



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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2nd 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 following posts in the **Ministry of Transport and Mining**:

1. **Records Officer 1 (PIDG/RIM 2) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.
2. **Accounting Technician (FMG/AT 1) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.
3. **Cashier (FMG/CS 2) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the general supervision of the Mining Registrar, the incumbent is responsible for maintaining an effective Records Management System and ensuring timely dissemination and retrieval of information, documents and files.

Key Responsibilities

Technical:

- Maintains a stamp imprest by keeping record of all stamps purchased on a timely basis;
- Develops and selects suitable main subject heading for files;
- Receives, logs and files Quarry Applications;
- Maintains a current central Master index of all files in the office;
- Records entries on files;
- Develops Classification System;
- Develops and maintains a movement log of files;
- Maintains proper storage and retrieval of files;
- Retrieves files as requested;
- Updates manual files and records ensuring that all documents are placed on relevant files;
- Develops retention schedule for files;
- Maintains an effective 'Bring Up' system;
- Assists with the retrieval of files;
- Ensures that files are provided on a timely basis;
- Keeps current with new techniques in Registry Operations;
- Makes photocopies/scans documents for clients.

Administrative:

- Prepares Individual Work Plan;
- Prepares reports as per requests.

Required Knowledge, Skills and Competencies

Core:

- Excellent team player
- Excellent communication and interpersonal skills
- High Level of co-operation
- Highly client and quality focus
- Excellent time management skills
- High level of integrity and confidentiality
- Excellent use of initiative

Technical:

- Sound knowledge of Records Management

- Knowledge in the use of computer applications
- Good analytical and evaluation skills
- Good planning and organizational skills

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

2. Accounting Technician (FMG/AT 1)

Job Purpose

Under the supervision of the Accountant, the incumbent is responsible for carrying out accounting activities, recording procedures and complying with the Financial Administration and Audit Act (FAA).

Key Responsibilities

- Checks and calculates Employees' Time Sheets;
- Prepares Fortnightly Salaries;
- Prepares personal and statutory deductions;
- Prepares and submits salary vouchers for reimbursement;
- Maintains salary control and employee records;
- Maintains Statutory Deduction cards and prepares Annual Returns for various Agencies;
- Writes and signs cheques;
- Acts as Relief Cashier;
- Performs any other related duties which may be assigned from time to time;
- Reconciles the Division's commercial bank accounts;
- Ensures that payment/claim vouchers, regular bills, are properly checked for probity, accuracy, regularity, propriety, authenticates and to check contract associated with payment;
- Ensures that payments are properly committed for the Division promptly;
- Issues Gas Card;
- Certifies or prepares Purchase Orders;
- Assists with the preparation of Tax Withholding Certificates;
- Assists with the examination of the Payroll;
- Process Bus Passes;
- Examines and ensures that any errors are identified from details of reconciliation summary for a balanced Reconciliation;
- Inserts appropriate Journals for Memo Credits, Memo Debits, Bank Charges and Stale Dated Cheques etc;
- Informs the Accountant and the bank of existing errors found on statements; writes the bank and follows up until the inaccuracies are remedied or corrected;
- Performs any other related accounting duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government Accounting
- Excellent knowledge of the FAA Act
- Excellent knowledge and proficiency in Microsoft Excel and Word
- Excellent office practices and procedures
- Excellent time management skills
- Good planning and organizing skills
- Excellent customer services skills
- Excellent interpersonal skills
- Good problem-solving and decision-making skills

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

3. Cashier (FMG/CS 2)

Job Purpose

Under the supervision of the Accountant (FMG/PA2), the Cashier is responsible for accurate collection of Public Monies on behalf of the Mines and Geology Division, and the Government in general and reports these collections to the relevant Authorities. Also to disburse cheques drawn on MGD accounts and the Petty Cash Imprest for the Division.

Key Responsibilities

Technical/Professional:

- Collects all public monies paid to the Commissioner of Mines and issues receipt for same;
- Posts particulars of Receipt Book to Receipt Cash Book and extracts balances;
- Prepares Lodgements Books and makes lodgements to relevant Accountant General Deposit, and AIA accounts;
- Posts receipt from Head Office for expenditure credit to Cash Book;
- Updates computerized Revenue Collection Report and submits copy of same to Head Office, Commissioner and Deputy Commissioner of Mines;
- Prepares and forwards statements regarding each lodgement to Accountant General's Department;
- Updates Appropriation in Aid account on computer;
- Prepares Monthly Revenue Statement for Royalty, Quarry Tax and other Mining fees for Deputy Commissioner of Mines;
- Collects all cheques; records same into Disbursement Book and disburse to relevant Personnel;
- Maintains Petty Cash Imprest;
- Prepares Purchase Orders for goods and services;
- Prepares Payment Vouchers;
- Issues fuel cards, receives and attaches receipt for fuel on requisitions and record same;
- Collects all monies for Blasting Forms, Competence Certificates and Site Inspections, issues receipts for same and lodge to deposit account;
- Prepares re 50% payments of guard service bill letter to Water Resources Authority;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Ability to use own initiative
- Use of technology (relevant computer applications)
- Good problem-solving and decision-making skills
- Excellent planning and organizing skills
- Records and information management skills

Minimum Required Qualification and Experience

- Certificates in Accounting from Post-Secondary Institutions;
- In-service training courses in Government Accounting and Voucher preparation are assets;
- The incumbent is also required to complete specific job-related courses at the Management Institute for National Development (MIND);
- One (1) year experience in a similar area.

Special Conditions Association with the Job:

- May be required to work beyond normal working hours;

- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Wednesday, 15th March, 2023 to:**

Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10

Email: hr@mtw.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