



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 220 **OSC Ref. C.6567¹⁵**

15th May, 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 **Institute of Forensic Science and Legal Medicine (IFSLM)**, **Ministry of National Security**:

1. **Commitment Control Officer (FMG/AT 3)**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Office Attendance (LMO/TS 2)**, salary range \$16,481 – \$22,166 per week.

1. Commitment Control Officer (FMG/AT 3)

Job Purpose

Reporting to the Management Accountant, the incumbent is responsible for assisting in the maintenance of an effective Cash Management System; providing information for the preparation of Financial Statements and for controlling expenditure with the limits of the approved Budget and warrant allocation in respect of the Institute's Recurrent and Capital Budgets

Key Responsibilities

- Assists in the Commitment Planning Process and in the determination and classification of commitments according to the following categories:
 - Inescapable
 - Priority
 - Other
- Provides data that will assist management in the planning and utilization of available cash based on the level of outstanding commitments;
- Advises the Management Accountant of slow-moving activities from which funds can be vired to facilitate other activities/projects that are urgently in need of funding;
- Controls expenditure within the limits of the approved Budgets and warrant allocation;
- Receives commitment requisitions from Programme Managers;
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment and Vote Control Registers for the Department by ensuring that warrant allocation and commitments are posted correctly and on a timely basis;
- Submits Monthly Report to the Management Accountant on the position of un-discharged commitments;
- Provides data that will assist in the preparation of notes to the Appropriation Accounts and the Auditor General's Report;
- Prepares payment and Journal Vouchers on the Accounting System;
- Enters on Accounting System allocation of monthly warrants for disbursement to respective programmes and activities;
- Provides data that will assist in the preparation of the annual and supplementary estimates of expenditure in accordance with GOJ timelines and standards;
- Submits Weekly Report on the status of advances to be cleared and lodgments outstanding;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Government Accounting and Financial Management Electronic System
- Working knowledge of the Financial Administration and Audit Act
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving skills
- Skill in operating a computerized accounting system
- Work well in a team and on an individual basis

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. Office Attendance (LMO/TS 2)

Job Purpose

Reporting to the Director, Administration and Asset Management, the incumbent is to ensure that the staff is provided with a clean working environment in accordance with public health requirements.

Key Responsibilities

- Liaises with the Director, Administration and Asset Management regarding planning activities;
- Ensures the preparation of conference rooms and refreshments for meetings and events;
- Conducts daily inspections of offices and conference rooms to ensure that they are properly cleaned and dusted;
- Receives and assists with the distribution of Newspapers, mail and stationery to staff;
- Assists with the collection of lunches, refreshments and items for meetings as directed;
- Reviews work performed by the Office Attendants and Grounds men to ensure a high standard of work is undertaken and maintained in the absence of the Senior Office Attendant;
- Collects items for functions as instructed;
- Assists the Director, Administration and Asset Management with the preparation of Venues for activities/events;
- Assists with the Delivery of mails to other Ministries, Department and Agencies as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good teamwork and co-operation
- Ability to use own initiative
- Good planning and organizing skills
- Integrity
- Compliance
- Good interpersonal skills

Technical:

- Good problem-solving and decision-making skills
- Good analytical thinking skills

Minimum Required Qualification and Experience

- Two (2) CXC Including English Language;
- Completion of Secondary Education;
- One (1) year related working experience.

Applications accompanied by résumés should be submitted **no later than Monday, 29th May, 2023 to:**

**Director
Human Resource and Welfare Management (Acting)
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmja.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**