



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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14th 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 fill the following **vacant** posts in the **Jamaica Library Service**:

1. **Senior Accounting Officer (FMG/PA 2) - Finance Division (Headquarters)**, salary range \$3,332,803 – \$4,482,249 per annum.
2. **Registrar (PIDG/RIM 3) - Registry, Human Resource Management and Administration Division - (Headquarters)**, salary range \$1,753,837 – \$2,358,715 per annum.
3. **Senior Secretary (OPS/SS 3) (2 posts) - (Headquarters)**, salary range \$1,370,094 – \$1,842,625 per annum.
4. **Administrative Officer – Pensions (GMG/AM 2), Human Resource Management and Administration Division (Headquarters)**, salary range \$1,370,094 – \$1,842,625 per annum.
5. **Administrative Officer – Procurement (GMG/AM 2), Human Resource Management and Administration Division (Headquarters)**, salary range \$1,370,094 – \$1,842,625 per annum.

1. Senior Accounting Officer (FMG/PA 2)

Job Purpose:

Under the general direction of the Director, Finance, the incumbent is responsible for managing the day – to – day operations of the Finance Division by ensuring that the accounting procedures and practices are engaged to facilitate achievement of the operational goals of the Organization by:

- The timely preparation of Financial Statements required for management control and financial reporting;
- Assisting the Director of Finance to ensure adequate Cash Flows to meet the Organization's needs and objectivities.

Key Responsibilities

- Process all general accounting and financial documents;
- Reviews, edit and collates exhibits and schedules for Financial Reports;
- Checks and authorizes all cheque vouchers and invoice for payments;
- Process accounting data affecting fixed assets, loan funds, capital projects and records the data;
- Prepares Statutory Returns and all other financial reports;
- Keeps abreast of modern accounting practices and continually review JLS Internal Controls and Documentation;
- Ensures that accounting records are complete, safely stored and access is restricted to authorized individuals.

Technical:

- Manages the payments procedures and ensures that payments are made in keeping with the FAA Act;
- Ensures that all taxes, personal and Statutory Deductions are remitted on time and in accordance with the Financial Regulations;
- Ensures that proper financial records are prepared and maintained;
- Manages the expenditure in keeping with the approved Budgets;
- Ensures the timely, accurate and confidential payment of salaries and other related

- payments;
- Ensures that bank accounts are properly funded and reconciled;
- Creates systems for accountability, efficiency and transparency of the Organization's undertakings;
- Ensures that the receivables due to the Organization are paid on time and managed efficiently in accordance with the laws and regulations governing the Organization's operations;
- Assists with the Organization's purchasing portfolio, including attendance at Procurement Committee Meetings;
- Liaises with the Ministry of Education and Youth with respect to the Organization's Subvention;
- Ensures that the Organization's accounts comply with the requirements of the Financial Administration and Audit (FAA) Act and other regulations;
- Supports the Director, Finance in ensuring the audit and production of the Annual Financial Statements and Annual Report in keeping with the regulations of the Jamaica Library Service Act and the FAA Act;

Administrative:

- Carries out Performance Evaluation of the Accounting Staff as required;
- Manages any funds, grants or donations that the Organization may receive;
- Provides information/advice to staff and service providers on matters relating to Government Financial and Accounting Policies;
- Participates in the Strategic Management Process;
- Represents the Department at meetings as required;
- Responds to internal and external Audit queries and ensures that recommendations are implemented;
- Develops/oversees the design of the Individual Work Plans for staff in the Unit ensuring that staff is effectively utilized and productivity of the Department is optimized.

Required Knowledge, Skills and Competencies

- Good problem-solving skills
- Maintain a high level of integrity
- Ability to exercise sound judgment
- Excellent analytical and judgment skills
- Sound knowledge of accounting applications
- Sound knowledge of GOJ classification of accounts
- Working knowledge of JLS operational, technical, and administrative systems
- Excellent interpersonal skills
- Ability to interpret and analyze financial statements
- Excellent leadership and Management skills
- Excellent knowledge of the Financial Administration and Audit (FAA) Act and other Government of Jamaica's regulations related to Public Sector Payments
- Proficiency in the use of relevant computer applications: Excel, Word etc.
- Proficiency in the use of Payroll software as Accupay

Minimum Required Qualification and Experience

- University Degree majoring in Accounts or professional qualifications in Accounts;
- Well-developed communication and interpersonal skills
- Three years working experience in a Senior Accounting position

Special Conditions Associated with the Job

- Extensive travel to parish libraries island wide;
- Will be required to work outside of normal working hours and on weekends.

2. Registrar (PIDG/ RIM 3)

Job Purpose:

The Registrar under the supervision of the Deputy Director, Human Resource Management will develop, implement, and maintain an effective storage and retrieval systems to facilitate and promote the timely access to and retrieval of stored information for decision making and other operational activities in the Human Resource Management Administration Division.

Key Responsibilities

- Develop and implements efficient records and information systems;
- Receives, records, stores and retrieves information and file in a timely basis;
- Creates, updates and maintains personnel files and records (print and electronic);
- Prepares input for reports and meetings;
- Aids in the co-ordination of special projects associated with the access, usage and disposition of records and information;
- Assist with processing of mail and leave computation;
- Ensure leave Register is maintained at the required standard;
- Conducts training in records management techniques;
- Manages incoming and outgoing mail procedures;

Required Knowledge, Skills and Competencies

- High level of confidentiality
- Ability to work on own initiative
- Very good oral and written communication skills
- Ability to meet deadlines
- Proficient in Micro, Excel, Word, and other computer applications in general
- Ability to develop procedural statements related Records Management

Minimum Required Qualification and Experience

- Certificate in Records and Information Management and or Business Administration/Management;
- Three (3) years' experience in a position;
- Five (5) subjects at the CXC or GCE 'O' Level including English Language;
- Supervisory training from a recognized institution.

3. Senior Secretary (OPS/SS 3)

Job Purpose:

- Provides administrative support and secretarial services that enhance the Director's Office and the operations of the Division in general;
- Co-ordinates the activities of the Office, organizes meetings and manages/monitors the Director's Calendar, drafts reports and other documentation;
- Serves as liaison between the other Divisions, Regional Offices and Parish Library Networks;
- Ensures a proper Records Management System is maintained to allow for the efficient operation of the Division and the timely delivery of service to the different Stakeholders;

Key Responsibilities

- Manages the calendar of schedules and appointments on behalf of the Director;
- Prepares audio visual presentations as appropriate; prepares briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Director General and other Stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes Action Sheets, Notes/Minutes of Meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the Division's Operational Plan, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Communicates directly on behalf of the Director to staff, external clients'/customers stakeholders and others, on matters related to the Director's Office;
- Functions as a liaison for smooth communication between the Director's Office and internal and external stakeholders in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Director's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other actions are taken as deemed appropriate
- Works closely with the Director to keep him/her well informed of upcoming commitments

- and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Director; and routes correspondence and documents as appropriate to allow for the efficient operation of the Division;
- Conducts on-line and off-line research on routine matters at the request of the Director;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the Office;
- Maintains knowledge of the Finance Division's operations, working knowledge of the policies, procedures, practices, and protocols to be able to respond appropriately to enquiries, requests or issues.

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Division
- Knowledge of Office Management and Administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Working knowledge of GOJ operations and Public Sector issues

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and one (1) year's related work experience.
- OR**
- Diploma in Administrative Management, Business Administration or related Social Science discipline or training and three (3) years' related work experience.

Special Conditions Associated with the Job

- Will be required to work outside of normal working hours and on weekends.

4. Administrative Officer – Pensions (GMG/AM 2)

Job Purpose:

Under the supervision of the Deputy Director, Human Resource Management the Administrative Officer will provide administrative support to facilitate the implementation of Employee Benefits Programmes and assists in achieving the Jamaica Library Service goal and objectives.

Key Responsibilities

- Processes pension documents;
- Co-ordinates the preparation of the Jamaica Library Service Annual Vacation Leave Roster;
- Prepares the necessary correspondences, liaise with staff and monitor Tertiary Loan Applications;
- Prepares Submissions to the Ministry of Health with regards to the granting of Special Sick Leave and convening of Medical Boards;
- Prepare all transactions pertaining to Health Insurance;
- Prepares and updates Period of Service Records;
- Processes application in respect of Motor Vehicle Loan, Motor Vehicle Insurance Loan, Duty Concession, Salary Advance, Computer Loan and Miscellaneous Loan;
- Advises applicants of the outcome of their loan applications;
- Maintains Staff Establishment;
- Maintains and updates Service Records;

- Interprets the Jamaica Library Service's policies and procedures for staff;
- Assists in planning, organizing and implementing staff welfare, health and safety services and staff recreation activities;
- Advises and assists supervisors on personnel matters;
- Maintains personnel records for pension purposes, gratuity payments and other schemes;
- Submits records for pension and confirmation of appointment to the appropriate authority on termination or employee's services;
- Prepares Staff Reports for HR Committee Meetings.

Required Knowledge, Skills and Competencies

- Well-developed interpersonal skills
- Good oral and written communication skills
- Knowledge of the Staff Orders and other Instruments that govern Public Sector Bodies
- Sound knowledge of Public Sector Pension Administration
- Proficiency in the use of computer applications
- High degree of confidentiality and integrity

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Human Resource Management, Business Administration, Public Administration or related field;
- Two (2) years working experience in the Human Resource Management environment including Pension Administration.

5. Administrative Officer – Procurement (GMG/AM 2)

Job Purpose:

Under the supervision of the Director, Public Procurement the incumbent is responsible for providing general administrative and technical support to the work of the Administration Department.

Key Responsibilities

Administrative Support:

- Assumes responsibility as Rapporteur for special Meetings/Committees of the Division as required;
- Assists with the preparation of special and routine reports as required;
- Maintains records/files of the HRM&A Division;
- Provides assistance with documenting, compiling and updating Human Resource operational and procedural manuals, other manuals and handbooks;
- Co-ordinates the distribution and monitors the collection of performance management forms to ensure timely completion and adherence to established deadlines by Divisional Head and Sand Managers;
- Provides assistance with co-ordination of the recruitment process.

Technical Support:

- Provides assistance with the design, administration and analysis of HR audits;
- Provides assistance with the design and analysis of surveys and other information gathering activities undertaken by the Division;
- Provides assistance with the conducting job analysis and the preparation of Job Descriptions;
- Conducts secondary research to support the preparation of technical papers/reports and other activities of the Unit;
- Provides assistance/co-ordinates communication and customer relations activities of the Division;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of job analysis and writing Job Descriptions
- Knowledge of recruitment and selection principles and practices
- Excellent planning and organizing skills
- Good analytical and problem solving skills

- Ability to exercise judgement and initiative in handling complex issues
- Ability to communicate effectively in both written and oral formats
- Good interpersonal skills
- Knowledge of research and data analysis techniques
- Proficiency in the use of statistical and other relevant computer applications
- Knowledge of Government of Jamaica Staff Orders and Public Service Regulations
- Sound knowledge of Public Sector procurement procedures and guidelines
- Sound knowledge of administrative processes
- Knowledge of Staff Orders and other instruments to govern Public Sector Bodies
- Well-developed interpersonal and communication skills
- Proficiency in the use of computer applications
- High degree of confidentiality and integrity

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Public Administration, Business Administration or related field;
- Two (2) years' experience in the administration environment especially procurement would be an asset.

Applications accompanied by Résumés should be submitted **no later than Monday, 27th March, 2023 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5**

Email: dirgen@jls.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**