



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 105**

**OSC Ref. C. 6528<sup>12</sup>**

**7<sup>th</sup> March, 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 post of **Head, Payroll Unit (FMG/PA 1) – (Not Vacant)** during the period **(March 15, 2023 to May 19, 2023)** in the **Finance and Accounts Division, Ministry of Science, Energy and Technology**, salary range \$2,735,387 - \$3,678,791 per annum.

### **Job Purpose**

Under the direct supervision of the Director Accounts Payable and Payroll, the incumbent is responsible for ensuring that payments of salaries, other emoluments, and deductions there from are properly authorised, accurately computed, and meet agreed deadlines.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Supervises the Payroll Unit to ensure that the Unit's objectives are achieved;
- Receives all correspondence in respect of salary, notes and dispatch to the relevant Payroll Officer along with any necessary clarification or explanation of any technical matter;
- Ensures that the Unit is carrying out the proper procedures and guidelines regarding the payment of salaries;
- Responds to queries and provides information in relation to salaries;
- Ensures that all employees are enrolled on the Centralized Payroll Payment System in order to receive prompt payment of salaries;
- Uploads all net salary from Bizpay to the Centralized Payroll Payment System for payment by Accountant General's Department;
- Ensures that Payroll information from the Ministry's Agencies are received and processed effectively and efficiently enabling lodgement to the various accounts to meet all Payroll deadlines.

#### ***Technical/Professional:***

- Ensures the operation of an effective and efficient Payroll System;
- Trains staff in all the complexities and intricacies regarding the computation of salaries and allowances;
- Prevents and eliminates the number of instances of overpayment and underpayment of salaries and ensures that proper controls exist for the early detection of errors;
- Deals with problems related to salary, which the Payroll Officers are unable to solve;
- Ensures that monthly and fortnightly salaries are paid on time in accordance with the FAA instructions;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances salary on and off control Register;
- Maintains a continuous record of salary particulars of each employee on the Payroll reflecting the following information:
  - ✓ Date of appointment
  - ✓ Anniversary date for the payment of increments
  - ✓ Post
  - ✓ Cost centre
  - ✓ Salary scale, present salary;
  - ✓ Notes regarding acting appointments and other salary/payroll process
- Prepares Payroll for the Projects;
- Checks and verifies that all statutory deductions and other authorised deductions are withheld and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT for both Ministry and external funded project staff are made and submitted to Tax Administration Jamaica (Inland Revenue Department) promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Management Accounts Unit and the external projects manager reflecting the following particulars for each member staff:

- ✓ Name of employee
- ✓ Present salary
- ✓ Date of appointment
- ✓ Date for the payment of incremental/ salary adjustments, etc.
- Provides letters to employees or Organizations regarding the salaries paid to employees Including:-
  - ✓ Salary payable
  - ✓ NHT contributions
  - ✓ Income Tax, etc.

#### ***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary to improve performance;
- Participates in the recruitment of staff for the Division and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Ensures the welfare and development needs of staff in the Unit are identified and addressed;
- Conducts In-house Training Sessions for accounts staff and seminars as required;
- Ensures that the Unit's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- 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
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity

##### ***Functional:***

- Ability to use own initiative
- Use of technology (relevant computer applications)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Impact and Influence
- People Management
- Change management
- Goal/result oriented
- Good leadership skills
- Good planning and organizing skills
- Methodical
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAAA Act
- Skilled in the operation of computerised accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

#### **Minimum Required Education and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2&3; **or**

- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

**Special Condition Associated with the Job:**

- May be required to travel within the country;
- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.

Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> March, 2023 to:**

**Principal Director, Corporate Services  
Ministry of Science, Energy and Technology  
PCJ Building, 2nd Floor  
36 Trafalgar Road,  
Kingston 10**

**Email: careers@mset.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**