



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 426
OSC Ref. C.6499¹⁰

9th 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 the following **vacant** posts in the **Department of Correctional Services**:

1. **Director, Final Accounts (FMG/PA 2), Final Accounts Branch, Finance and Accounts Division**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Housemother (SWG/SWA 1), Juvenile Services Branch, Custodial Services Division**, salary range \$1,550,136 – \$2,084,761 per annum.

1. Director, Final Accounts (FMG/PA 2)

Job Purpose

Reporting to the Senior Director, Finance and Accounts, the incumbent is responsible for managing the preparation of Financial Statements and Reports of the Department of Correctional Services.

Key Responsibilities

Managerial/Administrative:

- Participates in the development of the Department's Budget, Strategic and Operational Plans;
- Ensures that the filing and retention/storage of records are undertaken regularly and in an organized and clearly identified manner, in support of ease of retrieval and the requirements of the Access to Information Act;
- Prepares Work Plans for the Unit;
- Provides technical financial advice to the relevant persons;
- Assists in the monitoring of the Outstations (institutions) for FAA compliance.

Technical/Professional:

- Prepares financial reports for review by the Senior Director;
- Liaises with the Director, Budget, re: programme expenditures performance against budgets;
- Ensures the prompt preparation of monthly statements of Expenditure and Commitments for the Department;
- Prepares monthly virement;
- Assists in the preparation of notes to the Appropriation Accounts and the Auditor General's Annual Report;
- Monitors all receipts and lodgements for the month, ensuring that they are correctly posted and reflected in the accounts;
- Monitors all journal vouchers for salary, advance clearance and other adjustments that are reflected in the account;
- Authorizes journal vouchers on the GFMS;
- Submits for verification, Revenue Statements to the Senior Director, Finance and Accounts;
- Monitors warrant issued, warrant transfers, warrant adjustments and advances to ensure they are properly brought to account;
- Monitors all cheques and cancellation of cheques to ensure they have been properly brought to account;
- Submits to the Senior Director, Finance and Accounts, signed Financial Statements in respect to close-off period with the prescribed time frame;
- Provides technical advice;
- Submits weekly report on the status of advances to be cleared and lodgements outstanding;

Human Resource Management:

- Monitors and evaluates the performance of direct reports; prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Completes and submits PMAS Documentation with the specified time frame as outlined by the PMAS Manual;
- Collaborates with the Human Resource Development Department in developing and implementing a Succession Planning Programme for the Unit, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 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 organization's goals;
- Performs any other assigned duties not specifically outlined within the Job Description, but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills, and Competencies

- Excellent knowledge of Accounting standards and procedures
- Knowledge of FAA Regulations and Instructions
- Knowledge of Government Accounting and GFMS
- Ability to lead and work in teams
- Excellent analytical and judgment skills
- Skill in operating computerized accounting systems

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

Special Conditions Associated with the Job

- Critical deadlines for completion of tasks;
- May be required to work beyond normal working hours;
- May be required to work on weekends and public holidays;
- Exposure to high-risk environment within Correctional Facilities and their environs.

2. Housemother (SWG/SWA 1)**Job Purpose**

Reporting to the Senior Housemother, the incumbent is responsible for the general day-to-day activities related to the care and welfare of the Wards in keeping with the Departments' rules and regulations.

Key Responsibilities***Technical/Professional:***

- Arranges for and supervises the preparation and consumption of all meals served to Wards;
- Instills the discipline of good table manners and proper eating habits as part of Wards' social development;

- Supervises the Wards in assisting with the clearing and tidying of the dining area after each meal;
- Arranges for the appropriate receipt, dispatch and laundering of Wards' clothing and bedding;
- Ensures that appropriate identification marks for Wards' clothing are affixed and maintained;
- Ensures repairs to all clothing and bedding items;
- Prepares Roster for Wards assignment to assists with laundry and other activities/duties;
- Ensures that proper personal hygiene is practiced by Wards by conducting spot checks;
- Ensures the general cleanliness and tidiness of the dormitories and adjacent areas, such as recreational areas and staff room;
- Provides strong leadership that will promote an atmosphere of 'family' acceptance of each individual and emotional well-being within the Institution;
- Counsels and empowers Wards into acquiring socially acceptable behavior pattern and an appreciation of formal education and skills training opportunities;
- Works closely with Social Workers/Welfare Case Managers to achieve favourable outcomes in the social intervention process;
- Consults with Senior Housemother on all health-related matters and ensures that these are treated promptly;
- Prepares Wards for Church attendance or any social activities away from the facility;
- Reports any malfunctioning equipment or infrastructural defects within related work areas;
- Reports to Senior Housemother any acts of indiscipline or breach of the security code.
- Works closely with other staff members in maintaining good discipline and decorum;
- Presents verbal and written Progress Reports on all aspects of Wards' activities;
- Performs any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills, and Competencies

- Knowledge of Corrections and Childcare and Protection Acts
- Excellent management skills
- Excellent knowledge of the growth and development of the adolescent
- Desire to work with young people
- Ability to lead and work in teams

Minimum Required Qualification and Experience

- Two to three (2-3) CSEC or GCE O'Level subjects with in-service training in areas of Nutrition, Communications and Human Relations;
- Formal training in Social Work methods and techniques and/or training in Institutional Management or para-professional training.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Exposure to high-risk environment within Correctional Facilities and their environs.

Applications accompanied by résumés should be submitted **no later than Friday, 20th October, 2023 to:**

**Senior Director
Human Resource Management and Administration
Department of Correctional Services
5-7 King Street, 2nd Floor
Kingston**

Email: career@dcsjm.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer