



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 434 **OSC Ref. C.6555¹⁶**

11th October, 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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Administrator (GMG/AM 3) (Vacant) - Commerce Division**, salary range \$1,984,305 - \$2,668,670 per annum.
2. **Payroll Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Administrator (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Commerce (GMG/SEG 4), the Administrator, Monitoring and Regulations (GMG/AM 3), provides technical support and ensures timely processing of the Ministry's statutory obligations under the Companies Act and the Charities Act.

Key Responsibilities

Administrative:

- Advises stakeholders and private and public sector customers on matters relating to the Companies Act and the Charities Act as well as other areas of the Division;
- Provides technical support to Commerce related Agencies;
- Provides technical support to the Director of Monitoring and Regulations;
- Represents the Ministry at meetings, seminars and workshops as required;
- Encourages and maintains a system that fosters a culture of teamwork, commitment and good morale of the Division and Ministry;
- Establishes and updates control and monitoring mechanisms within the Unit;
- Provides technical support to the National Export Strategy (Agro Processing Cluster Committee).

Technical/Professional:

- Reviews and processes applications to the Minister under the Companies Act/Charities Act;
- Conducts meetings and public education exercises with clients relating to applications to the Minister under the Companies Act/Charities Act;
- Examines requests from companies and or their Directors to launch investigations into the affairs of companies or Directors;
- Advises stakeholders and private and public sector customers on matters relating to the Companies Act and the Charities Act as well as other areas of the Division;
- Makes recommendations to the Minister with regard to requests for investigation into the affairs of Companies or their Directors following consultations with the Legal Department;
- Prepares Notices for publication;
- Prepares Exemption Orders, Extensions and Licences for the Minister's approval;
- Advises Jamaica Printing Services Limited to publish approved Licences, Exemption Orders, and Exemption Extensions in the Jamaica Gazette;
- Maintains control mechanism to ensure that applications to the Minister under the Companies Act are addressed;
- Develops and maintains databases in relation to applications made under the Companies Act/Charities Act;
- Makes recommendations for policy and legislative changes to ensure efficacy of operations;
- Assists in the co-ordination of seminars, workshops and meetings relevant to the Division's role and functions;

- Performs any other related duties and responsibilities assigned from time to time by the Director of Commodities/Commerce.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Integrity
- Good planning and organizing skills
- Goal/Results Oriented
- Customer and Quality Focus
- Good interpersonal and networking skills
- Ability to use own initiative
- Good time management skills
- Good problem-solving and decision-making skills
- Good use of Technology
- Teamwork and co-operation
- Adaptability
- Analytical thinking
- Managing Client Interface

Technical:

- Excellent knowledge of the Ministry's statutory responsibilities under the Companies Act and the Charities Act
- Proficient in the use of relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures
- Good presentation skills
- Report writing skills

Minimum Required Qualification and Experience

- Diploma/Certificate in Public Administration, Business Administration or any other related field;
- Three (3) years working experience in the Public Sector.

2. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager Payroll (FMG/PA 1), the Payroll Officer is responsible for the control and payment of Fortnightly paid staff.

Key Responsibilities

To ensure the timely and accurate preparation of the Fortnightly Payroll assigned:

- **Salary Computation**
 - ✓ Directs responsible for the fortnightly;
 - ✓ Assists in the preparation of the Payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System
 - ✓ Checks and ensures that salary is correctly computed and any differences/errors
 - ✓ Ensures that advances and overpayments of salaries are promptly recovered;
 - ✓ Prepares Leave Certificate (P45) and last pay certificate (P24);
 - ✓ Prepares payment/lodgement vouchers;
 - ✓ Maintains and balances salary Control Register for each payroll run.
- **Deductions and Returns**
 - ✓ Checks and verifies that statutory deductions and other authorized deductions are made and paid over promptly;
 - ✓ Ensures that Annual Returns such as Income Tax, NIS and NHT are made promptly after the end of the year.
- **Other:**
 - ✓ Assists in the preparation of the Personnel Emolument Budget by providing salary particulars on each staff member;
 - ✓ Provide letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions, Income Tax, etc.;

- ✓ 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 customer relation skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications namely Word, Excel and Outlook
- Knowledge of relevant payroll software and other applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ's Payment Process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSC. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th October, 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**