



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 381** **OSC Ref. C.4858<sup>46</sup>**

**21<sup>st</sup> 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 be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Project Manager (SOG/ST 7) (Not Vacant) - Corporate Services Division (Buildings and Property Maintenance Branch)**, salary range \$4,594,306 – 6,178,830 per annum.
2. **Accounting Technician 1 (FMG/AT 1) – (Not Vacant) – Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$1,550,136 – \$2,084,761 per annum.

#### **1. Project Manager (SOG/ST 7)**

##### **Job Purpose**

Under the direct supervision of the Civil Works Engineer (SOG/ST 8) the Project Manager (SOG/ST 7) will monitor, evaluate and report on the implementation of projects within the Corporate Services Division – Buildings and Property Maintenance Branch as per the project life cycle with an aim to eliminate overruns and extensions.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Contributes to the preparation of the Budget and Corporate Plan for the Unit;
- Prepares and submits reports;
- Proposes strategic technological and development modifications;
- Attends meetings.

###### ***Technical/Professional:***

- Reviews plans for the implementation of projects or project segments to achieve the stated objectives;
- Directs the completion of designated projects/project segment;
- Tracks deliverables and updates programmes;
- Advises the Agencies on all planning matters including mechanics of planning and adequacy plans;
- Maintains contacts with relevant Private Sector Organizations, Government Agencies and internal technical Divisions on project administration and implementation;
- Evaluates long-term plans and quarterly review of capital works;
- Develops and maintains project database;
- Reviews project profiles;
- Visits project sites to assess non-technical issues i.e. payments to workers, rotation and any other social problems that might arise and makes recommendations for solutions;
- Liaises with the training agencies to ensure that training and certification are carried out;
- Makes recommendations for additional training;
- Assists with the identification of Private Sector involvement in the programme;
- Manages the closure of projects including payment of retentions;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Participates in evaluations;
- Assists with contract preparations;
- Manages projects closure including payment of retentions.

###### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- 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
- Good interpersonal skills
- Teamwork and co-operation
- Methodical
- Excellent time management skills
- Excellent planning and organizing skills

#### ***Technical:***

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Competence in designing and interpreting engineering drawing, briefs, diagrams
- Sound knowledge of safety regulations and programmes
- Excellent knowledge in Project Planning and implementation
- Strong analytical and problem-solving skill
- Proficient in relevant software applications
- Good Report writing skills

### **Minimum Required Qualification and Experience**

- BSc in Business Administration or related field;
- Training in Project Management or other related areas;
- Five (5) years' experience in the Administration of Projects.

### **Special Condition Associated with the Job**

- Will be required to work long hours, on weekends and public holidays when the need arises;
- Extensive travelling;
- Exposure to dust, excess water, chemicals and height;
- Must require a valid General Driver's licence;
- Must possess a reliable motor vehicle.

## **2. Accounting Technician 1 (FMG/AT 1)**

### **Job Purpose**

Under the supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician (FMG/AT 1) provides accounting support by ensuring that all accounting procedures as it relates to payment of bills, travelling allowances, salaries, payroll, and statutory deduction and all other accounting duties are accurately computed in accordance with the standards of the Government of Jamaica FAA Act.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Prepares payments of bills, traveling allowance and subsistence allowance;
- Maintains cards for traveling and subsistence allowances;
- Ensures that claims submitted are properly prepared, certified and approved for payment by authorized officer;
- Prepares vouchers for payment of bills and cheques;
- Maintains a register for all supporting documents submitted;
- Prepares invoices for zero rate;
- Records and maintains records of utility bills and payments;
- Maintains Journal for daily, monthly and yearly transactions;

- Prepares salary, statutory and personal deduction cheques for fortnightly paid employees;
- Prepares contract levy form for contractors and ensures deductions are paid over to Tax Administration Jamaica;
- Ensures that contracts for contractors are properly prepared and authorized before preparation of vouchers;
- Maintains records of all contracts contractors;
- Checks lodgments;
- Prepares Quarterly Revenue Statements;
- Batches vouchers in order to reconcile with Cash Book balance;
- Performs any other related duties that may be assigned by the Professional Accountant (FMG/PA 1) or Principal Research Director from time to time.

### **Required Knowledge, Skills, and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good teamwork and co-operation skills
- Good interpersonal skills
- Ability to work on own initiative
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills

#### ***Technical:***

- Good knowledge of the stipulations of the FAA Act
- Sound knowledge of general accounting principles
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Competence in the use of spreadsheets and computerized accounting systems

### **Minimum Required Qualification and Experience**

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4<sup>th</sup> October, 2023 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**