



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 Local Government and Community Development**:

1. **Senior Auditor (FMG/AS 3) (Vacant) - Internal Audit Department**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Geographic Information Systems Analyst (SOG/ST 7) (Vacant) - Urban and Regional Planning Department**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Dietician (HPC/ND 2) (Vacant) - Human Services Division**, salary range 4,032,538 - \$4,793,421 per annum.
4. **Physiotherapist (HPC/PT 2) (Vacant) - Human Services Division**, salary range \$3,477,245 - \$4,133,352 per annum.
5. **Senior Secretary (OPS/SS 3) (Vacant) - Legal Services Division**, salary range \$1,550,136 - \$2,084,761 per annum.
6. **Payroll Officer (FMG/AT 2) (Vacant) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
7. **Final Accounts Officer (FMG/AT 2 (Vacant) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
8. **Senior Commitment Control Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
9. **Senior Library Assistant (PIDG/LA 2) (Vacant) - Corporate Services Division**, salary range \$1,550,136 - \$2,084,761 per annum.
10. **Assistant Administration Officer (GMG/AM 2) (Not Vacant) - Corporate Services Division**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Auditor (FMG/AS 3)

Job Purpose

Reporting to the Chief Internal Auditor, the incumbent participates in planning, directing and co-ordinating the internal audit activities of the Ministry of Local Government and Community Development, its Authorities and Agencies; reports on the adequacy, efficiency and effectiveness of the internal controls implemented by management, recommends solutions or corrective measures where applicable and reviews audit work, provide supervision, guidance and on the job training to the Team Members.

Key Responsibilities

Management/Administrative

- Participates in the development of the Annual Risk-Based Audit Plan;
- Contribute to the updating of the permanent files and plan for Audit assignments;
- Develops the Itinerary, Work Plan and time Budget for the Team;
- Allocates work to Team Members in a manner which enables the completion of assignments;
- Initiates first contact with the management of the Agency to be audited to ensure that proper accommodation and the necessary tools are provided;

- Initiates an Exit Interview with the management of the Audited Agency, to impart an overview of the findings.

Technical/Professional

- Conducts operational and financial audits to determine compliance with the provision of relevant laws, regulations, policies and guidelines;
- Analyzes the risk associated with the auditable areas of the entities;
- Provides supervision and technical guidance during the conduct of the audit;
- Conducts financial, information technology and operational audit exercises to determine the degree of compliance to the pertinent laws, regulations, guidelines and policies and to verify that stated objectives and targets have been met;
- Undertakes special investigations and assignments as required from time to time;
- Undertakes follow-up audits based on management responses;
- Reviews working paper of the audit team for accuracy and relevance;
- Participates in Quality Assurance Improvement Self-Assessment Programme in compliance with IIA standards;
- Prepares management letters, setting out findings, implications and recommendations for the signature of the Chief Internal Auditor.

Human Resource

- Manages the welfare of direct reports through preparation of Performance Appraisals and recommendations of required training and development programmes;
- Provides leadership and guidance to staff through coaching, counselling and mentoring;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent ethics/integrity is exercised in the performance of duties
- Proficiency in the use of relevant computer applications

Functional:

- Excellent technical skills
- Excellent analytical skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

2. Geographic Information Systems Analyst (SOG/ST 7)

Job Purpose

Under the direct supervision of the Director, Urban and Regional Planning, the GIS Analyst will be primarily responsible for providing technical support through the application of geospatial technology and tools. The incumbent will co-ordinate and manage the spatial data collection exercises, metadata development, spatial mapping and analysis services to the development and management of Urban and Regional Planning projects and programmes. The GIS Analyst will interpret and prepare information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped. The incumbent, working closely with the Information and Communications Technology Unit will perform highly technical work designing and developing GIS Applications, performing analytical modelling in support of Urban and Regional Planning functions.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan, Monthly and Quarterly reports as per specification and submits within agreed timeframe;
- Assists in the development of the Unit's Strategic Plan and Budget and develops Individual Work Plan based on the Strategic/Operational Plan of the Unit;

- Prepares presentations for technical workshops for GIS projects and programmes;
- Represents the Director at Land Information Council of Jamaica Steering Committee or related meetings;
- Represents the Ministry at GIS Day exhibitions;
- Monitors the development of all projects to which GIS aided technical support is required.
- Develops and maintains close working relationships with internal and external contacts.

Technical/Professional:

- Develops and maintains GIS files and associated spatial and tabular databases to aid in the execution of Urban Planning and Local Government projects;
- Establishes and follows process flows for data capture and entry into GIS and Access database;
- Ensures all geospatial data and metadata are created, stored, organized and maintained consistent with GIS Industry best practice;
- Conducts mapping exercises relevant to the achievement of project objectives;
- Maintains complex geographic datasets and performs data updates and edits;
- Conducts geospatial analysis (raster and vector) in support of sustainable development projects;
- Designs digital survey instruments to be used in targeted communities and programmes;
- Implements new GIS spatial files related to Urban and Regional Planning and Development (housing, demography, infrastructure, amenities and other associated spatial features);
- Provides technical oversight to geospatial presentation, analysis and recommendations in the preparation of Local Sustainable Development Plans;
- Prepares documents and data reports utilizing data visualizations in support of projects and programmes undertaken by the Ministry, the Local Authorities and the portfolio entities;
- Collects and collates spatial data from other MDAs and stakeholders to support cross-referencing and analytical assessments;
- Reviews, evaluates and verifies mapping data provided by external Agencies for accuracy and consistency;
- Monitors the metadata profile of spatial data collected to ensure that data meet specifications and is consistent with the industry's best practices;
- Geo-references a variety of data types in order to extract information into project files;
- Produces maps and other graphical representations showing the spatial distribution of various kinds of data, including Divisional and community boundaries, demography, infrastructure and amenities, etc.;
- Converts data of various formats such as CAD, KML, and GPX files to feature classes for data analysis;
- Participates in Project Planning and design;
- Analyzes and determines user requirements for tasks and project activities requiring geospatial input;
- Performs data munging and cleaning to convert data into its desired form;
- Manages a Digital Library of Geographic Maps in various file types;
- Serves as technical lead for the spatial enablement of the Ministry's Local Sustainable Development Planning Projects;
- Provides recommendations for geospatial data capture, collection and management; as well as a data capture service using the appropriate tools;
- Designs and operates both simple and complex analytical GIS processes such as Slope Analysis and Land Use Densities;
- Coordinates the overall roll out of GIS to the Local Authorities and portfolio entities;
- Prepares GIS Technical Reports, including needs assessments, status and final project reports, request for proposals as the need arises per project or programme;
- Troubleshoots assigned application issues and works with technical resources for resolution;
- Ensures cartographic mapping principles are maintained and mapping techniques are utilized in accordance with international and national standards;
- 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
- Excellent interpersonal skills
- Good analytical and problem-solving skills
- Strong customer and quality focus
- Good planning and organizing skills
- Excellent presentation skills
- Ability to work under pressure
- Goal/Result oriented

- Good integrity/ethics exercised in the performance of duties
- Ability to function effectively in a team setting and work independently when required

Technical:

- Sound knowledge and competency in the use of computers and Microsoft Office Suite
- Technical knowledge of GIS, GPS, Remote Sensing, use of hardware and software and GIS systems configuration
- Competency in the use of ESRI suite of ArcGIS and ERDAS Imagine software
- Competency in the collection and management of metadata and related tools
- Competency in the use of Trimble GPS/GIS units and use of Terrasync and ArcPad software
- Knowledge of ESRI ArcGIS Desktop 10x including spatial analyst and 3D analyst extensions
- Good understanding of Urban and Regional Planning information and how to convert it into automated form
- Sound knowledge of National Planning Agenda and Local Government Reform
- Knowledge in Earth Science principles and practices (environmental, geography, cartography)

Minimum Required Qualification and Experience

- Bachelor's Degree in Urban & Regional Planning, Geo-Informatics or a spatially related science such as Geography from a recognized institution, or
- Land Surveying, with emphasis on spatial analysis and spatial database design, creation and management from a recognized institution;
- Three (3) years of experience in spatial data collection, spatial database design, creation, analysis and management.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Island-wide travelling.

3. Dietician (HPC/ND 2)

Job Purpose

Under the general direction of the Director, Human Services, the Dietitian is responsible for the development of short and long-term plans for the delivery of quality Nutrition Care on a regional basis within the island's Infirmaries and Golden Age Homes. The Dietitian will be responsible for containing cost and conducting training activities. The service delivery will entail the creation of menus for residents of the infirmaries based on their nutritional needs to promote health and recovery from illnesses and prevent diseases. The incumbent is required to develop recipes, purchase requisition and assist in supervising dietary staff in the preparation of meals, to maintain the highest quality. The Dietitian is also required to work closely with the entire Health Care Team as is necessary to achieve optimal outcome of improved health for all residents.

Key Responsibilities

- Provides the nutrition expertise in establishing goals for each facility;
- Maintains system to contain costs (example allocations of time, food, supplies and personnel) while preserving quality;
- Establishes programmes goals for the Clinical Dietetics Services;
- Establishes and maintains standards for food preparation, sanitation, safety as well as requirement for personal, equipment and supplies;
- Specifies criteria to measure the quality of nutrition care;
- Participates in ongoing programmes of quality assurance for patient care and food service;
- Identifies desired outcomes/goals of nutrition care for individual residents (for example disease prevention, health maintenance, therapeutic intervention, and rehabilitation);
- Devises contingency plans with facility policy for feeding in disasters;
- Provides nutrition care to patients: conduct nutrition assessment, identifies resident at risk of malnutrition and create diet plans;
- Develops Nutrition Care Plans and implement interventions based on knowledge of resident's current health;
- Applies knowledge of special Dietary products, their composition, application and condition to nutrition care of residents;
 - Enteral Nutrition (tube feeds) and Oral Nutrition Supplements

- Analyzes the effectiveness of interventions and uses metrics to implement data-driven improvement;
- Maintain current knowledge of Dietetic practices and principles to include evidence based practice;
- Completes monthly, quarterly and yearly assessments of residents seen and adapts nutrition plans as needed;
- Provides Nutrition Education to residents and nursing staff;
- Collaborates with physicians, therapists and nursing staff in order to tailor dietary services to improve residents' outcomes;
- Reviews and communicates Drug-nutrient and Drug-drug incompatibilities that impact on resident's nutritional status and/or nutrient utilization;
- Communicates and influences treatment interventions determined by the Medical Team through interdisciplinary meetings
- Prepares and submits monthly report to Director, Human Services,
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent organizational and planning skills
- Strong time-management skills to consistently deliver quality output within agreed timelines
- Excellent communication and interpersonal skills with the ability to interact with staff at all levels
- The ability to identify and solve complex problems
- High level of patient confidentiality

Functional

- Thorough understanding of biochemistry and human physiology
- Knowledge of standards for food
- Knowledge of the science of human nutritional care
- Knowledge of food service systems Management
- Knowledge and application of research findings and current knowledge to solve residents' nutrition problems

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Dietetics/Nutrition from an accredited tertiary institution;
- One (1) year supervised internship program in Dietetics/Nutrition;
- Dietetics Internship Certificate;
- Two – three (2-3) years' experience in the food service field;
- Registration with Council for Professions Supplementary to Medicine;
- Membership in Professional Organization e.g. CANDi, AND, EDA, DoC, JANDi, JAPINAD.

Special Conditions Associated with the Job

- Required to travel intra and inter parish;
- Required to attend Municipal Corporation meetings as requested;
- Highly flammable work area;
- May be required to work beyond normal working hours;
- Is required to respond to calls outside of normal working hours;
- Must possess a valid Food Handlers Permit.

4. Physiotherapist (HPC/PT 2)

Job Purpose

The Physiotherapist is responsible for developing, maintaining, or restoring motor function and movement for the affected residents of the Infirmary using evidence-based practice. The Physiotherapist will also identify and maximize quality of life and movement potential by using the principles of promotion, prevention, treatment/intervention and rehabilitation. The Dietitian is also required to work closely with the entire Health Care Team as is necessary to achieve optimal outcome of improved health for all residents.

Key Responsibilities

- Diagnoses, assesses and treats the physical problem/condition of residents;

- Helps residents recover from accident, illness or injury;
- Organizes therapeutic physical exercise sessions for residents of the infirmary;
- Provides massages;
- Uses specialist techniques such as electrotherapy and ultrasound in treating residents;
- Collects statistics and conducts specialized research to assist in informing policy direction for the Infirmaries;
- Writes resident case notes and reports;
- Liaises with professionals such as doctors, nurses other healthcare professionals and Social Workers, to exchange information about the background and progress of residents, as well as to refer residents who require other medical attention;
- Liaises with Inspector of Poor in regards to rehabilitation of residents for reintegration into homes;
- Works with the Inspector of Poor, conduct follow up sessions with rehabilitated and reintegrated residents to maintain and sustain recovery;
- Provides education and advice to residents about exercise and movement;
- Educates residents and Patient Care Assistants about how to prevent and/or improve conditions;
- Works with the Matron, identifies and makes requests for needed resources to carry out duties;
- Keeps up to date with the latest advancements, new techniques and technologies in the profession available for treating patients;
- Manages clinical risk;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Interpersonal skills to establish a rapport with residents and their families
- Team work skills to collaborate with other healthcare professionals, such as doctors, nurses, patient care assistants and social workers
- Good problem-solving ability
- Tolerance, patience, sensitivity and tact
- Organizational and administrative skills
- A firm but encouraging and empathetic attitude
- A genuine concern for the wellbeing and health of residents

Functional:

- Obtaining client information and interpret implications for intervention
- Setting treatment goals and plan patient care
- Utilizing appropriate equipment and techniques

Minimum Required Qualification and Experience

- Undergraduate Degree in Physical Therapy;
- Registered to practice in Jamaica;
- Two (2) years' experience in a similar clinical setting.

5. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Senior Director, Legal Services, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Legal Services Department are adequately strengthened to meet the needs for delivery of services.

Key Responsibilities

- Receives and routes all correspondence referred to the office of the Senior Director and ensures that all matters are attended to, dispatched promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Senior Director;
- Establishes and maintains a Filing System for control of confidential documents such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, Monthly Warrants and Policy Matters;
- Prepares drafts of Cabinet Submissions, letters, charts etc. from general instructions given by the Senior Director;

- Monitors and operates fax machine to ensure that faxes are dispatched promptly to the relevant officers in the Section;
- Participates in research of documents and other materials to provide basic information to the Commemorative and Special Events Unit, for reference to the electronic/print media and other senior officers within the Ministry, its Agencies and Local Authorities;
- Ensures that all meetings requested by the Senior Director with members of staff in the Unit, Heads of Sections in the Ministry, its Agencies and Local Authorities;
- Maintains and prioritizes the Senior Director's Diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Advises Heads of Sections and other relevant officers on the scheduled date of meetings as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings and organizes refreshments where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Senior Director and ensures that all reports etc. are received and the information collated and documented as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Secretary Managers or other senior officers to ensure that all relevant data is available to prepare the reports required;
- Liaises with the members within the Legal Services Department to ensure that Departmental Reports on specific areas are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers Meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Senior Director, which is needed for presentation at the Senior Management Meetings and external Agencies;
- Attends meetings internally and externally, produce relevant reports as instructed by the Senior Director;
- Contacts Senior Officers within the Ministry, its Agencies and the Local Authorities to follow up on queries addressed to the Senior Director and ensure that he/she receives responses promptly;
- Conducts Preliminary Interviews with persons desiring to see the Senior Director, by screening callers and refers complaints to the appropriate offices for attention where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Senior Director is kept abreast and reminded of these scheduled dates;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent customer relations skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the use of relevant computer applications
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- Four (4) or more CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the

appropriate Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

6. Payroll Officer (FMG/AT 2)

Job Purpose

Reporting to the Payroll Manager, the incumbent is responsible for the preparation of the fortnightly salaries and the monthly On and Off Control and maintains proper record keeping in accordance with the relevant Acts and policy guidelines.

Key Responsibilities

- Computes salary payment for fortnightly paid staff, ensuring that all relevant changes/information in connection with the payment of salaries are properly entered on the Payroll System;
- Posts salary input data for fortnightly paid staff on the computer based Payroll System and generates registers and reports;
- Maintains and balances the salaries On and Off Control Register for the Monthly Payrolls;
- Prints cheques/lodgment advice slip for Fortnightly Payroll and batched along with Payroll Registers;
- Maintains Payroll Records, Registers Files etc. in keeping with established standards;
- Research Annual Returns information for past and present employees;
- Prepares Salary Payment Vouchers to facilitate the timely funding of the salaries bank account;
- Assists in the preparation of salary Statements for NHT, Bank, Credit Unions etc.;
- Assists in the computation of salary arrears, salary advance and other salary computation;
- Acquires signatures for statutory deduction cheques and dispatching of family benefit cheques;
- Prepares employee information in respect of monthly insurance payments for submission to the Ministry of Finance and the Public Service and the insurance service provider;
- Verifies salary for Human Resource Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Customer Quality Focus
- Sound integrity/ethics exercised in the performance of duties

Functional

- Excellent knowledge of payroll preparation
- Good knowledge of accounting principles, standards and techniques
- Excellent planning and organizing skills
- Proficiency in the relevant computer skills
- Sound judgment and initiative

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 B.Sc. 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.

7. Final Accounts Officer (FMG/AT 2)

Job Purpose

Reporting to the Manager, Final Accounts, the incumbent is responsible for the proper and timely reconciliation of bank accounts. The incumbent is also responsible for the preparation and posting of journal vouchers.

Key Responsibilities

- Ensures that the Bank Statements and cashed cheques are collected promptly from the bank;
- Sorts cashed cheques by date and numerical sequence;
- Ensures that cashed cheques are properly ticked off against the Bank Statements to determine accuracy or any discrepancies;
- Ensures the Bank Statements are properly posted to the system;
- Examines Reconciliation Summary and Details, identifying and resolving any errors found until the reconciliation is balanced and 'clean' of any errors that can be adjusted immediately in the period;
- Examines Bank Statement against Cash Book to verify balances, receipts and lodgments;
- Prepares Journal Vouchers for Bank Charges, Debit and Credit advice, Salaries and all Heads of Accounts;
- Post Journal Vouchers to Financial Management Information (FINMAN) System in relation to expenditures paid by Accountant General's Department on a monthly basis for utilities, statutory deductions, salaries and/or travelling allowance ;
- Examines Journal Vouchers to identify adjustments to Bank Statement and posts adjustment to the FINMAN System;
- Checks receipts/bills and post Journal Vouchers for personal advances and clear advances expeditiously by liaising with Final Accounts Manager;
- Reconciles bank accounts for salaries, projects and all Heads of accounts;
- Advices the Final Accounts Manager, where necessary, of adjustments to be made to the Bank Statements;
- Submits completed Bank Reconciliation Statements to the Manager, Final Accounts;
- Assigns Journal Voucher numbers according to the number sequence adopted;
- Posts journals and checks the correctness of posting;
- Maintains Journal Voucher files;
- Sorts cheques in numerical order and date and files same;
- Posts Bank Statements.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

Functional

- Good technical skills
- Excellent use of the relevant computer technology

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 B.Sc. 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.

8. Senior Commitment Control Officer (FMG/AT 2)

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is directly responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital A and B Heads.

Key Responsibilities

- Participates in the allocation of carry-on warrant based on inescapable expenditure;
- Participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment Control Register in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from programme managers against available cash and commitment planning and enters in registers if commitment is in order. If otherwise, return to source stating reason(s) for non-acceptance;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances under the Financial Management Information System;
- Submits monthly or weekly Analytical Reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Returns of funds;
- Advises the Director of budget off-track situations and recommends where virement can be exercised;
- Alerts the Director of imminent excesses on voted provisions;
- Reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant periodically;
- Prepares Monthly and Quarterly Statement for submission to the Ministry of Finance and Public Service and the Director, Budget and Commitment Control;
- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories such as, inescapable, priority and other;
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds;
- Receives commitment requisition from Programme Managers;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B 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 un-discharged commitments;
- Posts commitments, warrant allocation and other Journals on the FINMAN for all Heads of Estimates;
- Checks the monthly Departmental Status Reports and Monthly Reports for undischarged commitments prior to submission to Director of Management Accounts;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good customer relations skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Excellent technical skills
- Excellent planning and organizing skills
- Skilled in operating a computerized accounting system

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.

9. Senior Library Assistant (PIDG/LA 2)

Job Purpose

Under the direction of the Director, Documentation Information and Access Services, the incumbent is responsible for assisting with the maintenance of an up-to-date-reference and research library of printed and electronic information to meet the information needs of the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in identifying the information needs of the Ministry of Local Government and Community Development and its clients and devises collection development strategies to fulfil them;
- Maintains internal systems of control for the management of Library materials and processes;
- Undertakes maintenance of a Library atmosphere conducive to the Library's role and function;
- Prepares periodic reports on Library operation;
- Represents the Ministry at meetings.

Technical:

- Maintains an Accession Register of all publications in the custody of the Library;
- Assists in the processing, cataloging and indexing of all publications acquired by the Library;
- Inputs bibliographic data of library material on database;
- Assists the Librarian in conducting information researches on the internet for the Ministry and its clients;
- Labels and arranges Library material on shelves using standard classification procedures and in a manner which facilitates easy access;
- Conducts inventory of Library material and assists with the weeding of the collection;
- Assists with the maintenance of an up-to-date compilation of newspaper excerpts;
- Ensures efficient systems of control for Library materials;
- Assists Ministry's official, staff and other clients with proper use of the Library;
- Ensures efficient systems of control in loaning of Library material;
- Assists with the maintenance of a well-ordered and customer-friendly Library environment;
- Assists in the promotion of the Library's service through publications, brochures and exhibitions;
- Assists the Librarian in the maintenance of a collaboration network with other libraries and information Units.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties
- Team work and co-operation

Functional

- Technical skills

- Good problem-solving and decision-making skills
- Change management
- Good knowledge of relevant legislation (ATI Act and Archives Act)
- Sound knowledge of data, records and Registry Management and Records Management software
- Good understanding of the technical operation of a Library
- Knowledge of standard procedures for classifying and processing information
- Awareness of intellectual property laws relevant to document reproduction

Special Conditions Associated with the Job

- Dust residue from all materials in Library may be hazardous to health;
- May be required to represent Library at forums and at exhibitions.

Minimum Required Qualification and Experience

- Diploma or Certificate in Library Science from a recognized institution;
- Two (2) years' experience in a Library, Records Management Centre or Document; Centre, in an organization of similar size and complexity.

10. Assistant Administration Officer (GMG/AM 2)

Job Purpose

Reporting to the Director, Pension Administration the incumbent processes separation benefits (Superannuation) within the Local Authorities including Mayors and Councillors in accordance with the relevant Acts and regulations.

Key Responsibilities

Technical/Professional:

- Participates in the development of Work Plans;
- Disseminates information to the Local Authorities on changes in the Pension (Parochial Officers) Act;
- Examines Pension documents to ensure conformity with Pension Acts;
- Calculate the quantum of Pre-retirement leave for Officers in the Local Authorities including Mayors and Councilors;
- Calculates and prepares advance and allowances for Pensioners within the Local Authorities;
- Prepares and dispatches advice letters to the Local Authorities and the relevant stakeholders;
- Prepares and submit letters of award to the Local Authorities and the relevant stakeholders;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act
- Proficiency in the use of relevant computer application
- Sound problem-solving and organizing skills

Special Conditions Associated with the Job:

- Travel to the Ministry of Finance and the Public Service;
- Pressured working conditions with numerous critical deadlines.

Minimum Required Qualification and Experience

- Certificate in Management Studies or Public Administration from a recognized institution;

- Training in Pension Administration;
- Two (2) years' experience in the related field.

Applications accompanied by résumés should be submitted **no later than Friday, 1st December, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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**