



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 494

OSC Ref. C. 5850¹⁵

27th November, 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 **vacant** post of **Commitment Control Officer (FMG/AT 3)** in the **Finance & Accounts Division, Ministry of Economic Growth and Job Creation**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

The incumbent is responsible for providing assistance to the Senior Commitment Control Officer in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent Head of Expenditure.

Key Responsibilities

Technical/Professional:

- Approves/rejects commitment requisitions by programme managers
- Maintains sections of the accrual accounting application (FINMAN) for the following:
 - Commitment Requisition;
 - Voted Provisions;
 - Warrant Issues;
 - Warrant Transfers/Lodgements;
 - Adjustments to the original issues of the Vote on Provision, Warrant Issues, Warrant;
 - Transfers and virement to the accounting application (FINMAN);
- Advises the Director of Management Accounts, Management Accountant-Recurrent and Programme Managers on the status of:
 - Funds available under activities/sub-activities;
 - Commitment requisitions;
- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories;
 - Inescapable;
 - Priority;
 - Other
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Facilitates the proper maintenance of the Commitment Control Register for the Ministry's Recurrent heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position of un-discharged commitments;
- Develops Individual Work Plan based on strategic alignment with the Operational and Strategic Business Plan of the Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent team building skills
- Excellent analytical and judgement skills
- Good oral and written communication skills
- Problem-solving skills
- Good interpersonal skills
- Ability to cope well under pressure and with strict deadlines

Technical:

- Knowledge of GoJ budgeting principles and guidelines and budget and warrants system
- Ability to use computerised accounting systems

Minimum Required Qualification and Experience

- AAT Level 3;
- ACCA – CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting from MIND;
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Friday, 8th December, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer (acting)**