



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 374 **OSC Ref. C. 4857¹⁷**

18th September, 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 **Jamaica Bauxite Institute**:

1. **Accountant (Level 8)**, salary range \$4,594,306 - \$6,178,830 per annum and any allowance(s) attached to the post.
2. **Properties Research Officer (Level 7)**, salary range \$3,094,839 - \$4,162,214 per annum and any allowance(s) attached to the post.

1. Accountant (Level 8)

Job Purpose

Under the general supervision of the Director of Administration and Finance, the Accountant will prepare the Final Accounts of the JBI.

Key Responsibilities

- Liaises with Director, Administration and Finance and other Divisional Directors to prepare their budget for compilation of the Annual Budget;
- Monitors various items of expenditure, to ensure their conformity with the approved Budget and report variances giving reasons for same on a monthly basis;
- Ensures preparation of monthly Expenditure Reports, Cash Flow Statements and other Financial Statements for submission to Finance Committee, the Board of Directors, the Ministry of Finance and the Public Service and other stakeholders;
- Ensures the verification of Payrolls and all entries of Payments or Journals to be processed and checks the results of the processing;
- Ensures the timely preparation of invoices for projects in collaboration with Divisional Directors/Project Officers;
- Ensures that adequate funds are available to satisfy the obligations of the Organization;
- Prepares the accounts;
- Liaises with the Director, Administration and Finance in the management of the Investment Portfolio;
- Ensures that Statutory Returns are prepared and remitted;
- Approves Petty Cash Voucher;
- Maintains the General Ledger and ensures that balances are correct;
- Manages the Petty Cash system in accordance with the regulations.
- Ensures the maintenance of the Register of all fixed assets;
- Liaises with External Auditors for timely audits and prepare all schedules as required;
- Assists in developing accounting policies and procedures for implementation;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Human Resource:

- Provides leadership to direct reports to enable their professional growth and development by:
 - ✓ Effective object setting and agreement on Work Plan Programmes
 - ✓ Delegating of appropriate levels of authority and autonomy to enable decision making
 - ✓ Appropriate technical and supervisory guidance
 - ✓ Timely and effective communication and performance feedback
- Collaborates with the Human Resource Department and the Divisional Director to create personnel development plans and programmes for staff in the Division;
- Recommends leaves of direct reports;
- Conducts appraisal direct reports.

Required Knowledge, Skills and Competencies

- Excellent oral and written communications skills
- Ability to work on own initiative
- Good interpersonal, time and people management skills
- Customer and quality focused
- Knowledge and adherence to Accounting best practices
- Budgeting skills
- Excellent planning, organizing and analytical skills
- Ability to use Accounting software packages

Minimum Required Qualification and Experience

- B. Sc. in Accounting, Management Studies (majoring in Accounts) or ACCA (at least level 2)
- Five (5) years working experience with at least two (2) years in a Senior Accounting post in a medium size organization, as well as knowledge of management techniques and supervisory practices;
- Experience in Government accounting with emphasis on Government regulations and procedures in accordance with the FAA Act and regulations;
- Proficiency in Microsoft Great Plains Accounting package and Microsoft Office Suite.

2. Properties Research Officer (Level 7)

Job Purpose

Under the general supervision of the Director of Bauxite Lands, the Properties Research Officer will manage all lands under the oversight of the JBI under the Bauxite Community Development Project.

Key Responsibilities

- Assist in establishing and maintaining an efficient Bauxite Land Data Bank for Jamaica containing inter alia, property ownership, location, acreage, land use, mining and reclamation status, valuation and other related data;
- Carries out investigations of land related requests submitted to the JBI and the Bauxite Land Management Committee and to assist in the preparation of briefs/reports for internal assessment;
- Assists in the monitoring of Bauxite lands and in the preparation of Land Status and Land Use Reports and maps for the various bauxite bearing lands;
- Assists in carrying out reviews and assessments of post-mining land use by the Bauxite Companies, and to assist in the formulation of strategies and plans to promote the productive use of reclaimed Bauxite lands;
- Assists in the development and implementation of programmes to monitor and to ensure the protection of Jamaica's bauxite reserves from sterilization;
- Reviews applications for the sub-division of properties submitted by the National Environment and Planning Agency (NEPA) and the Parish Councils and the Ministry of Land and Environment, referring the critical ones for further evaluation and/or field checks. This will include organizing and carrying out where necessary, field investigations and internal reviews to obtain the relevant information on the occurrence of bauxite ore;
- Ensures the timely dispatch of the JBI's recommendations to the relevant planning authorities and to attend the Monthly Sub-division Committee Meetings of the National Environment and Planning Agency (NEPA) and the meetings of the Parish Councils Technical Committees;
- Facilitates the efficient processing of Sub-Division applications by the Bauxite Companies for resettlement and worker housing and to assist with Resettlement Planning matters, as the need arises;
- Represents the JBI on Bauxite land matters and planning related issues at meetings with the National Planning Agencies, the various Government Ministries and Departments, the Bauxite Companies, community groups and other relevant groupings;
- Formulates project proposals for social and economic research aimed at assessing the socio-economic status of Bauxite Communities;
- Undertakes socio-economic research in communities adjacent to bauxite and alumina operations, as required, in order to inform policy and programmes for improving the social and economic well-being of these communities;
- Oversees the proper management of Midland properties to include frequent review of the lease agreements, field inspections to verify terms of agreements are being adhered to and collate and manage midland farmer database;
- Assists where required with miscellaneous projects and to carry out field investigations where necessary on land and community related matters;

- Liaises with relevant development and Government Agencies and Bauxite Company personnel regarding the control of and planning for the development of Bauxite lands with a view to preventing sterilization of lands and facilitating the development of resettlement Sub-Divisions;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Required Knowledge, Skills and Competencies

- Ability to identify the genuine needs of the Bauxite Communities
- Excellent communications and report writing skills
- Demonstrated positive, constructive attitude
- Ability to remain calm and in control under pressure
- Social Astuteness and ability to demonstrate sincerity of purpose
- Ability to comprehend and apply applicable legislative regulations and Government agreements
- Good organizing and planning skills
- Ability to operate applicable software

Minimum Required Qualification and Experience

- Bachelor's Degree or its equivalent in Planning, Land Management, Geography or a related field;
- Training in Arcview GIS;
- Three (3) years working experience in planning and land management, with requisite skills in field investigation and social and economic research;
- Proficiency in the use of word processing, data management and ArcView GIS software.

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

**The Human Resource Manager
Jamaica Bauxite Institute
Hope Gardens Complex,
P.O. Box 355,
Kingston 6.**

Email: hrd@jbi.org.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**