



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 38
OSC Ref. C.4858⁴⁴

24th 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 be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Transport Manager (GMG/SEG 1) – Facilities and Property Management Branch – (Not Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
2. **Accounting Technician 2 (FMG/AT 2) – Plant Quarantine/Produce Inspection Branch – Export Complex (Montego Bay) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Transport Manager (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Facilities and Property Management (GMG/SEG 4), the Transport Manager (GMG/SEG 1) is responsible for ensuring the efficient and effective functioning of the Transport Unit by managing and controlling the Ministry's fleet of motor vehicles and establishing and maintaining a programme for the maintenance and repairs of these vehicles and their accessories. The Officer is also responsible for ensuring that the inventory and procurement of motor vehicles and mechanical equipment are managed in accordance with the Government of Jamaica's (GoJ's) Service and Procurement Guidelines.

Key Responsibilities

Management/Administrative:

- Supervises the preparation of Repairs and Service Records for road worthy vehicles;
- Attends meetings, seminars and conferences on behalf of the Ministry;
- Monitors funds allocated to the Unit by approving expenditure and ensuring that expenditure conforms to budgetary parameters;
- Reports all accidents and takes all necessary follow-up actions;
- Writes letters, Minutes and reports on various activities within the Unit;
- Replies to queries from Private and Public Agencies concerning farm machinery and equipment and the Ministry's fleet of vehicles for vetting by the Manager;
- Prepares and submits periodic reports on the operational efficiency of each vehicle on the prescribed form;
- Keeps the Manager informed of the progress of various activities and major problems of the Unit.

Technical/Professional:

- Establishes and maintains a programme for the maintenance and repairs of the Ministry's vehicles and accessories;
- Determines priorities and sets targets within parameters of the Divisional Objectives;
- Designs and reviews, in collaboration with the Manager and other senior members of staff, schedules, procedures, repairs and maintenance standards;
- Conducts periodic reviews of schedules and makes spot checks to ensure that priorities and targets are being met and repairs and maintenance standards are being adhered to;
- Manages and controls the Ministry's fleet of motor vehicles;
- Ensures currency of motor vehicles licences and Certificates of Fitness;
- Keeps Inventory Records up to date;
- Ensures periodic maintenance is carried out;
- Ensures speedometer is functional and promptly repaired if defective;
- Conducts regular checks of the Log Book, gas/gas oil records and stock balances;
- Schedules vehicle movements to economize on fuel consumption;
- Checks Time Sheet to ensure proper vehicle handing-over procedures are observed;

- Responds to requests/complaints on Transportation issues and ensures they are resolved/addressed.

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and Leave in accordance with established Human Resource policies and procedures;
- 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/Unit 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;
- Allocates and schedules work; allocates Monthly Mileage to Travelling Officers.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Strong leadership and management skills
- Good interpersonal skills
- Strong customer relations skills
- Good planning and organizing skills
- Integrity

Technical:

- Good report writing skills
- Knowledge of the Financial Administration and Audit (FAA) Act
- Basic knowledge of Auto Mechanics
- Knowledge of the operations of Government/Ministry's Policies and Procedures
- Proficiency in the use of relevant Computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Mechanical Engineering or equivalent tertiary education;
- Five (5) years' experience in Maintenance Management at a supervisory level.

Special Conditions Associated with the Job

- Will be required to travel island-wide;
- Will be required to work extended hours.

2. Accounting Technician 2 (FMG/AT 2)

Job Purpose

Under the supervision of the Manager/Plant Quarantine/Produce Inspector (SOG/ST 7), the Accounting Technician 2 (FMG/AT 2) will provide all the financial services and support to the Export Complex (Montego Bay).

Key Responsibilities

- Prepares customer invoices (off and on site);
- Collects revenues and issues receipts;
- Updates Cash and Cheque Receipt Books on a daily basis;
- Updates files with running balance;
- Monitors receivable files, ensuring that the computer files and hard copies reflect same information;

- Updates Payment Cash Book on a daily basis;
- Updates the Receivable Ledger;
- Prepares Monthly, Quarterly and Yearly Reports;
- Prepares daily lodgments;
- Maintains Petty Cash Imprest and Cash Float on a monthly basis;
- Liaises with the Manager on a regular basis with regards to receivables;
- Answers and routes telephone calls on a daily basis;
- Liaises with customers regarding settlement of balances;
- Files and maintains files;
- Operates the Accounting software, Quick Books;
- Makes photocopies of relevant documents;
- Ensures that the US Dollar exchange rate is checked and adjusted to reflect the preclearance rate each day;
- Ensures that proper inventory and storage of accounting records and documents, such as Receipt Books, Deposit Books and Cash Books, are maintained;
- Ensures that Release Forms are prepared to release customers' goods/produce that were stored or fumigated;
- Ensures that the tallying of the throughput services offered to customers, such as Caribbean Airlines and Ajas Ltd., are conducted;
- Prepares deposit slips and deposit summaries for submission to the Head Office (Final Accounts);
- Creates, stores and maintains records of customers in a filing cabinet for easy retrieval.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommends and/or initiates corrective action, where necessary, to improve performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizational goals;
- Performs other functions assigned from time to time by the Manager of the Export Complex.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work in a team
- Customer and quality focus
- Good time management skills
- Good problem-solving and decision-making skills
- Good leadership skills

Technical:

- Sound Knowledge of Government Accounting Procedures and the FAA Act
- Sound Knowledge of general accounting principles and practices
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

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 (2nd) year of the Bachelor of Science Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- Associate of Science Degree in Business Studies/Business Administration/Management Studies; **or**
- Associate of Science Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting, Level 2.

Special Condition Associated with the Job

- Will be required to work on weekends.

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

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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