



**CIRCULAR No. 66**  
**OSC Ref. C. 4860<sup>11</sup>**

9<sup>th</sup> 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 **Ministry of Labour and Social Security**:

1. **Professional Social Worker (SWG/PS 2) (Vacant) - Manchester Local Office**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Reconciliation Officer (FMG/AT 3) (Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Senior Payroll Officer (FMG/AT 3) (Not Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.

**1. Professional Social Worker (SWG/PS 2)**

**Job Purpose**

To conduct investigations into the circumstances of vulnerable/disadvantaged individuals /families and make recommendation for them to obtain support/welfare assistance through the Family Services Unit or the Public Assistance Department of the Ministry.

**Key Responsibilities**

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support;
- Makes recommendations regarding the provision of support welfare benefits for these families;
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance;
- Maintains Electronic Case Files on such families through regular monitoring and assessment activities;
- Provides information to assist in obtaining support from overseas workers for their families whether through the Courts or otherwise;
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed;
- Ensures that outstanding cases are brought to the urgent attention of the Director;
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need;
- Interviews/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department;
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits;
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry;
- Assists with distribution of relief supplies to victims of natural disasters;
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties;
- Monitors the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

**Required Knowledge, Skills and Competencies**

- Excellent interpersonal skills
- Excellent oral and written communications skills
- Proficiency in the use of the relevant computer software
- Ability to communicate with persons at all levels
- Must be highly confidential
- Must be a team player

### **Minimum Required Qualification and Experience**

- First Degree in Social Work;
- Three (3) years related work experience.

### **Special Conditions Associated with the Job**

- Working in volatile areas;
- Long working hours, work on public holidays;
- Working in immediate post-disaster environment;
- Extensive local travelling required.

## **2. Reconciliation Officer (FMG/AT 3)**

### **Job Purpose**

The incumbent is responsible for the proper and timely preparation of monthly reconciliation reports of lodgments made to the Ministry's NIS Contribution Account.

### **Key Responsibilities**

#### ***To properly reconcile NIS Contributions on a timely basis:***

- Receipts of documents prepared by the Inland Revenue Department as it pertains to collections received and monies banked on behalf of the Ministry, through the Ministry's Local Offices;
- Reconciles documents received from the Inland Revenue Department with the National Insurance Contribution Bank Account;
- Receives dishonoured cheques and Bank Statements from the National Insurance Fund;
- Liaises with Cashier to reconcile dishonoured cheques received with payments made through Local Offices;
- Prepares dishonoured cheque reports;
- Liaises with Local Office representatives as it relates to dishonoured cheques received and documented;
- Liaises with Officers from the National Insurance Fund in regard to dishonoured cheques, Bank Statements, and National Health Fund Reports;
- Reconciles Debit and Credit Card payments made by contributors;
- Responds to queries from Internal and External Auditors;
- Files documents used in reconciliation process;
- Submits completed Bank Reconciliation Statements to the Director/Final Accounts (Fund Accounts).

### **Required Knowledge, Skills and Competencies**

- Good team skills
- Excellent interpersonal skills

### **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.

## **3. Senior Payroll Officer (FMG/AT 3)**

### **Job Purpose**

The incumbent as direct responsibility for the control and payment of salaries and wages for monthly paid staff.

## **Key Responsibilities**

### ***To ensure the operation of an effective and efficient Payroll System:***

#### ***Salary Computation:***

- Directly responsible for Monthly Payrolls (Permanent and Temporary Monthly Pay Staff) in respect of the Ministry of Labour and Social Security;
- Ensures that all relevant information in connection with the payment of salaries are properly entered to the Payroll System. This include:
  - Salary particulars in respect of new employees
  - New appointments (promotions) and acting appointments
  - Details of deductions to be made from salary
  - Transfers, resignation, dismissals, study leave, vacation leave and dates of resumption.
- 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 On and Off Salary Control Register for each Payroll run;
- Maintains continuous record of Salary Particulars of each employee on the payroll showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes re acting appointment etc.;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

#### ***Deductions and Returns:***

- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.

#### ***Other:***

- Assist in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff:
  - Name of employees
  - Present salary
  - Date of appointment
  - Incremental dates, etc.
- Provides letters to employees or Organizations on behalf of employees salary particulars, such as, NHT/NIS contributions, Income Tax, Education Tax, P24, P45 etc.;

## **Required Knowledge, Skills and Competencies**

- Excellent analytical and judgement skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Good team skills

## **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.

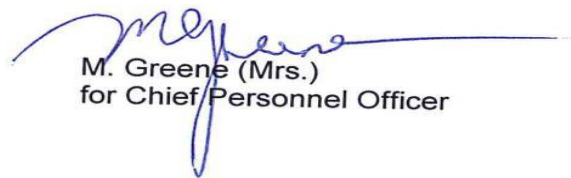
Applications accompanied by résumés should be submitted **no later than Monday, 19<sup>th</sup> February, 2024 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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