



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 115 **OSC Ref. C.5851¹⁷**

7th March, 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 the following **vacant** posts in the **Jamaica Library Service**:

1. **Registrar (PIDG/RIM 3) - Human Resource Management and Administration Division**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Administrative Officer, Pension (GMG/AM 2) - Human Resource Management and Administration Division**, salary range \$1,550,136 – \$2,084,761 per annum.
3. **Payroll Supervisor (FMG/AT 2) - Finance and Accounts Division**, salary range \$1,550,136 – \$2,084,761 per annum.
4. **Accounting Clerk (FMG/AC 2) - Finance and Accounts Division**, salary range \$1,272,269 – \$1,711,060 per annum.

1. Registrar (PIDG/RIM 3)

Job Purpose:

The incumbent is responsible to participate in the implementation, administration and maintenance of the Agency's Records Management programme and assist in providing guidance and training to all Divisions on the development of a cost effective and efficient records system from creation to disposition.

Key Responsibilities

Management/Administration:

- Participates in meetings, seminars and workshops, as required;
- Develops Individual Work Plan-based alignment to Division's Operational Plan;
- Prepares annual/quarterly/monthly reports, as required;

Technical/Professional:

- Works with assigned Divisions to analyze information stored physically or electronically and assists them to develop storage solutions and systems;
- Researches and recommends new technologies, development tools and methodologies that will allow the Division to remain adaptive and maintain quality systems and procedures;
- Conducts Records Management training and briefings;
- Classifies and indexes records;
- Develop records series using the functional classification methodology;
- Assists to evaluate existing collections of records for suitability of information retrieval and makes recommendations to improve the management of information;
- Reviews records retention schedules and Government recordkeeping requirements to determine timetables for transferring active records to inactive or archival storage and makes recommendations to the Deputy Director, Human Resource;
- Reconciles and deletes indexing errors and anomalies, advises end users and records staff on procedures and content problems and ensures security and preservation of records in storage;
- Monitors and manages files on loan;
- Responds to customer requests for records including conducting complicated database searches for information, retrieval of physical records, and providing copies to the requestor either electronically or hard copy, as needed;
- Assists to file records and files;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Team and result oriented
- Good interpersonal skills
- Good analytical skills
- Good oral and written communication skills
- People management skills

Technical:

- Excellent knowledge of Records Management practices in the Public Sector
- Sound knowledge of Computer Operating Systems, the Internet and Database Technology (design, software and structure)

Minimum Required Qualification and Experience

- Five (5) CSEC subjects including Mathematics and English Language;
- Certificate in Records Management or related discipline;
- Trained and experienced in the use of Computer Applications Systems (Database Management, Internet, Power Point, Microsoft Publisher etc.) would be an asset;
- Two (2) years' experience in a related capacity.

Special Condition Associated with the Job

- May be exposed to dust for the performance of Records Management duties.

2. Administrative Officer, Pension (GMG/AM 2)

Job Purpose:

The incumbent is responsible for administering leave and pension benefits for all category of workers within the Agency, in accordance with the Pensions and Labour Relations Act, Staff Orders and Public Service Regulations.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences, as required;
- Develops Individual Work Plan based on alignment with the Division's Operational and Strategic Plan;
- Distributes relevant Circulars and information brochures regarding leave and pension for the information of staff.

Technical/Professional:

- Prepares and maintains Service Records;
- Conducts leave seminar and sensitization workshops in collaboration with Deputy Director Human Resource;
- Computes all Vacation, Recreational, Special Maternity, Paternity, Special Sick and Departmental Leave;
- Submits leave accumulation to the Ministry of Finance and the Public Service, for the records;
- Monitors monthly Attendance Reports;
- Provides information concerning leave eligibility;
- Checks and verifies salaries, reclassification, appointments and leave entitlement for all members of staff;
- Verifies the authenticity of Birth Certificates, Statutory Declaration of Age and other Pension documents submitted;
- Liaises with Salaries Officer to ensure accurate payments of emoluments;
- Prepares Pension Particulars for officers to be retired to the Ministry of Finance and the Public Service;
- Maintains a record of all members of staff who will proceed on Pre-retirement Leave;
- Arranges counselling for Retirees;
- Advises prospective Retirees on matters pertaining to their benefits and the duration of Pre-retirement Leave;
- Makes submissions to the Pensions Branch;
- Ensures that Leave Regulations are properly applied and Pensions Laws are adhered to, when processing benefits;

- Establishes Database for Pension Records;
- Prepares citation for Long Service Award;
- Follows-up with Pension Branch and Accountant General to ensure that Pensioners receive benefits.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the Framework;
- Prepares and conducts presentations on the role of the Division/Unit for the Orientation Programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good written and oral communication skills
- Team and results oriented
- Good interpersonal skills
- Methodical
- Integrity and confidentiality

Technical:

- Knowledge of Staff Orders, Public Service Regulations, Labour Laws and other legislation governing Human Resource Management
- Ability to compute leave entitlements;
- Knowledge of Leave and Pension benefits and procedures;
- Knowledge of relevant Computer Applications

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management;
- One (1) year related experience.

Special Condition Associated with the Job

- May be required to travel occasionally to various locations to conduct Sensitization Sessions.

3. Payroll Supervisor (FMG/AT 2)

Job Purpose:

The incumbent is responsible for managing the operation of an effective and efficient Payroll System and supervising the activities of the Payroll Unit to facilitate the achievement of its objectives.

Key Responsibilities

Management/Administration:

- Assists in the development and updating of objectives and strategies of the Division's Strategic/Operational Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Prepares progress, annual, special and other reports, as necessary;
- Provides expert advice and specialist assistance to Programme Managers as required.

Technical/Professional:

To manage the operation of an effective and efficient Payroll System.

- Receives all correspondence in respect of salary, note and dispatch them to the relevant Payroll Officer along with any necessary clarification or explanation of any technical matter;

- Monitors the Unit to ensure that the proper procedures and guidelines are being carried out regarding the payment of salaries;
- Trains members of staff in all the complexities and intricacies regarding the computation of salaries and allowances;
- Reduces and eliminates the numbers of instances of overpayment and underpayment of salaries and develop and recommend proper controls for the early detection of errors;
- Oversees that salaries and all deductions are paid on time in accordance with the FAA Instructions;
- Addresses any technical problems relating to salary, which the Payroll Officers are unable to solve;
- Responds to queries and provide information in relation to salaries;
- Manages procedures to facilitate advances and overpayment of salaries being promptly recovered;
- Facilitates proper maintenance of Salaries On and Off Control Register;
- Ensures the proper maintenance of a continuous record of Salary Particulars of each employee reflecting the following information; the date of appointment, the anniversary date for the payment of increments, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.

Deductions/Returns:

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Manages processes to safeguard that Annual Returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action, where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contribute to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the Framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Accounting Unit reflecting the following particulars for each member of staff:
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Date for the payment of incremental salary adjustments
- Provides letters to employees or Organizations regarding the salaries paid to employees.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving skills
- Good team skills
- Excellent interpersonal and influencing skills

Technical:

- Knowledge of Government payroll administration
- Excellent analytical and judgment skills
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- ACCA Level 2 Certification or any equivalent accounting/management professional qualification plus at least two (2) years' experience in Accounting.

OR

- BSc Degree in Accounting or Management Studies or Business Administration or any equivalent relevant qualification from a recognised Tertiary Institution plus at least two (2) years' experience in professional accounting.

Special Condition Associated with the Job

- May be required to work beyond usual working hours.

4. Accounting Clerk (FMG/AC 2)**Job Purpose:**

The incumbent is responsible to perform clerical accounting and provide administrative support to the management of the Division in accordance with established procedure and Agency guidelines.

Key Responsibilities***Management/Administrative:***

- Checks, verifies and records payment requests including but not limited to contracts and transportation bills, labor charges and utility bills before forwarding to the Accounting Technician;
- Checks estimates submitted before forwarding to the Accounting Technician;
- Assists with the maintenance of files and records.

Technical/Professional:

- Ensures proper accounting of budgeted allocations and expenditure for the Division;
- Assist with the processing of cheque payments;
- Supports the reconciliation of General Ledger Accounts;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Good problem-solving skills
- Excellent oral and written communication skills
- Good interpersonal skills
- Teamwork and co-operation
- Methodical
- Reliability

Technical:

- Knowledge of the fundamentals of accounting
- Knowledge in preparing subsidiary accounts
- Knowledge in payables and petty cash administration
- Knowledge of standard accounting computer applications and spreadsheets
- Knowledge of disbursement procedures

Minimum Required Qualification and Experience

- Four (4) CSEC/CXC/GCE O' Levels passes including a numeric subject;
- Certificate/training in Government Accounting;
- Two (2) years working experience.

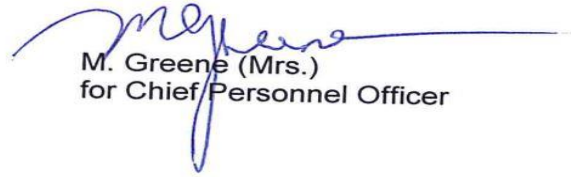
Applications accompanied by Résumés should be submitted **no later than Wednesday, 20th March, 2024 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
P.O. Box 58
Kingston 5**

Email: dirgen@jls.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