



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 172**

**OSC Ref. C. 4664<sup>16</sup>**

**19<sup>th</sup> 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/fill the following posts in the **Accountant General's Department (AGD)**:

1. **Hardware Technician (MIS/IT 4) (Not Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Human Resource Development Officer (GMG/AM 4) (Not Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Performance, Evaluation and Monitoring Officer (GMG/AM 4) (Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Public Procurement Officer (GMG/AM 3) (Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.
5. **Accounting Technician 3 (FMG/AT 3) (temporary post - 1 year)**, salary range \$1,984,305 - \$2,668,670 per annum.
6. **Public Procurement Officer (GMG/AM 2) (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
7. **Inventory Officer (PIDG/RIM 2) (Vacant)**, salary range \$1,550,136- \$2,084,761 per annum.

#### **1. Hardware Technician (MIS/IT 4)**

##### **Job Purpose**

Reporting to the Hardware Engineer, the Hardware Technician ensures that the systemic operations of the AGD are enhanced and supported by providing technical support and resolution of end user issues for all IT related needs according to standard operating procedures using cutting edge technology. The Hardware Technician is also responsible for supporting, troubleshooting and maintaining desktop computers, assigned laptops, scanners and printers located in various Divisions/Units throughout the AGD. The Officer is responsible for ensuring high quality support services by providing quick turnaround times for troubleshooting, diagnosing, and repairing of malfunctioning office equipment and provides installation and technical support of equipment connected to centralized host systems. Additionally, the individual must be competent in resolving problems affecting the Department's Local Area and Wide Area Networks (LAN/WAN).

##### **Key Responsibilities**

- Incorporates automation in the solution of client resolution initiatives where possible;
- Liaises with other team members in the ITU as required for isolation and resolution of client issues;
- Utilizes in an efficient manner, the IT resources and supplies and recommends new purchase requirements;
- Deploys new computer and technology equipment as required;
- Keeps current with emerging IT trends, and current dominant technologies;
- Visits clients' workstations in support of issue resolution as necessary and modifies computer configurations to optimize workstation performance physically;
- Troubleshoots and resolves problems across all current AGD locations;
- Provides basic training to end users on using the various capabilities of software printer and computers etc.;
- Answers queries related to Hardware Systems;

- Installs, assembles, configures and maintains a variety of computer equipment and peripherals such as printers, scanners and related hardware including computer terminals, network infrastructure, monitors modems, personal computers and data communications equipment;
- Determines source and nature of computer malfunction using diagnostic and application software;
- Adjusts, repairs, and replaces malfunctioning equipment;
- Performs additional functions incidental to computer support activities;
- Maintains an up-to-date knowledge of repair practices, policies, and technical specifications of microcomputer hardware;
- Provides direct ongoing hardware and software support to the Departments' staff on general computing issues including upgrades and troubleshooting issues;
- Assists members of staff with computer related challenges;
- Prepares qualitative and quantitative reports as necessary;
- Provides Level-1/2 support and troubleshooting to resolve issues;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Customer Focus
- Good oral and written communication skills
- Good problem-solving and analytical skills
- Results Focus
- Integrity

#### ***Technical:***

- Information Technology
- Knowledge of Legislation and Procedures
- Comprehensive and technical knowledge of Enterprise Systems and Technology
- Knowledge of cutting-edge computer hardware, systems repair and maintenance
- Knowledge of cutting-edge technology enabled automated Help Desk operations
- Knowledge of the various guiding Acts and Regulations

### **Minimum Required Qualification and Experience**

- Bachelor's Degree from a recognized institution in Information Technology or related field
- Technical expertise in Enterprise Systems;
- Professional Certifications in applicable Hardware standards and solutions;
- Training in Customer Service;
- Three (3) years' experience working in a technical support IT position.

### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **2. Human Resource Development Officer (GMG/AM 4)**

### **Job Purpose**

Reporting to the Training and Development Manager, the Training Officer is responsible for assisting with the execution of training and development programme(s) for staff, to facilitate adequate staff capacity, best fit, competence, and high performance which supports the achievement of the strategic objectives of the Department.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To assist with the implementation of Training and Development Policy and Plans in keeping with the Human Resource Policy, Staff Orders for the Public Service and other regulations
- To participate in the review of the AGD's Competency Framework (staff core and technical competencies)
- To participate in the conduct of Training Needs Assessment and identification of competency/skill gaps for required intervention, in collaboration with the respective Heads of Division and Unit, and Supervisors

- To assist in the development, implementation and review of Training and Development initiatives that are in alignment with the strategic objectives of the AGD – to include orientation (policies, procedures, and regulations), technical training, train-the-trainer, change management, etc.
- To participate in the development, execution, monitoring and evaluation of the AGD's Succession Plan and prepares progress reports
- To provide administrative support for training and development initiatives
- To maintain the relevant database to include current employee qualification and training information.

### **Key Responsibilities**

#### ***Technical:***

- Participates in the development/review and execution of the Annual Staff Training and Development Plan and Programmes, Succession Plan and Change Management Plan to build capacity of employees in key competencies, in alignment with, and in support of the achievement of the Strategic Objectives of the Department;
- Participates in and facilitates the conduct of training and development needs assessment as required, including the identification of skills/competencies gaps – to inform development of T&D Plan and Programmes;
- Participates in the development of training and development initiatives in accordance with Human Resource Management Strategy and Change Management Plans;
- Co-ordinates the requisite Performance Management and Appraisal System (PMAS) Training for management and staff;
- Co-ordinates the design, development and delivery of training interventions for select individuals and groups in accordance with approved plans;
- Assists in the assessment and recommendation of internal and external T&D courses/programmes for the development of an approved listing of training and development providers;
- Assists with the co-ordination, design, preparation and conduct of Training Impact Evaluations to measure transfer of learning and the effectiveness of the training programmes;
- Co-ordinates on-the-job learning interventions;
- Participates in the establishment of methods for measuring transfer of learning;
- Maintains training and development records;
- Provides administrative support for the processing of training and development benefits such as scholarships, Study Leave etc.;
- Maintains Training Materials Database;
- Prepares Training and Development Reports;
- Monitors the use of training equipment and supplies;
- Assists in updating the Training and Development Standard Operating Procedures Manual;
- Assists with the preparation of the Training and Development Plan and Budget;
- Maintains effective working relations with external and internal stakeholders, including Training Institutions and clients, ensuring that the Division provides a consistently high level of service;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium- and long-term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.

- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Collaboration and Teamwork:** The ability to be a collaborative and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure

### **Minimum Required Qualification and Experience**

- Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent;
- Evidence of continuing professional development in Human Resources Management;
- Formal training in Adult Instruction/Facilitation;
- Four (4) years of experience in Human Resource Management, with at least two (2) years in a similar or related capacity.

### **3. Performance, Evaluation and Monitoring Officer (GMG/AM 4)**

#### **Job Purpose**

The Performance Management and Rewards Officer in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the Organization's needs are met. The incumbent evaluates all aspects of the system and recommends improvement to strengthen performance. The incumbent also manages the Reward and Recognition Programme to acknowledge staff members' contribution.

#### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To superintend the Performance Management cycle/process
- To manage the Department's Rewards and Recognition activities
- To develop and maintain required performance management documents, tools and procedures
- To undertake research and analysis and make recommendations to improve the Performance Management process and reward and recognition initiatives
- To develop, implement and evaluate metrics used to assess the effectiveness of the performance and recognition portfolios
- To design and conduct Sensitization, Coaching and Training Sessions
- To manage all communication relating to the Portfolio and promote a performance culture

#### **Key Responsibilities**

##### ***Technical:***

- Integrates performance management principles within the culture of the Department;
- Collaborates with managers, supervisors and team members to develop Unit and Individual Work Plans to ensure alignment with Operational Plan and other related plans as well as the objectives of the Unit and job;
- Reviews and provides feedback to supervisors and/or Team Members on all sections of the Performance Management and Review Form;
- Co-ordinates interim and final performance reviews ensuring supervisors and Team Members complete the required documents;
- Guides and monitors the Performance Development Process for both high and poor performers to improve/strengthen performance and career development;
- Develops tool and guide supervisors in the use of a Performance Improvement Plan to aid in improving poor performance;

- Collaborates with the Training and Development Unit to ensure training and developmental activities are included on the Training and Development Plan and/or other related plans as well as to track fulfilment;
- Assists with the maintenance of the Department's Competency Framework to support performance management, recruitment and selection, training, career development and to reinforce the Department's core behaviours;
- Co-ordinates the payment of performance increments for all qualified staff members and inform the relevant HR Officer;
- Implements performance management related change management initiatives in collaboration with other HR Officers and stakeholders;
- Maintains a confidential Register of performance ratings and applicable awards/sanctions;
- Conducts sensitization, coaching and training sessions on all phases of the performance cycle;
- Develops, implements and maintains performance management and rewards and recognition documentations and reports;
- Conducts research and analysis and recommends corrective action (s)/areas for improvement for the Performance Management and Reward and Recognition Portfolios;
- Develops, implements and monitors Rewards and Recognition activities, strategies and initiatives;
- Collaborates with all levels of staff to embed a culture of performance and recognition;
- Maintains databases/records for the portfolios;
- Assists the Organizational Development Manager with organizational development activities/initiatives as required;
- 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
- Good problem-solving and analytical skills
- Customer Focus
- Results Focus
- Integrity

#### ***Technical:***

- Strong knowledge and understanding of GOJ Performance Management Process and Practices
- Good Knowledge of Research Methods and Data Analysis Techniques
- Strong knowledge of required Legislations, Policies and Procedures
- Knowledge of Microsoft Office Suite/Proficient in Microsoft Excel
- Good change management skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent;
- Three (3) years' experience in Human Resource Management, with two (2) year in a similar or related capacity;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

## **4. Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

The Public Procurement Officer under the general supervision of the Director, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### **Key Responsibilities**

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;

- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

***Procurement Process Management:***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures;
- Maintains procurement Filing System in a systematic manner;
- Receives, compiles and processes purchase Requisition Forms for all wards and Departments for the procurement of goods.

***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Developments and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica to be zero-rated.

***Procurement Reporting:***

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings.

**Required Knowledge, Skills and Competencies**

***Core:***

- Integrity
- Good oral and written communication skills
- Interpersonal relations
- Teamwork and co-operation
- Ability to use own initiative
- People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

***Technical:***

- Extensive Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

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

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years procurement experience, in a similar position.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays.

## **5. Accounting Technician 3 (FMG/AT 3)**

### **Job Purpose**

Reporting to the Revenue Analyst, the Revenue Officer is responsible for recording, posting and journalizing entries related to revenue so that a complete set of records related to GOJ revenue can be produced each month for effective revenue management and in compliance with the FAA Act. This position is required to complete a very large volume of work to process all revenue received to the Central Treasury Management System (CTMS) daily.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To manage receipts into the Consolidated Fund/Revenue Accounts
- To reconcile the Revenue Accounts
- To prepare and submit Revenue Statements
- To post surrenderable balance

### **Key Responsibilities**

#### ***Technical:***

- Posts receipts to the Consolidated Fund/Revenue Bank Accounts;
- Prepares Journal entries for approval;
- Prepares Cash Books and Bank Reconciliation for the Consolidated Fund/Revenue Accounts;
- Assists the Revenue Analyst with the preparation timely and accurate Financial Management Reports, Special Reports, forecasts and statements on a periodic basis;
- Prepares other ad-hoc reports as requested;
- Acts as a Liaison Officer between the Treasury and other MDAs in accordance with defined procedures;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **Collaboration and Teamwork:** The ability to demonstrate a genuine intention to participate and work co-operatively with others in the pursuit of team goals
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations

- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face- to- face, with excellent public speaking skills
- Ability to work effectively under pressure
- Knowledge of Government Accounting
- Sound knowledge of computerized accounting system
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Good knowledge of Public Treasury operations

### **Minimum Required Qualification and Experience**

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1; NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above
- Experience in accounting with at least two (2) years' experience in Accounting, preferably in the Public Sector;

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **6. Public Procurement Administrator (GMG/AM 2)**

### **Job Purpose**

Under the general supervision of the Director Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/ administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

### **Key Responsibilities**

#### ***Co-ordinates reports on behalf of the Organization by:***

- ✓ Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
- ✓ Assisting with the preparation of monthly report for submission.

#### ***Maintains records in accordance to the FAA Act, etc. by:***

- ✓ Organizing and maintains Filing System;
- ✓ Maintaining correspondence loggings system;
- ✓ Disseminating in a timely manner all incoming and outgoing correspondences.

#### ***Co-ordinates meetings by:***

- ✓ Arranging Department and Procurement Committee Meetings;
- ✓ Disseminating relevant documents for meetings;
- Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for Organization officers;



- Has responsible for organizing all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations and necessary signatures. Returns to originating Department of Purchase Requisition for authorized signature or other information required If necessary;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists to expedite movement of purchase orders from the hospital to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper Records Management for Purchase Requisitions, Purchase Orders, and C.O.D. Letters;
- Prepares Purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department.
- Assist suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. and uniform allowance letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. Letters, ascertain re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied or services are provided;
- Answers the telephones and screens calls and directs callers to the appropriate person or use initiative to assist callers where possible;
- Attends to the suppliers when they come to collect orders or makes inquiries re orders and orders that are not collected are dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs other similar and related tasks are required;
- Performs any other related duties that may be assigned from time to time by the Director, Public Procurement.

#### **Required Knowledge, Skills and Competencies**

- Sound communication and interpersonal skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English language
- High degree of integrity and diplomacy

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

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year of working experience in the related field.

#### **Special Conditions Associated with the Job**

- Participation in retreats/meetings outside of normal working hours may be required from time to time.

### **7. Inventory Officer (PIDG/RIM 2)**

#### **Job Purpose**

Reporting to the Director, Facilities Management, the Inventory Officer is responsible for proper and timely recording and reporting of the physical flows of all materials, equipment, for the Department. The incumbent plans and carries out all activities related to inventory control to

ensure that all materials are received as ordered and that accurate Inventory Records are maintained in order to meet the Department's requirements.

***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- To monitor available supplies and materials, forecast future stock needs, and recommend re-stocking in order to ensure the Department's employees have access to the materials they need to effectively carry out their functions in a timely manner
- To adhere to controls and reporting procedures for proper receipt and timely recording and reporting of the physical flows of all materials, equipment and supplies
- To ensure compliance with all legislation, policies, regulations and procedures regarding receiving and inventory of goods procured for the Department
- To forecast future stock needs
- To process purchase orders as required, track orders and investigate problems

**Key Responsibilities**

***Technical:***

- Recommends inventory control procedures and levels;
- Maintains and adheres to systems and procedures for the accurate classification and coding of inventory;
- Maintains daily records and tracks inventory to see what stocked items need to be replenished by setting up and maintaining appropriate database(s) - ideally an Inventory Management Software;
- Calculates a monthly or seasonal demand for materials and supplies;
- Conducts Quarterly Stock Count and verifies against purchasing and distribution records;
- Investigates and reports on inventory shortages and discrepancies;
- Liaises with suppliers and staff as required to assist in resolving discrepancies on a timely basis;
- Prepares and submits Inventory Reports as required;
- Participates in the implementation of projects geared towards improving the procurement and inventory process at the Accountant General's Department;
- Receives and organizes all product deliveries and notify management of any issues;
- Records purchases, maintains database, performs physical count of inventory, reconcile stock count;
- Receive goods, process and document returns, process invoices for payment;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance;
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Collaboration and Teamwork:** The ability to be collaborative and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Ability to work effectively under pressure**
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner

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

- High School Diploma with at least four (4) CSEC subjects including Mathematics and/or Principles of Accounting, and English Language;
- CSEC qualification in Computer Technology or Electronic Document Management
- Formal training in Inventory Management;
- Three (3) years of related qualification experience preferably in the Public Sector;
- Experience in inventory control
- Competent in the use of Microsoft Suite of office software particularly Microsoft Word and Excel.

### **Special Conditions Associated with the Job**

- May be required to lift job related objects and may be exposed to dust from time to time.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> May, 2023 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**