



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. 98 **OSC Ref. C. 6222¹¹**

22nd February, 2024

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 **Post and Telecommunications Department**:

1. **Inspector (PTO/PMA 3) (Vacant)**, salary range \$2,478,125 – \$3,332,803 per annum.
2. **Senior Salary Deduction Officer (FMG/AT 3) (Vacant)**, salary range \$1,984,305 – \$2,668,670 per annum.
3. **Mail Officer (PTO/PMA 2) (Vacant)**, salary range \$1,550,136– \$2,084,761 per annum.
4. **Payroll Officer (FMG/AT 2) (Vacant)**, salary range \$1,550,136– \$2,084,761 per annum

1. Inspector (PTO/PMA 3)

Job Purpose

Under the direct supervision of the Airport Operations Co-ordinator, the Inspector (PTO/PMA 3) (Shift), Airport Operations is responsible for the effective and efficient management and processing of mail collection and delivery at the Airports.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Advises and makes recommendations to the Airport Operations Coordinator;
- Manages the daily operations of Airport activities;
- Assists with the development of the Airport Operation's Operational Plan and cooperates with direct reports in developing Individual Work Plans;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Attends Departmental meetings and reports on Airport Operation activities and provide feedback to Staff;
- Convene staff meetings to ensure effective and efficient management;
- Liaises with personnel in charge of the respective airlines conveying incoming/outgoing mail.

Technical/Professional:

- Submits monthly Unit and statistical reports to the Airport Operations Coordinator;
- Visits aircrafts and other vessels contracted to transport mail to monitor offloading and collect inbound dispatches;
- Visits warehouses to ensure that all dispatches are processed;
- Maintains the overall entry of all inbound dispatches in the log book;
- Maintains the entry of all inbound EMS and inbound dispatches in the EMS log book;
- Monitors the inspection of mailbags and containers received;
- Inspects delivery consignments (CN31, CN38, CN41, CP87) to ensure accuracy and for reconciling against damaged items listed;
- Monitors handing over procedure for mail exchanged with airlines/cargo agents.

Human Resource

- Maintains the attendance register and prepares schedule of attendance monthly;
- Ensures the developmental and welfare needs of staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Department's goals;

- Fosters an atmosphere of trust, high ethics and high confidentiality standards;
- Administers in conjunction with the Human Resource Management Section, the discipline of staff in Unit.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the Staff Orders
- Knowledge of the Public Service Regulations
- Knowledge of world geography
- Good oral and written communication skills
- Good planning and organizational skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, National Council on Technical and Vocational Education and Training (NCTVET) – Business Administration Level 3 or related field from an accredited tertiary institution; plus
- A minimum of two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job:

- Exposure to criminal activities with local, regional and international reach
- Exposure to varying/severe/weather/environmental conditions
- Exposure to loud noise from plane engines
- Passing the aviation security awareness exam
- Passing the aviation security screening process
- Working on a shift system inclusive of weekends and public holidays

2. Senior Salary Deduction Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Senior Salary Deduction Officer (FMG/AT 3), is responsible ensuring that personal and statutory deductions for all members of staff are properly identified, checked and paid over within the period to which they relates in accordance with the Staff Orders, FAA Act Instructions and Regulations. The incumbent is also responsible for the supervision of the Salary Deductions Unit.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Operational/Divisional/Individual Plans and Budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;
- Manages the Salary Deduction Unit ensuring that it achieves its objectives in an efficient, effective and economical manner.

Technical/Professional:

- Ensures that all personal and statutory deductions for all members of staff are properly identified and entered in the correct period to which they relate:
 - Maintains record of all personal and statutory deductions of each employee;
 - Ensures for each month, that deductions forms and statements are received and that these are entered for processing in the period to which they relate;
 - Liaises with the, Senior Director of Finance, Director, Payroll and Departmental Revenue on any withholding of personal or statutory deductions which will give rise to a liability on the part of the Department.
- Ensures that all deduction forms, statements etcetera, are properly checked for probity, propriety, regularity, authenticity etcetera, before acceptance for processing:
 - Trains and guides Officers in procedures for thoroughly checking deduction forms etcetera, statements etcetera;
 - Rechecks in details a sample of deduction forms, statements checked and passed by Salary Deduction Officers.

- Ensures that staff personal and statutory deductions are paid correctly and as quickly as possible and in accordance with the F.A.A Act, Regulations and Instructions:
 - In consultation with the Senior Director, Finance and Accounts; and the Director, Payroll and Departmental Revenue establish the priority basis for determining deductions to be paid over to clients;
- Manages the Salary Deduction Unit ensuring that it achieves its objective in an efficient, effective and economical manner:
 - Examines all incoming deduction forms, files, statements, letters etcetera submitted to the Unit and assigned to respective Salary Deduction Officer for detail checking along with any note for their guidance;
 - Monitors the rate of work of Salary Deduction Officers ensuring that deduction forms, statements, files, letters that are assigned for checking are processed within a reasonable time;
 - Assists and guides Salary Deduction Officers in technical issues or in resolving problems encountered.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts

Minimum Required Qualification and Experience

- AAT Level 3 or;
- ACCA-CAT Level C/Level 3 or;
- ACCA Level 1 or
- NVQJ Level 3, Accounting or;
- Diploma in Accounting from an accredited University or Community College or;
- ASc. Degree in Business Studies or Business Administration or Management Studies
- ASc. Degree in Accounting from the Management Institute for National Development (MIND) or;
- Diploma in Government Accounting Level 1,2 & 3 or;
- Bachelor of Science in Accounting or Management Studies with Accounting or BBA Degree at an accredited University or;
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.
- Three (3) years working experience in the Public Sector Accounting.

Special Condition Associated with the Job

- Typical office environment but will be required to work long hours, after hours and on weekends and public holidays when the need arises.

3. Mail Officer (PTO/PMA 2)

Job Purpose

Under the direct supervision of the Inspector, Airport Operation, the Mail Officer is responsible for the payment and release of Mail from the relevant Shipping Companies and Custom Brokers to the Central Sorting Office and has direct responsibility for all Mail Bags routed through the International Airports/Seaports.

Key Responsibilities

Management/Administrative:

- In collaboration with supervisor prepares Individual Work Plan for signing and submission;
- Assists with general supervision in the absence of the Supervisor.

Technical/Professional:

- Monitors all mail which arrive at the Airport;
- Monitors the loading of mail to the Aircraft;
- Monitors and checks the collection of mailbags from the Aircraft;
- Inspect seals on each Mailbag to ensure that they have not been tampered with during transit;
- Ensures that Mailbags are sniffed by dogs before dispatch and informs the airline representative whenever sniffing is not possible;

- Liaises with overseas Postal Administration through Airport Operation Coordinator and submits response to queries as requested;
- Records all entries of inbound mail in the log book;
- Prepares tick sheets and custom forms for dispatch of Mail to Central Sorting Office;
- Dispatches international mail at the Norman Manley International Airport (NMIA);
- Collects all mail stored at the airmail facility (NMIA) over the weekend and on Mondays and Fridays and convey same to Central Sorting Office with police escort.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the Staff Orders
- Knowledge of the Public Service Regulations
- Records Management Skills
- Good oral and written communication skills
- Good planning and organizational skills

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1-3 /GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language; plus
- Certificate in Public Administration, Management Studies, National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field from an accredited tertiary institution;
- A minimum of two (2) years' related experience, one (1) year at a supervisory level would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset;
- Certificate in Customer Service (1 year course) would be an asset.

Special Conditions Associated with the Job

- Exposure to varying /severe weather/environment conditions
- Exposure to loud noise from engines
- Exposure to criminal activities with local, regional and international reach
- Passing the aviation security awareness exam
- Passing the aviation security screening process
- Work on a shift system

4. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Payroll Officer (FMG/AT 2) is responsible for the preparation, control and payment of salaries for permanent and temporary paid fortnightly staff for the Rural Area in the Post and Telecommunications Department in accordance with the Staff Orders, FAA Act Instructions and Regulations.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's operational/divisional/individual plans and budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Ensures the timely and accurate preparation of payroll for permanent and temporary fortnightly paid staff in accordance with the Staff Orders, FAA Act Instructions and Regulations;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the payroll system;
- 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.
- Ensures that all source documents are noted and file for retrieval;
- Maintains and balances On and Off Salary Control Register for each payroll run;

- Maintains continuous earning record of salary particulars of each employee on the payroll;
- Ensures that all salary cheques and pay advice are printed for the correct amount and for the correct payee and are dispatched to the Cashier and outstations for issue to the relevant persons on pay day;
- Exports data for Cash Management Services to electronically disburse employees' salary to their respective accounts;
- Ensures that payroll data is transmitted on Cash Management Service and extract Validation and Captured Items Reports for each payday;
- Checks, prints and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Assists in the preparation of Personnel Emoluments budgets by providing the relevant information to the Management Accounts Section;
- Prepares and submits Seniority Allowance forms for eligible employees to Personnel Unit for recommendation;
- Prepares salary particulars for employees who are seconded or transferred from the Department;
- Prepares authorize salary advances for employees whose information arrives late for processing;
- Responds orally or in writing to requests from the Human Resource Unit in relation to indebtedness, verification of salary, dismissals or resignations;
- Ensures the cutoff date for salary is entered against the current month in the salaries and deduction control book;
- Organizes and prioritize work assignments to meet payroll targets;
- Responds to inquiries from a variety of internal and external sources and provide explanation and interpretation of practices and procedures related to the job functions.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices
- Knowledge of computer data entry
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Ability to effectively balance accounts
- Excellent customer service and interpersonal skills

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 Bachelor of Science in Accounting or Management Studies with Accounting or BBA Degree at an accredited University **or**;
- ASc. Degree in Business Studies or Business Administration or Management Studies
- ASc. Degree in Accounting from the Management Institute for National Development (MIND) **or**;
- Certificate in Government Accounting Level 2 **or**;
- Two (2) year working experience in the Public Sector Accounting.

Special Conditions Associated with The Job

- Typical office environment but will be required to work long hours, after hours and on weekends and public holidays when the need arises.

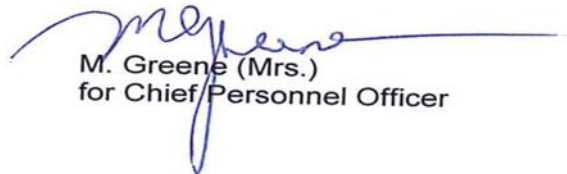
Applications accompanied by résumés should be submitted no later than Monday, 4th March, 2024 to:

Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston

Email: hrunit@jamaicapost.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.



M. Greene (Mrs.)
for Chief Personnel Officer