



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 398 **OSC Ref. C. 6555¹⁵**

28th 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 **Cannabis Licensing Authority (CLA)**:

1. **Accounting Technician (FMG/AT 3) - (Contract)**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Administrative Assistant (GMG/AM 2) - (Contract)** in salary range \$1,550,136 - \$2,084,761 per annum.

1. Accounting Technician (FMG/AT 3)

Job Purpose

Reporting to the Director, Finance and Accounting, the incumbent is responsible for the assistance in the controlling of payments for fortnightly and monthly salaries, the preparation of payment vouchers, the preparation of Monthly and Annual Statements for submission for the Authority in accordance with the relevant acts and guidelines.

Key Responsibilities

- Ensure that all Salary Payable Accounts are reconciled prior to disbursement of cheques;
- Participates in the Interim Audit Exercise by:
 - ✓ Providing Auditors with the necessary information required
 - ✓ Providing timely and satisfactory answers to audit observations and queries
 - ✓ Implementing recommendations
- Prepares Payroll Spreadsheets for Payment Vouchers;
- Maintains Payroll Deduction Binders and files payroll and all other related correspondence;
- Maintains and balances Salary On and Off Control Register;
- Ensures adequate controls for the proper maintenance of all salary and related records;
- Prepares accurate payment vouchers in agreed timeframe;
- Computes and administers salary deductions in a timely manner;
- Maintains and organizes accounting records; files and maintains in a manner where records are easily retrieved.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Excellent numeracy and computation abilities
- Outstanding organizing and time management skills
- Good integrity/ethics exercised in the performance of duties
- Good teamwork and co-operation skills
- Good social skills
- Good planning and organizing skills

Technical:

- Good problem solving and decision making skills
- Goal/result oriented
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Good analytical and problem-solving skills

- Proficiency in Accounting packages such as Peachtree/SAGE, IPS, Microsoft Excel and Word
- Sound knowledge of the Government of Jamaica Financial Administration and Audit (FAA) Act
- Good knowledge of accounting principles and practices
- Sound knowledge and preparation of salaries and disbursement

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- Diploma in Accounting from a recognized University; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, i.e., Government Accounting Levels 1, 2 and 3; **or**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University;
- Two (2) years' experience in Government Payroll Applications.

2. Administrative Assistant (GMG/AM 2)

Job Purpose

Reporting to the Senior Legal Officer/Corporate Secretary, the incumbent is responsible for providing secretarial and administrative support to the Legal Unit and Senior Legal Officer while enhancing the work processes and operations of the Unit.

Key Responsibilities

- Manages appointments to facilitate smooth transitions between engagements;
- Prepares pre-requisites in advance of appointments; provides relevant files and information;
- Receives, responses to and/or manages telephone or other enquires;
- Writes grammatically correct routine business messages such as memos and letters;
- Receives and logs documents sent to the office; routes and tracks correspondences to ensure timely responses are generated;
- Participates in debriefing after meetings and engagements to ensure that follow-up matters are logged and appropriately routed;
- Manages the timeline of Unit assignments to ensure deadlines are met;
- Receives, stores and catalogues documents received via email/hard copy;
- Develops and maintains an intuitive system of filing hard and electronic documents in the Legal Unit;
- Records and prepares minutes as required; circulates and monitors deliverables per action notes from meetings to ensure timely receipt;
- Coordinates logistical arrangements for Sub-Committee Meetings/activities as directed by the Senior Legal Officer/Corporate Secretary;
- Collects and presents data to the Senior Legal Officer for completion of monthly reports;
- Conducts basic research as required by the Senior Legal Officer/Corporate Secretary.

Required Knowledge, Skills and Competencies

Core:

- Well-developed communication and interpersonal skills
- Excellent Planning and organizing skills
- Strong customer orientation skills
- Result oriented
- Excellent note taking skills
- Sound and logical approach to problem solving and task analysis
- Ability to have sound judgement
- Ability to work on own initiative and under pressure
- Sound understanding of the Dangerous Drugs Amendment Act
- Excellent knowledge of office practice and procedures
- Strong analytical and time management skills

Technical:

- Records and Information Management skills
- Office and Administrative Support skills
- Excellent organizational and time management skills
- Ability to work on own initiative

Minimum Required Qualification and Experience

- Five (5) 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);
- Two (2) years' experience in a similar capacity in the secretariat skills.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 2023 to:**

**Director, Human Resource Management and Administration
Cannabis Licensing Authority
4th Floor, Pan Jam Building,
60 Knutsford Boulevard
Kingston 5**

Email: vacancies@cla.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**