



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 508 **OSC Ref. C. 6528¹²**

6th December, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the following **vacant** posts in the **Ministry of Science, Energy, Telecommunications and Transport (MSETT)**:

1. **Director, Final Accounts (FMG/PA 3) - Finance and Accounts Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Customer Care Officer (GMG/AM 3) – Corporate Services Division**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Payroll Officer (FMG/AT 2) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
4. **Collection and Disbursement Officer (FMG/AT 1) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Director, Final Accounts (FMG/PA 3)

Job Purpose

The Director, Final Accounts is directly responsible for the preparation of the Ministry's and extended funded projects accounts on an accrual accounting basis, and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.

Key Responsibilities

- Prepares the accounts of the Ministry on a timely basis;
- Ensures that all Accounts Receivables, Accounts Payables, Income Receivables, Accruals, Prepayments, Receipts, Lodgements, Payments, etc. are accurately brought to account in the period to which they relate; this applies to the Ministry's accounts (FIN MAN) and the external funded agencies accounting software;
- Ensures that all journal vouchers (for salary, advance clearance and other receivables and payables) adjustments for respective accounting periods have been correctly prepared and posted in the accounting period to which they belong;
- Guides the preparation of 'ad hoc' financial information and reports, as and when required by the external funded Agencies Project Manager and other stakeholders;
- Attends to Project Manager queries regarding projects and programme reports;
- Ensures that all manual cheques and cheque cancellations have been properly brought to account;
- Ensures that the Original and Supplementary Estimates, Revenue Estimates are properly inputted in FIN MAN to reflect the Heads of Estimates information in the Estimate Book;
- Ensures that warrant issues, warrant transfers, warrant adjustments and cash advances are accurately brought to account under the relevant Heads of Estimates;
- Prints and checks the following statements for accuracy and completeness in respect of all Heads:
 - ✓ Financial Accounts (FIN MAN);
 - ✓ Management Accounts;
 - ✓ Financial Report Projects.
- Drafts response to internal and external audit query;
- Prints and signs all relevant financial statements for all Heads in respect of the closed period then submit same to Director, Financial Accounts;
- Supervises the Final Accounts Unit, ensuring that the Unit's objectives are achieved;
- Supervises and manages the Final Accounts Unit by:
 - ✓ Establishing targets and setting assignments;
 - ✓ Reviewing performance of staff and the Unit;
 - ✓ Conducting on the job training;
 - ✓ Assisting staff in resolving technical problems.

- Ensures that all officers in the Unit and the relevant Departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOFPS Circulars, Accounting Manual and other guidelines critical to the performance of their jobs;
- Answers queries and provides information in relation to financial statements;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- 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;
- Customer and quality focus;
- Team work and cooperation;
- Integrity;
- Compliance;
- Good interpersonal skills;
- Change management skills.

Technical:

- Strategic vision;
- Excellent analytical thinking skills;
- Good problem-solving and decision-making skills;
- Impact and influence;
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented;
- Good leadership skills;
- Proficiency in the use of relevant computer applications (Microsoft Office);
- Excellent knowledge of Government Procurement Policy;
- Good knowledge of Contract Management;
- Ability to manage limited resources in order to achieve outputs;
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies and Government Companies.

Minimum Required Qualification and Experience

- BSc Degree in Accounting/ Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Experience in Public Sector Final Accounts.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

2. Customer Care Officer (GMG/AM 3)

Job Purpose

Under the general direction of the Manager, Customer Care, the Customer Care Assistant is responsible for assisting the general public in all aspects of their interaction with the Ministry with the objective of achieving the mandate of the Ministry. The incumbent will also manage customer inquiries and complaints and interact with customers to provide and process information.

Key Responsibilities

Technical/Professional:

- Serves as Liaison between Divisions/Units and the customers;
- Responds to customer requests/enquiries;
- Directs requests/enquiries to appropriate staff;
- Deals with customer enquiries or complaints by phone, post, email or direct interaction;
- Follows-up on customer enquiries not immediately resolved;
- Provides customers with product and service information;
- Maintains portfolio of the MDA's products and services;

- Maintains portfolio of the business processes of all services of the MDA and its Agencies;
- Maintains database on key customers of the MDA and tracks customers interface with the MDA;
- Foresees possible delays or complications and plans strategies to avoid or minimize them;
- Analyzes situations to determine the best use of resources;
- Records details of issues and action taken;
- Updates relevant Notice Boards and the Libraries with information relevant to the customers in collaboration with the Corporate Communication and Public Relations Unit;
- Identifies, researches and resolves customer issues using the computer system;
- Recommends new systems, procedures or working practices to improve Customer Service efficiency;
- Recognizes documents and alerts the relevant staff of trends in customer calls;
- Completes call logs and reports;
- Collates information and prepares monthly/quarterly and annual reports;
- Maintains a log of customers complaints and queries;
- Communicates with internal divisions on Customer Service issues;
- Maintains the right style and matches customer pace;
- Participates in Quarterly Meetings of the Intra-Ministerial Customer Service Team and prepares relevant Minutes and reports;
- 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 interpersonal skills;
- Customer and quality focus skills;
- Good planning and organising skills;
- Teamwork and co-operation skills;
- Tact and Diplomacy;
- Managing the client interface.

Technical:

- Database entry skills;
- Report Writing skills;
- Proficiency in relevant software applications;
- Knowledge of the MDA's policies and procedures;
- Knowledge of GOJ Customer Service policies and procedures.

Minimum Required Qualification and Experience

- Diploma in Management Studies, Public Administration, Personnel Management, Business Administration;
- At least two (2) years in Customer Service or performing related functions.

3. Payroll Officer (FMG/AT 2)

Job Purpose

Under the supervision of the Payroll Manager, the incumbent is directly responsible for the control and payment of salaries and wages for the following:

Key Responsibilities

- Ensures the operation of an effective and efficient Payroll System by being directly responsible for the Monthly Payroll for temporary staff in respect of:-
 - ✓ The Ministry of Science, Energy, Telecommunications and Transport;
 - ✓ The Mines and Geology Division;
 - ✓ The Electricity Department;
 - ✓ External Funded Project Staff.
- Enters and maintains all relevant information in connection with the payment of salaries on the payroll system, such as:-
 - ✓ Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re acting appointment, promotions etc.;
 - ✓ Details of deductions to be made from salaries;
 - ✓ Transfers, resignations, dismissals, Study Leave, Vacation Leave and dates of resumption and assumption.

- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the “On and Off” salary Control Register for each Payroll run;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee, and are dispatched to the relevant persons on payday;
- Prepares and submits salary returns and NIS and NHT Returns;
- Assists with the preparation of the Payroll;
- Checks and verifies that all statutory deductions and other authorised 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;
- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Management Accounts Section with the following particulars on each member staff:-
 - ✓ Name of employee;
 - ✓ Present salary;
 - ✓ Date of appointment;
 - ✓ Date for the payment of incremental salary adjustments, etc.
- Provides letters to employees or organizations upon requests 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;
- Customer and quality focus;
- Teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Good analytical thinking skills;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Compliance;
- Integrity.

Technical:

- Use of technology (relevant computer applications);
- Managing external relationships;
- Methodical
- Excellent knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, FAAA Act;
- Skilled in the operation of computerised accounting systems;
- Ability to cope well under pressured working conditions and to meet deadlines.

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.

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

4. Collection and Disbursement Officer (FMG/AT 1)

Job Purpose

Under the direction of the Manager, Payment Unit, the incumbent is responsible for the collection, recording and lodgement of public monies received in the Ministry, despatching of cheques drawn on the external funded Agency project and the Ministry's bank accounts and the maintenance of Petty Cash Imprest.

Key Responsibilities

- Collects funds from walk in customers and from registered mail; receives in the value book and issues official receipts and makes lodgements to the relevant bank accounts;
- Prepares and issues receipts for cash and cheques collected ensuring that the amounts received are correct and the receipt is properly drawn;
- Prepares lodgment for all public monies received and makes lodgement received to the relevant bank accounts daily;
- Posts receipts and balances Receipts Cash Book on a daily basis;
- Receives cheques drawn of external funded and ministry's bank accounts prepare records of cheques issued from FINMAN and other accounting system and dispatches cheques to payees upon the presentation of valid identification;
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Liaises with internal and external customers on a daily basis by telephone to ensure timeliness in the collection of cheques payable;
- Prepares Petty Cash, Claim Vouchers and enters vouchers with appropriate numbers and amounts in Petty Cash Book; balance and ensures corrected balances are reported;
- Maintains Petty Cash Imprest, making cash disbursement upon appropriate authorization and obtains Petty Cash reimbursements when necessary;
- Posts receipts/lodgements to the accrual accounting system (FINMAN) and other accounting software on a daily basis;
- Purchases foreign exchange and processes Credit Card payments at the bank.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance;
- Ability to use own initiative;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Good interpersonal skills;
- Change management.

Technical:

- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office);
- Knowledge of Staff Orders for the Public Service and Public Service Regulations;
- Ability to manage limited resources in order to achieve outputs;
- Knowledge of FAA Act, and acts related to Statutory Bodies, and Government Companies.

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**

- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19th December, 2023 to:**

Director, Human Resource Management and Development
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road,
Kingston 10

Email: hr@mtw.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