



CIRCULAR No. 155
OSC Ref. C.4858⁴⁴

3rd April, 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 **Research and Development Division (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture and Fisheries:**

1. **Accounting Technician 3 (FMG/AT 3) – (Not Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Secretary 1 (OPS/SS 1) – (Not Vacant)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Accounting Technician (FMG/AT 3)

Job Purpose

Under the direct supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician 3 (FMG/AT 3) is responsible for monitoring Expenditure Control Statements systems for recurrent and deposit accounts within the approved Budget. The officer is also responsible for ensuring that compulsory statutory deductions are posted and prepared and the direct supervision of the Cashier Functions.

Key Responsibilities

Management/Administrative:

- Prepares and submits Monthly, Quarterly and Annual Reports;
- Contributes to the preparation of the Corporate and Operational Plans and Budget of the Unit;
- Maintains accounting files and records for easy retrieval.

Technical/Professional:

- Certifies Commitment and Payment Vouchers;
- Ensures that filing of vouchers are carried out in accordance with Government guidelines;
- Checks and verifies payment of claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are paid;
- Checks paybills and task claims for accuracy before Salaries Officer inputs on Payroll System;
- Prepares Annual Returns for Tax Administration Jamaica;
- Checks and verifies bank lodgments;
- Checks Bank Reconciliation Statements;
- Checks AIA /Revenue Records/Statements to ensure all entries posted and accurate;
- Performs any other related duties as directed by the Professional Accountant.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong interpersonal skills
- Teamwork and co-operation
- Excellent problem-solving and decision-making skills
- Ability to use own initiative
- Strong planning and organizing skills
- Good analytical thinking skills
- Good customer relations skills
- Honesty
- Integrity
- Compliance

Technical:

- Excellent knowledge of the Ministry's policies and procedures
- Proficiency in the relevant computer software applications
- Excellent knowledge of Government Accounting
- Sound knowledge of the Government of Jamaica Financial Administration and Audit Act (FAA)

Minimum Required Qualification 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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

2. Secretary 1 (OPS/SS 1)**Job Purpose**

Under the supervision of the Chief Agronomist (SOG/ST 7), the Secretary 1 (OPS/SS 1) is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Creates/produces documents from draft notes;
- Registers all incoming and outgoing mails for distribution;
- Records, transcribes and circulates Minutes of meetings;
- Receives and transmits telephone calls and messages to the relevant officers;
- Maintains an efficient Filing System at all times;
- Assists with the procurement of goods and services;
- Assists with the collection of Registration fees for services rendered on behalf of an Organization;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Good interpersonal skills
- Good oral and written communication skills
- Good customer relations and quality focus skills
- Good problem-solving and decision making skills

Technical:

- Good secretarial skills
- Good knowledge of office administration
- Good knowledge of records management and filing processes
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.
OR
- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level;

- Knowledge of word processing software (basic level) would be an additional asset at this level.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th April, 2023 to:**

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

E-mail: 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