



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 194

OSC Ref. C. 6555¹⁵

2nd 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 be assigned to the following posts in the **Department of Co-operatives and Friendly Societies (DCFS)/Food Storage and Prevention of Infestation Division (FSPID)**:

1. **Senior Training Officer (GMG/SEG 1) (Not Vacant)** during the period **June 4, 2023 to October 3, 2023 – (DCFS Training Unit, Musgrave Avenue)**, salary range \$3,094,839 – \$4,162,214 per annum.
2. **Accounting Technician (FMG/AT 3) (Not Vacant)** during the period **August 14, 2023 to September 11, 2023 – (FSPID)**, salary range \$1,984,305 – \$2,668,670 per annum.

1. Senior Training Officer (GMG/SEG 1)

Job Purpose

Under the supervision of the Training and Promotions Manager (GMG/SEG 2), the Senior Training Officer (GMG/SEG 1) is responsible for the training and training programmes for volunteers and staff within societies. The Officer is also responsible for processing queries and applications relating to the pre-registration of entities and for promoting the Department, Societies and Charities under DCFS' Portfolio.

Key Responsibilities

Management/Administration:

- Prepares comprehensive reports on activities facilitated;
- Represents the Government and the Department at conferences, congresses and meetings locally, regionally and internationally;
- Compiles and prepared Monthly Productivity Report;
- Prepares and submits Training Reports on sessions conducted;
- Co-ordinates to ensure adequate supply of stationery and handouts, audio-visual and other teaching aids are provided for training sessions.

Technical/Professional:

- Prepares and implements Strategic Work Plans;
- Conducts training and evaluation of groups seeking registration;
- Manages and co-ordinates groups, to ensure that all registration requirements are met;
- Attends Annual, Special, General Members Meetings and Committee of Management meetings of Co-operatives, Friendly and Industrial and Provident Societies and provides advice and instruction on matters concerning management, parliamentary procedures, meeting protocols and general compliance pursuant to the requisite Statutes, Regulations and Rules;
- Conducts assessment to identify training needs of Societies, Charities, Groups and other Stakeholders;
- Liaises with Training Manager to develop relevant and modernized training apparatus;
- Develops and implements training programme;
- Provides technical guidance to groups seeking registration with the preparation of their rules;
- Updates and maintains Training Database of Societies;
- Recommends promotional activities geared at highlighting the work of the Department and Societies regulated as well as related Government's policies;
- Liaises with media houses to promote the Department and the Movements;
- Liaises with promotional organizations and institutions and recommend acquisition of promotional items for inclusion on the Units' Budget;
- Recommends the implementation of strategies and Action Plans regarding training and education programmes for Societies, Groups, Charities and the general public;

- Recommends changes to societies' policies to ensure transparency and accountability within their operations;
- Responds to applications made under the various Acts regulated by the Department;
- Identifies and recommends to Supervisor societies for cancellation or inquiry;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Ability to use own initiative
- Strategic Vision
- Integrity
- Good analytical thinking skills
- Good leadership skills
- Change Management
- Good use of Technology
- Social skills

Functional/Technical:

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Sound knowledge of Accounting and auditing standards and procedures
- Sound knowledge of cooperatives and Friendly Societies Principles
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- Bachelor of Science in Human Resource Development/Public Administration/Education/Mass Communication;
 - Diploma in Teaching or Certificate in Train the Trainer Course (not needed with degree in Education);
 - One (1) year experience at the supervisory level;
 - A comprehensive knowledge of the Acts Administered by the Department.
- OR**
- Diploma/Certificate in Cooperatives Societies from Loughborough University;
 - Diploma in Teaching or Certificate in Train the Trainer Course;
 - Three (3) years' experience at the supervisory level.

Special Conditions Associated with the Job

- Must possess a reliable motor vehicle and a Valid Driver's License;
- Unfavorable working conditions at times;
- Required to work on weekends;
- Required to work outside the normal working hours in completing the Work Programme;
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial and Provident Societies, Agriculture Loans Societies and Approved Organizations, Groups another institutions;
- Travelling extensively island-wide and internationally on occasions.

2. Accounting Technician (FMG/AT 3)

Job Purpose

Under the direction of Chief Food Storage Officer, the Accounting Technician (FMG/AT 3) ensures that all activities essential to the efficiency of the Division are provided for financially and ensures that revenue is collected for work done by the Division.

Key Responsibilities

Management/Administrative

- Provides advice/guidance to the Director and other Managers on the financial status of the Division;
- Represents the Division at meetings, workshops and conferences.

Technical/Professional:

Accounts Payable

- Prepares Annual Draft Estimate for Recurrent and Capital Expenditure;
- Ensures that goods, chemicals, equipment and services for the Division are carried out according to procurement guidelines;
- Ensures all Accounting records are properly kept;
- Checks all invoices for correctness;
- Reviews Divisions Financial Statement for correctness of payments and balance;
- Monitors funds and payments by liaison with Financial Controller, Director of Expenditure and Budget Director of the Ministry;
- Prepares Financial Report based on financial status of the Division.
- Monitors actual Expenditure against Budget for variances and report to Head of Department for corrective action;
- Prepares Estimates and Monthly Report for Non-Tax revenue and ensure there is no shortfall in targeted collection;
- Prepares Monthly Schedule of invoices for payment based on monthly subvention;
- Responds to Audit Queries from Internal and External Auditors;
- Responds to queries of financial nature;
- Monitors and verifies invoice items are received;
- Ensures accountability of internal records and control;
- Verifies claims and payments for compliance with budget constraints;
- Assists Heads of Units in Budget Development.

Accounts Receivable:

- Updates and maintains Accounts Receivable Records, ensuring accurate and timely posting of transaction;
- Ensures accurate and timely preparation and remittance of invoices to clients;
- Follow-ups with clients to ensure the timely receipt of payments on outstanding balances;
- Updates and maintains customers files;
- Investigates and resolves customer queries;
- Communicates with customers via phone, email, mail or personally;
- Develops a recovery system and initiate collection efforts via reminder notices;
- Maintains appropriate internal control and safeguards;
- Performs any other related function as directed by Head of Department.

Human Resource:

- Supervises Accounting Technician FMG/AT 1 by ensuring accounts payable records are maintained;
- Monitors and evaluates the performance of direct report, prepares Performance Appraisal and recommends and/or initiates corrective action where necessary to improve performance;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Performs requisite duties, in the absence of Accounting Technician FMG/AT 1;
- 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
- Teamwork and co-operation
- Good interpersonal skills
- Ability to work on own initiative
- Good problem-solving skills
- Good time management skills
- Good customer and quality focus skills
- Good analytical skills

Technical:

- Good knowledge of Government Accounting

- Good knowledge of FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Ability to interpret and apply Financial Rules and Regulation
- Ability to set up and maintain database files to create spreadsheets and documents
- Ability to set up and accurately maintain accounting and financial records
- Proficient in the relevant computer applications

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.

Applications accompanied by résumés should be submitted **no later than Monday, 15th May, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**