



Office of the Services Commissions

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CIRCULAR No. 309 **OSC Ref. C. 6544⁴**

12th July, 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 **Houses of Parliament**:

1. **Senior Payables Officer (FMG/AT 3)**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Senior Secretary (OPS/SS 3)**, salary range \$1,550,136 – \$2,084,761 per annum

1. Senior Payables Officer (FMG/AT 3)

Job Purpose

Reporting to the Accounts Payable and Payroll Manager, the incumbent will be responsible for the proper checking, posting and payment of all accounts payable in accordance with Financial Administration and Audit (FAA) Act. The incumbent will also ensure that funds are committed for all payments.

Key Responsibilities

Technical:

- Maintains records of all payments as well as all routine or ongoing contracts for example utilities, janitorial services and travel claims;
- Ensures that the checking of pay sheets, statutory and non-statutory deductions vouchers and salary Payment Vouchers are completed and corrected in a timely manner;
- Checks in detail batches of vouchers and claims for infractions or errors;
- Ensures that Annual Returns such as Income Tax, NIS and NHT are submitted on time;
- Consults with the Principal Finance Officer and Accounts Payables and Payroll Manager to determine the priority of bills/invoices to be paid;
- Prepares Annual Returns for submission;
- Examines all incoming correspondence, claims and vouchers submitted to the Branch and assigned to the Accounts Payables Officer for detail checking along with any relevant information for guidance;
- Monitors the Accounts Payables Officer ensuring that invoices, claims and vouchers are assigned for checking and are processed within a reasonable time;
- Prepares commitments of all utility bills, invoices, claims, vouchers assigned ensuring that there is propriety, regularity, authenticity and accuracy of claim and to also prepare the impress reimbursement claims, contract and other technical vouchers or claims;

Administrative:

- Checks and summarizes the Petty Cash Records;
- Provide guidance to Cashier in carrying out duties of maintaining accurate Petty Cash receipts, good cash management and timely update of Petty Cash Vouchers, Cash Book and check bank lodgments;
- Trains and guides Accounts Payables Officer in procedures for thorough checking of utility bills, invoices, claims, vouchers;
- Advises Accounts Payables Officer and Cashier on accounting policies and procedures;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent analytical and judgment skills
- Good problem-solving skills
- Excellent interpersonal skills

- Good knowledge of relevant computer applications

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level; **or**
- ACCA Level 1; **or**
- NVQJ Level 4, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Management 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 and 3; **or**
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general supervision of the Director, Corporate Services, the incumbent will be responsible for providing secretarial and administrative support to the Director, Corporate Services and Principal Finance Officer.

Key Responsibilities

- Types correspondence, reports and other documents for the Director, as required;
- Composes letters and memoranda as required and submit for review;
- Establishes, updates, maintains and controls computerized and manual confidential files;
- Takes Minutes at meetings;
- Organizes and maintains proper Filing System;
- Maintains Appointment Diary and reminds of appointments, in advance;
- Prepares Agendas for meetings and recognize relevant information and documents;
- Interacts with clients and answers general enquires regarding the Branches;
- Performs any other related duties that may be assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

- Good time management and organizational skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficient in the use of computer applications

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.

Special Condition Associated with the Job:

- Must be able to work under pressure.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th July, 2023 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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