



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. 400

OSC Ref. C. 6555¹⁶

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 **Real Estate Authority of Jamaica (REAJ)**:

- 1. Records and Data Processing Officer (Level 5) - (2 posts) (3 years contractual)**, salary range \$1,984,305 - \$2,668,670 per annum.
- 2. Accounting Officer (Level 5) - (3 years contractual)**, salary range \$1,984,305 - \$2,668,670 per annum.

1. Records and Data Processing Officer (Level 5)

Job Purpose

Reporting to the Records Supervisor, the Records and Data Processing Officer is responsible for providing accurate and timely registry services to internal customers of the REAJ. The incumbent updates databases related to licensing, registration and other Real Estate transactions and maintains the accuracy and integrity the physical records series.

Key Responsibilities

Technical:

Maintains REAJ Databases (physical and electronic):

- Creates and updates data bases relating to licensing, registration and other real estate transactions/activities in keeping with the statutes and guidelines administered by the organization and to satisfy the Board requirements;
- Maintains the data base for registers and directories of dealers, developers, salesmen, strata corporations, Timeshare vacations and gated communities;
- Generates pocket licences for Salesmen after printing of paper licence;
- Prepares Registration Certificates;
- Updates the Licence Book and checks to see that Salesmen and Dealers have collected their licences;
- Prepares and distributes, as part of the Team, Renewal Notices and other information to industry practitioners; receives and log applications and supporting documentation;
- Conducts data audits on client information to ensure accuracy and completeness of information;
- Performs data searches in response to requests for information forms and prepare result reports.

Provides routine Registry Services:

- Sorts, classifies, indexes and files correspondence on appropriate file;
- Inspects files to ensure they are up to date;
- Records requests for bring ups in the appropriate Register, charges files out and sends to relevant officers;
- Puts away files after use in alpha-numeric order in their respective filing cabinets;
- Maintains the electronic file index;
- Determines the appropriate cross references for incoming documents;
- Performs functions in the (manual) Registry.

Maintains Records:

- Refurbishes, repairs deteriorating indexes and files; creates new files parts within the existing file classification plan;
- Processes and prepares records for transfer for inactive storage or destruction;
- Carries out validation checks on data entered by other Data Processing Officers to ensure accuracy within the valid ranges as instructed by the supervisor.

Assists in IT Backup:

- Maintains back-up and storage of data at regular intervals.

Correspondence/Mail Room:

- Records incoming correspondence and distributes accordingly; ensures that all mail is signed off on by the relevant officer;
- Ensures that all valuable mail are witnessed by a second officer upon opening of mail, then entered into the Mail Book;
- Signs for registered mail and packages;
- Signs for files, letters and correspondence;
- Scans and uploads all correspondence to the REAJ Document Management System.

Provides verification support (search) services:

- Prepares reports on discrepancies observed between information provided by client and that received from the Titles Office/Companies Office of Jamaica for the attention of the Supervisor/Inspectorate Division;
- Assists with the document preparations for Appeals Tribunal and Dispute Resolution forums /meetings;
- Collates statistical/other data and assists in the preparation of reports and other documentation for Board Meetings as requested;
- Performs any other related duties as directed by the Records Supervisor from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Good oral and written communication skills
- Integrity and confidentiality
- Attention to detail
- Good customer service skills
- Good networking skills
- Good time management and organizing skills
- Basic report writing skills

Technical:

- Training in Data Processing and auditing
- Knowledge of current trends and practices in Records Management
- Working knowledge of the relevant laws governing the operations of the Real Estate Authority of Jamaica
- Knowledge of the policies, procedures of the organization
- Knowledge and use of relevant computer applications/ICT technologies

Minimum Required Qualification and Experience

- Diploma in Management Information Systems/Computer Science or Records and Information Management;
- Two (2) years' related experience in Records Management and Electronic Data Processing (EDP); **or**
- Equivalent combination of qualifications and experience.

Special Condition Associated with the Job

- May come in contact with dust from files.

2. Accounting Officer (Level 5)**Job Purpose**

Under the general direction of the Accountant, the Accounting Officer (Collections) is responsible for the receipt and lodgement of all monies, the dispatch of cheques. The Officer is also responsible for processing monies received by the agency and completing monthly reconciliations for the Corporate Accounting Division.

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

- Accesses payment from Client Portal, and closes out payments thereafter;

- Collects funds and appropriates payments to correct client accounts;
- Generates client receipts for walk-in customers;
- Lodgements prepared and sent to the bank;
- Ensures that collections at the end of the day reconcile with the receipts generated;
- Reconciles and prepares daily CRM batch for the Accounts Receivable Officer;
- Assists with reconciling funds received for Continuing Professional Development Courses (CPD's) with the relevant officers;
- Follows established internal controls at all times and identifies/recommends enhancements where necessary;
- Maintains custody of cheques and valuables;
- Meets assigned accounting deadlines;
- Participates in meetings, seminars workshops conferences relevant to the functions of the post as required;
- Prepares Monthly Quarterly and Annual Reports as requested.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good analytical and judgment skills
- Excellent interpersonal skills
- Good problem-solving skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to cope well under pressure and meet deadlines

Technical:

- Knowledge of cashiering
- Sound Arithmetic and Accounting skills
- Knowledge of Accounting and Computing Application

Minimum Required Qualification and Experience

- AAT Level 1, CAT Level 1 or MIND Government Accounting Level 1;
 - At least one (1) years' experience in a related field.
- OR**
- Five (5) CXC/GCE Subjects including Mathematics and English;
 - Two (2) years related experience;
 - Training in customer relations would be advantageous.

Special Condition Associated with the Job

- May be required to work long periods outside of usual working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 2023 to via: <https://rebcsc.bamboohr.com/jobs/>**

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**