



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 **Ministry of Local Government and Community Development**:

1. **Senior Auditor (FMG/AS 3) (Not Vacant) - Internal Audit Department**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Network Analyst (MIS/IT 5) (Vacant) - Information Communications and Technology Unit**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Senior Human Resource Officer (GMG/AM 4) (Staffing) (Not Vacant) - Human Resource Management and Development Unit**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Administrative Assistant (GMG/AM 4) (Vacant) - Attorney-General's Chambers Department (Legal Service Unit)**, salary range \$2,478,125 - \$3,332,803 per annum.
5. **Asset and Office Manager (GMG/AM 3) (Not Vacant) - Corporate Services Division (Facilities Management and Administration)**, salary range \$1,984,305 - \$2,668,670 per annum.
6. **Paralegal Officer 1 (PLG/LS 4) (Vacant) - Attorney-General's Chambers (LSU) Department**, salary range \$1,198,305 - \$2,668,670 per annum.
7. **Senior Final Accounts Officer (FMG/AT 3) (Vacant) - Final Accounts Unit Division**, salary range \$1,984,305 - \$2,668,670 per annum.
8. **Senior Secretary (OPS/SS 3) (Not Vacant) - Internal Audit Division**, salary range \$1,550,136 - \$2,084,761 per annum.
9. **Senior Secretary (OPS/SS 3) (Not Vacant) (Vacant) 2 posts - Central Administration Division, (Permanent Secretary's Office) and Urban/Reginal Planner Division**, salary range \$1,550,136 - \$2,084,761 per annum.
10. **Public Procurement Administrator (GMG/AM 2) (Vacant) - Administration Division** salary range \$1,550,136 - \$2,084,761 per annum.
11. **Accounting Clerk (FMG/AC 2) (Vacant) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
12. **Secretary 2 (OPS/SS 2) (Vacant) - Corporate Services Division**, salary range \$1,272,269 - \$1,711,060 per annum.
13. **Maintenance Technician (LMO/TS 3) (Vacant) - Human Resource Management and Development Unit (Facilities Management and Administration)**, salary range \$20,081 - \$27,007 per week.
14. **Attendant (LMO/TS 1) (1 Vacant/ 2 Not Vacant) 3 posts - Corporate Services Division (Facilities Management and Administration)**, salary range \$16,481 - \$22,166 per week.

1. Senior Auditor (FMG/AS 3)

Job Purpose

Reporting to the Chief Internal Auditor, the incumbent participates in planning, directing, and co-ordinating the internal audit activities of the Ministry of Local Government and Community Development, its Authorities and Agencies. Reports on the adequacy, efficiency and effectiveness of the internal controls implemented by management and recommends solutions or corrective measures where applicable and reviews audit work, provide supervision, guidance and on the job training to the team members.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Annual Risk-Based Audit Plan;
- Contributes to the updating of the permanent files and plan for Audit assignments
- Develops the Itinerary, Work Plan and Time Budget for the Team;
- Allocates work to Team Members in a manner which enables the completion of assignments;
- Initiates first contact with the Management of the Agency to be audited to ensure that proper accommodation and the necessary tools are provided;
- Initiates an Exit Interview with the management of the audited agency, to impart an overview of the findings.

Technical/Professional:

- Conducts Operational and Financial Audits to determine compliance with the provision of relevant laws, regulations, policies and guidelines;
- Analyses the risk associated with the auditable areas of the entities;
- Provides supervision and technical guidance during the conduct of the audit;
- Conducts Financial, Information Technology and Operational Audit exercises to determine the degree of compliance to the pertinent laws, regulations, guidelines and policies and to verify that stated objectives and targets have been met;
- Undertakes special investigations and assignments as required from time to time;
- Undertakes follow-up audits based on management responses;
- Reviews working paper of the Audit Team for accuracy and relevance;
- Participates in Quality Assurance Improvement Self-Assessment Programme in compliance with IIA standards;
- Prepares management letters, setting out findings, implication, and recommendations for the signature of the Chief Internal Auditor.

Human Resource:

- Manages the welfare of direct reports through preparation of Performance Appraisals and recommendations of required Training and Development Programmes;
- Provides leadership and guidance to staff through coaching, counseling and mentoring;
- Performs such duties and responsibilities as may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent ethics/integrity is exercised in the performance of duties
- Proficiency in the use of relevant computer applications

Functional:

- Excellent technical skills
- Excellent analytical skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

2. Network Analyst (MIST/IT 5)

Job Purpose

Reporting to the Director, Information Communications and Technology, the incumbent is responsible to manage and co-ordinate the Maintenance Activities of the Ministry, Local Authorities and Agencies computer hardware, firmware, and peripherals to achieve optimum level of performance.

Key Responsibilities

Technical/Professional:

- Participates in the development of the Unit's Operational and Work Plans;
- Implements a preventative system and arranges for regular servicing;
- Directs arrangements for back-up and processing facility and ensures that alternative processing is in place in the event of system failure;
- Reports and maintains a log of all malfunctions of the system response time, support service and resulting downtime;
- Maintains a log of all error messages, the conditions which they occur and their solutions;
- Liaises with the relevant personnel from the Utility Companies and monitors the utilization level of the systems and ability to respond to new data needs in order to make recommendations where systems enhancement are needed;
- Maintains an inventory of the computer hardware, software and monitoring equipments that is under warranty by undertaking regular audit checks and preparing monthly reports on the performance and utilization of equipment;
- Participates in setting up audio visual equipment for training programmes;
- 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 quality focus
- Good initiative

Functional:

- Excellent technical skills
- Excellent analytical thinking skills
- Excellent use of technology
- Excellent problem-solving skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science with emphasis on hardware maintenance or related discipline from a recognized institution;
- Two (2) years' experience in computer maintenance and in administration of computer networks including internet, intranet, extranet and fiber optic cabling.

3. Senior Human Resource Officer (Staffing) (GMG/AM 4)

Job Purpose

Reporting to the Director, Human Resource Management, the incumbent coordinates and administers staffing activities and the processing of employee benefits.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Operational and Work Plan for the Unit;
- Oversees the processes of documentation relating to the appointment, promotion, separation and assignment of staff for submission to the Human Resource Executive Management Committee;
- Interprets and implements Government HR policies;

- Administers Staff Benefit Programmes;
- Directs the arrangement of the permanently employed officers to be medically examined in accordance with Public Service Regulations;
- Participates in determining the manpower requirements of the Ministry;
- Provides guidance, advice and interpretation on staffing matters to Directors and other employees within the Ministry, Local Authorities and Agencies.

Technical/Professional:

- Facilitates the development of circulars for the advertisement of posts;
- Facilitates the recruitment, selection and placement process of staff;
- Oversees the examination and processing of the various Employee Benefits/Programmes;
- Co-ordinates the completion of Interim and Final Probationary in accordance with the Public Service Regulations;
- Reviews Probationary Reports for compliance with established standards;
- Collaborates with the Staff Benefits Division of the Ministry of Finance and the Public Service on matter relating to staff benefits;
- Participates in the implementation of Recognition and Award System;
- Participates in the evaluation effectiveness of present manpower within the Ministry and develop method for effectively utilizing Human Resource;
- Participates in Human Resource intervention strategies e.g. counseling, training and all staff rotation;
- Liaises with the Public Sector Employee Assistance Programme to provide the necessary intervention with individual employees;
- Ensures submissions to the Chief Medical Officer of the Ministry of Health to convene Medical Board of staff both in the Ministry and Local Authorities to determine Officers suitability to work;
- Oversees the preparation of documents to the Ministry of Finance and that Public Service and Office of the Services Commission and other Government Agencies;
- Facilitates the schedule of appointments for first appointees to be medically examined;
- Facilitates the preparation of job letters to the various Embassies/Consulates/Banks and other organizations;
- Oversees the processing of applications and sits on selection panels;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Public Service;
- Facilitates the processing of application for loans and Duty Concessions ;
- Provides responses to queries in respect to acting allowances and incentives.

Human Resource:

- Participates in the recruitment process of staff for the Unit;
- Participates in the design of Work Plans and Programmes for the Unit;
- Manages the welfare of direct reports, through preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Provides leadership and guidance to staff through coaching and mentoring;
- Ensures that staff is aware of and adhere to policies, procedures, and regulations of the Public Service;
- 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 skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Proficiency in the relevant computer applications
- Sound problem-solving and organizing skills
- Sound judgment and initiative
- Sound planning and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Public Administration or Human Resource Management;
- Plus in service training in Human Resource Management or any other personnel related courses;
- Three (3) years' experience in the related field.

Special Conditions Associated With The Job:

- Required to work long working hours;
- Must make decisions that are unpopular.

4. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrator provides administrative support, paralegal and secretarial services that enhance the Senior Assistant AG's office and the operations of the Legal Service Unit (LSU) in general. The Administrator co-ordinates the activities of the office, organizes meetings, and manages/monitors the Senior Assistant AG's calendar, drafts reports and other documentation; serves as liaison between the LSU and the AGC-HQ; undertakes research on routine legal matters and drafts Briefs; ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry its Departments and Agencies.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- 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 Senior Assistant AG 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 LSU's Budget, corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; track the processing of these submissions;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal Divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU 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 LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests, or issues.

Paralegal:

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors Law Volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

Management/Administrative

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the LSU's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- 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
- Knowledge of the English Legal System, including commercial law, public law and Civil Proceedings

- Good Knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of public sector issues

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification OR training;
- Three (3) years' experience in a related field.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars and meetings.

5. Asset and Office Manager (GMG/AM 3)

Job Purpose

Reporting to the Director, Facilities Management and Administration, the incumbent is responsible for managing the assets, services and supplies for the Ministry and also provides protection for staff, facilities and property.

Key Responsibilities

Management/Administrative:

- Participates in the design and development of the Budget, Operational and Work Plans for the Unit;
- Participates in the development of system and procedures relating to the operations of the Unit.

Technical/Professional:

- Makes recommendations regarding the procurement of furniture, equipment and other supplies, including services, in accordance with Government's policies and procedures;
- Ensures that the Disaster Preparedness and Response Teams within the Ministry operates effectively and efficiently;
- Checks Attendance Register to ensure that the signatures of officers who work late on weekends are recorded and authentic, in order to verify and validate claims for payment of Overtime Allowance and security purposes;
- Ensures the recording and vetting of visitor's register at the Receptionist Desk daily;
- Records all items leaving the Ministry for repairs, and follows-up to ensure that items are returned in good condition;
- Issues Gate Passes for equipment, furniture and machines leaving the Ministry;
- Prepares Overtime Schedule for Office Attendants and Maintenance Technician;
- Maintains custody of keys for doors and office equipment;
- Ensures the maintenance of fire extinguishers;
- Oversees the implementation of works being carried out by contractors;
- Oversees the security of the Power Rooms and equipment;
- Obtains where necessary and submits estimates for repairs from suppliers to the Director of Facilities Management and Administration for evaluation and selection;
- Checks, submits and follows-up on payment of bills from relevant suppliers;
- Obtains estimates showing breakdown of repairs to be done;
- Oversees the general upkeep of the Ministry's assets;
- Ensures non-vending within the offices;
- Recommends areas for cost containment and reduction;
- Develops and maintains a Service Schedule for machine and equipment owned by the Ministry;
- Ensures that office amenities are maintained;
- Administers the security arrangements for the protection of staff, Government properties and facilities, and makes arrangements for the protection of official buildings against acts of violence;

- Establishes a system to keep staff adequately informed of relevant security features and general security information;
- Establishes and maintains effective liaisons with Law Enforcement Agencies, the fire service, security contractors and security managers as a means of informing the development of security approaches and strategies
- Plans and organizes exercises to sensitize Ministry staff on matters of safety and security, provides security and safety briefs, literatures on tips as necessary;
- Participates in the negotiation of contracts with private security providers;
- Liaises with the contracted security firm and Police to ensure that the prescribed standards of security are adhered to;
- Develops and implements systems and procedures for handling security breaches and acts as a chief contact in cases involving the police and/or other external security forces;
- Checks/initials the signatures of Security Guards in the Attendance Registers, obtains and reconciles bills from the Security Company and submits them for payment;
- Monitors the Security Guards to ensure that they conform to the directives/guidelines of the Ministry;
- Checks invoices forwarded by the Security Firm prior to submission for payment;
- Prepares a Master Inventory Record of all assets owned by Ministry in categorical order, comprising date of items purchased, depreciation and location;
- Prepares a list of furniture for Board of Survey; removes items from Location and Master Inventory Records, and records the transfer of items from offices;
- Records all items leaving the Ministry for repairs or loan, and follows-up to ensure that items are returned in good condition;
- Develops and implements a Preventative Maintenance System for buildings and equipment;
- Ensures the provisions of adequate amenities/facilities such as light power, air conditioning, generator/pump equipment and domestic office supplies;
- Ensures that the maintenance of the building and the working environment are kept at acceptable standards;
- Ensures the grounds and building of the Ministry are maintained in a satisfactory condition;
- Assists in the procurement, installation, refurbishing and inspection of equipment;
- Monitors actual cost against budget and explains variances;
- Provides adequate office accommodation and relevant physical facilities so as to ensure that the Ministry's operations are conducted in a comfortable and conducive environment;
- Researches and implements cost efficient telecommunications plans for Ministry's personnel;
- Makes recommendations or adequate office accommodations, machinery and equipment for the comfort of the staff;
- Implements 'green' policies for energy conservation;
- Ensures effective communications with Janitorial Service Providers on routine and emergency maintenance service issues;
- Arranges for the distribution of newspaper to relevant officers;
- Develops new seating plans and manages modifications to existing accommodation arrangements;
- Ensures that adequate telephone facilities are provided for all staff;
- Ensures that the switchboard and its extensions as well as direct telephone lines are in good working condition and addresses any staff related problems associated with telephone service;
- Ensures that the Reception Area is adequately staffed and protocol observed and good quality Customer Service is delivered at all times to visitors and staff;
- Maintains a Help-Desk service;
- Ensures that adequate auxiliary staff are in place to provide the required services for the Ministry's internal and external clients;
- Oversees the provision of support services by Office Attendants;
- Investigates complaints and decides on the course of action to be taken;
- Liaises with the Registrar on the smooth operation of the mail delivery service;
- Co-ordinates activities to facilitate the provisions for refreshments and lunches as required;
- Ensures that conference rooms are in a satisfactory state of readiness for meetings etc.;
- Liaises with the I.T. Department to ensure the provision of electronic equipment for meetings as required;
- Co-ordinates and monitors energy reduction and conservation activities within the Ministry;
- Promotes the concept of energy conservation vigorously;
- Reports to providers and ensures correction of defects to utility systems;
- Introduces and maintains cost saving measures for utility systems;
- Submits recommendations related to energy conservation programmes;
- Plans, organizes and administers resolutions to energy related problems;

Human Resource:

- Manages the welfare of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective communication and delegation;
- Provides guidance to staff through coaching and counseling;
- Participates in the recruitment of staff for the Unit;
- Ensures that staff is aware of and adhere to policies and guidelines of the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent time management
- Excellent planning and organizing skills
- Good integrity and ethics exercised in the performance of duties

Functional:

- Good technical skills
- Good judgment and decision-making skills
- Excellent analytical skills
- Sound knowledge of financial/accounting principles and inventory management
- Good knowledge of Government's procurement policy
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Good knowledge of the relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies from a recognized institution;
- Three (3) years' work experience in a similar position.

6. Paralegal Officer 1 (PLG/LS 4)

Job Purpose

Under the general direction of the Senior Paralegal, the Paralegal Officer is responsible for providing administrative and legal support to legal officers responsible for the Housing Portfolio by creating and maintaining support systems and processes which assist the work of the Legal Officers.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- 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 Senior Assistant AG 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 LSU's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; track the processing of these submissions;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a Liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal Divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and

screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;

- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU 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 LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

Paralegal:

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for Legal Hearings and consultations;
- Keeps and monitors Law Volumes to ensure that Law Library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. Attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the LSU's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- 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
- Knowledge of the English Legal System, including commercial law, public law and Civil Proceedings
- Good Knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of public sector issues
- Working knowledge of relevant computer systems and their applications

Minimum Required Qualification and Experience

- Associate Degree in Paralegal Studied from a recognized institution;
- Two (2) years related working experience.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars and meetings.

7. Senior Final Accounts Officer (FMG/AT 3)**Job Purpose**

Reporting to the Final Accounts Manager, the incumbent is responsible for preparation of the Ministry's accounts on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

Key Responsibilities**Technical/Professional:**

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgments, Payments, Depreciation Provision, Other Provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers for salary, advance clearance and other adjustments in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought to account;
- Ensures that Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant heads;
- Ensures that warrant issues, warrant transfers, warrant adjustments, and cash advances are properly brought to account under the relevant heads;
- Prints and checks the Financial Accounts and Management Accounts for accuracy and completeness;
- Resolves all errors found and give to Final Accounts Manager for checking;
- Prints, signs and submits relevant financial statements for all heads then submit in respect to the closed periods;
- Posting of Direct Bank Debit and Direct Bank Credit Journal Vouchers to the FINMAN System in relation to payments paid by Real Time Gross Settlement (RTGS) on a monthly basis for Grants to the Municipal Corporations and other expenditure in excess of the RTGS threshold;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Customer Quality Focus
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Excellent technical skills
- Excellent use of computerized accounting systems

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.

8. Senior Secretary (OPS/SS 3)**Job Purpose**

Reporting to the Chief Internal Auditor, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Internal Audit Division are adequately strengthened to meet the needs for delivery of services.

Key Responsibilities***Technical/Professional:***

- Receives and routes all correspondence referred to the Office of the Chief Internal Auditor and ensures that all matters are attended to, dispatch promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Chief Internal Auditor;
- Establishes and maintain a Filing System for control of confidential documents such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, Monthly Warrants and policy matters;
- Prepares drafts of Cabinet Submissions, letters, charts etc. from general instructions given by the Chief Internal Auditor;
- Monitors and operates fax machine to ensure that faxes are dispatched promptly to the relevant officers in the Section;
- Participates in research of documents and other materials to provide basic information to the Commemorative and Special Events Unit, for reference to the electronic/print media and other senior officers within the Ministry, its Agencies and Local Authorities;
- Maintains and prioritizes the Chief Internal Auditor's Diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Advises Heads of Sections and other relevant officers on the scheduled date of meetings as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings and organizing refreshments where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Chief Internal Auditor and ensures that all reports etc. are received and the information collated and documented as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Secretary Managers or other senior officers to ensure that all relevant data is available to prepare the reports required;

- Liaises with the members within the Internal Audit Division to ensure that Departmental Reports on specific areas are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Chief Internal Auditor, which is needed for presentation at the Senior Management Meetings and external Agencies;
- Attends meetings internally and externally, produces relevant reports as instructed by the Chief Internal Auditor;
- Contact Senior Officers within the Ministry, its Agencies and the Local Authorities to follow up on queries addressed to the Chief Internal Auditor and ensures that he/she receives responses promptly;
- Conducts preliminary interviews with persons desiring to see the Chief Internal Auditor, by screening callers and refers complaints to the appropriate offices for attention where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Chief Internal Auditor is kept abreast and reminded of these scheduled dates;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written skills
- Excellent interpersonal skills
- Excellent customer relations skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the use of relevant computer applications
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

9. Senior Secretary (OPS/SS 3) – 2 posts

Job Purpose

Reporting to the Director the incumbent is responsible for providing secretarial services and managing the routine functions of the office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;

- Maintains an Electronic Data Retention and Tracking System;
- Types letters and memoranda for the Director;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an appointment diary/calendar to facilitate smooth and effective communication between the Director, and internal/external customers;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the Office;
- Researches files for data relevant to Local Government Authorities and prepares Status Report;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Takes/screens and makes telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Request stationery for all officers in the Unit.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent customer relations skills
- Good interpersonal skills

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the relevant computer applications
- Good knowledge of filing systems and methods
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

10. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 3, 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 with the FAA Act, etc. by:
 - ✓ Organizing and maintaining Filing System
 - ✓ Maintaining correspondence loggings system
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates Meetings by:
 - ✓ Arranging Department and Procurement Committee Meetings
 - ✓ Disseminating relevant documents for meetings
 - ✓ Recording and generating 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 channelled 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, necessary signatures are affixed. If necessary return to Originating Department of Purchase Requisition for authorized signature or other information required;
- 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;
- Assist 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, stamp, record and send Purchase Order requiring GCT exemption to GCT Office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. Letters 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 he services are provided;
- Answers the telephones and screen calls and direct 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 send via Courier Service to the respective suppliers or make 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 Head of the Branch.

Required Knowledge, Skills and Competencies

- Sound oral and written communication and interpersonal skills
- Good organisational 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 Qualification 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 Condition Associated with the Job

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

11. Accounting Clerk (FMG/AC 2)

Job Purpose

Reporting to the Manager, Accounts Payable and Disbursement, the incumbent is responsible to prepare Payment Vouchers and the maintenance of registers in keeping with the relevant Acts and regulations.

Key Responsibilities

Technical/Professional:

- Receives invoice, claim, bill etc. and writes up Payment Voucher using the appropriate form and ensuring correctness;
- Maintains cable service, telephone, utility and contract Registers properly;
- Prepares Invoice Orders for all payments for GCT zero rating;
- Assists with the research of NHT and NIS contribution information for past employees;
- Generates Payment Vouchers for Monthly Subvention through FINMAN;
- Generates Payment Vouchers from FINMAN;
- Updates file with payment information;
- Assists with the filing of Payment Vouchers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Technical skills
- Excellent use of technology

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CSEC/CXC subjects (General Proficiency, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting, and In-Service training course in Government Accounting are assets.

12. Secretary 2 (OPS/SS 2)

Job Purpose

Reporting to the Director, Facilities Management and Administration, the incumbent provides general secretarial support services to attain efficient day to day operations of the Unit. Execute routine secretarial assignments including dictation, written or composed correspondence.

Key Responsibilities

Administrative/Professional:

- Prepares requisition for stationeries for the Personnel Unit and ensuring that stock is in place at all times;
- Assists with the security of stationery and office supplies;
- Drafts letters and prepares memoranda from drafts and hand written notes;
- Transcribes and compiles relevant reports;
- Receives and process incoming mails;
- Maintains incoming/outgoing correspondence Register;

- Types letters and memoranda;
- Schedules appointments and responds to queries;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to work under pressure and to meet tight deadlines
- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Excellent knowledge of Filing System and methods
- Excellent knowledge of protocol for meetings
- Proficient in the relevant computer applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

13. Maintenance Technician (LMO/TS 3)

Job Purpose

Reporting to the Office Manager, the incumbent is responsible for administering maintenance services to all areas of the property, facilitating the implementation of proper procedures, and ensuring the safety and general upkeep of the Ministry's assets.

Key Responsibilities

Technical/Professional:

- Carries out general inspection of buildings and surroundings;
- Inspects generators, Air Conditioning Units, power and water supplies, and conducts test run to ensure effective and efficient operations;
- Monitors service contractors for Air Conditioning Units and sanitation services;
- Oversees the maintenance of Fire Extinguishers, water tanks, and conducts tests on the pressure tank and pump;
- Collaborates with the Attendants to ensures the daily hygienic and aesthetic maintenance of the grounds, open spaces and common areas;
- Provides general supervision and support for the Service Maintenance Teams assigned to property;
- Oversees the security of the Power Rooms and equipment;
- Handles a variety of facility maintenance requirements;
- Develops scopes of work for small improvements/services and seeks out qualified contractors to bid the work;
- Obtains where necessary and submits estimates for repairs from suppliers to the Director, Facilities Management and Administration for evaluation and selection;
- Oversees the general upkeep of Ministry's assets;
- Ensures the removal of equipment, furniture in the office daily and from relevant Agencies when required;
- Ensures the installation of storm shutters;
- Oversees the replacement of defective bulbs and old office fixtures and other items;
- Facilitates Attendants in transporting items used in meetings as required by the supervisor;
- Assists in the preparation of the Conference Room for meeting and other seminars;
- Ensures the Organization of the water dispenser on a daily basis;
- Facilitates the movement of goods.
- 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
- Sound customer relations skills

Functional:

- Good problem-solving skills
- Good leadership skills
- Proficiency in the use of relevant computer applications
- Excellent teamwork and compliance
- Good judgment and initiative exercised in the carrying out of duty

Minimum Required Qualification and Experience

- Vocational Certification in Electrical Installation or Plumbing or Tiling or Landscaping or AC repairs or Cabinetry with one (1) year work experience in a related field; or
- School Leaving Certificate with two (2) years' work experience in a related field.

14. Attendant (LMO/TS 1) - 3 posts**Job Purpose**

Reporting to the Asset and Office Manager, the incumbent is responsible for keeping the Minister's and Permanent Secretary's suites, pantries and Conference Rooms clean and tidy; serve lunches to the Minister and Permanent Secretary and other Heads of Departments and prepare refreshment for meetings.

Key Responsibilities***Technical/Professional:***

- Keeps the Minister and Permanent Secretary's Office areas clean and tidy;
- Cleans the telephones, refrigerator, desks and floor;
- Keeps the Minister and Permanent Secretary's bathrooms clean at all times;
- Serves lunches (when required) to the Minister, Permanent Secretary and Heads of Departments;
- Prepares and serves refreshment, sets tables for special Breakfast and Luncheon Meetings for the Minister and Permanent Secretary, and cleans the area as is required;
- Ensures that the Pantries and Lunchrooms are kept clean and tidy;
- Ensures necessary arrangement are made for meetings in the Conference Rooms;
- Ensures that the general area is clean and in order, provides refreshment if necessary and ensures that tables and chairs in the Conference Rooms are properly placed and are clean;
- Prepares refreshment and serves same before or during meetings as required;
- Ensures that all tablecloths and other linens in both the Minister's and Permanent Secretary's suites, including the three (3) Conference Rooms are always clean and ready to be used by washing, ironing and folding them;
- Collects correspondence from the Documentation and Information Centre and various out-trays in Departments and deliver these to the respective Officers at least twice per day;
- Participates in areas of cost containment and reduction by reporting malfunctioning lights, bathrooms, etc.;
- Relieves Telephone Operators as required;
- Supervises the contract cleaners on Saturdays;
- Participates in the supervision of other Attendants;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Good interpersonal skills
- Good customer quality focus
- Good integrity/ethics exercised in the performance of duties
- Good initiative

Functional:

- Good teamwork and co-operation
- Excellent compliance

Minimum Required Qualification and Experience

- Secondary/High School Certificate;
- Two (2) years' experience.

Applications accompanied by résumés should be submitted **no later than Monday, 12th June, 2023 to:**

Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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