work of Volunteers in their areas;
- Obtains publicity and conducts public relations in respect of the programme;
- Liaises with Organizations (adult & youth), churches, schools, business firms, service clubs, community leaders, etc, to acquaint them with the aims and objectives and also the activities and the programmes of the Agency and encourages participation through way of service and/or gifts to senior citizens;
- Organizes and supervises feeding centres based on surveys carried out;
- Assigns investigations of beneficiaries to feeding Centre Clerks
- Acts as Liaison Officer between Volunteers and Head Office (National Council for Senior Citizens);
- Organizes and attends Monthly Project Meeting with Volunteers;
- Undertakes "House Visits" to ascertain the relevant needs of Senior Citizens and endeavours to assist with their needs;
- Refers Senior Citizens for Public Assistance or to the Poor Relief Department of the Parish Council, National Insurance Office, carries out surveys, registers Senior Citizens re: Drug for the Elderly Programme, NHF, GOJ, Medical Institutions and other social agencies for appropriate benefits, where necessary;
- Supervises Handicraft Instructors;
- Arranges for
  - ✓ Senior Citizens' Week
  - ✓ Tours to places of interest
  - ✓ Special Services and other social activities for Senior Citizens
  - ✓ Educational and Cultural Programmes
  - ✓ The promotion and institution of income-generating programmes for the elderly
  - ✓ Participation of elderly in national & community events/programmes
  - ✓ Christmas Treats

- Reports on matters relating to the welfare of the elderly and Senior Citizens Club through the Executive Director, National Council for Senior Citizens;
- Supervises Senior Citizens Club Craft Shop for the marketing of craft items produced by Senior Citizens;
- Plans and supervises fund-raising programmes for Senior Citizens Clubs;
- Replies to all correspondence related to Senior Citizens activities;
- Attends enrolment service for Senior Citizens and presents Senior Citizens buttons, etc.;
- Carries out surveys of members for Parish Committees;
- Supervises home-help services by preparing assignments for Nurse Aides to visit home of shut-ins to do necessary chores, etc.
- Prepares and submits Monthly and other Reports to the Council, as requested;
- Pays special attention to complaints, requests and appraisals received from beneficiaries;
- Supervises students who are on Practicum experiences;
- Coaches competitors for competitions, i.e. Bible Quiz, Spelling, etc.;
- Performs any other duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Excellent interpersonal skills
- Good time management skills
- Reliable
- Ability to empathize
- Impact and influence

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Social Work;
- Two (2) years' work related experience;
- Training in Gerontology would be an asset.

## **2. Accounting Technician (FMG/AT 1)**

### **Job Purpose**

The incumbent will be a senior checker of bills, claims, invoices, etc., to ensure their validity and accuracy and for entry to Accounts Payable.

### **Key Responsibilities**

- Thoroughly checks all vouchers assigned for the following:
  - ✓ The presence of an approved commitment requisition
  - ✓ The presence of necessary bills/claims/documents, authority, etc. and that it has been countersigned by the Programme Manager where necessary
  - ✓ Arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductible
  - ✓ Adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received and stock placed on inventory
  - ✓ Adherence to the FAA Act, FAA Act Financial Regulations, FAA Act Instructions, staff orders and all other pertinent statutes
  - ✓ The accuracy of the account codes and other information recorded on the voucher
  - ✓ All other checks as deemed necessary;
- Signs vouchers “**checked**” that are correct in all regards;
- Enters all checked vouchers into Accounts Payable.

### **Required Knowledge, Skills and Competencies**

- Excellent knowledge of Government and general accounting standards and procedures
- Good knowledge of the Ministry's policies and procedures
- Good customer relation and interpersonal skills
- Good oral and written communication skills
- Good supervisory skills, with an eye for detail
- Excellent planning and organizing skills
- Ability to work on own initiative
- Ability to work in a team
- Ability to use Microsoft Office applications

### **Minimum Required Qualification and Experience**

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

Applications accompanied by résumés should be submitted **no later than Monday, 6<sup>th</sup> February, 2023 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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**