



Office of the Services Commissions

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CIRCULAR No. 134 **OSC Ref. C. 6222¹¹**

14th 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 posts in the **Post and Telecommunications Department**:

1. **Supervisor (Airmail) (PTO/PMA 3) (Vacant)**, salary range \$2,478,125- \$3,332,803 per annum.
2. **Human Resource Development Officer (GMG/AM 4) (Not Vacant)**, salary range \$2,478,125- \$3,332,803 per annum.
3. **Salary Deduction Officer (FMG/AT 1) (Vacant)**, salary range \$1,550,136– \$2,084,761 per annum.
4. **Deposit Subsidiary Officer (FMG/AT 1) (Not Vacant)**, salary range \$1,550,136– \$2,084,761 per annum.

1. Supervisor (PTO/PMA 3)

Job Purpose

Under the direct supervision of the Operations Manager Letters, the Supervisor (PTO/PMA 3) (Airmail) is responsible for the overall management of the Airmail Section, ensuring that mail are processed and dispatched effectively and efficiently.

Key Responsibilities

Management/Administrative:

- Participates in roster and mail monitoring meetings to highlight problems/concerns regarding handling and delivery of mail and providing solutions, as necessary;
- Requests and acquires equipment, stationery and supplies for the Branch, as necessary;
- Supervises the operations in the Scanning Room;
- Monitors Staff Attendance Register;
- Ensures that the Departmental and Operational policies and procedures are adhered to;
- Convenes Staff Meetings;
- Collates and submits monthly/quarterly reports to the relevant personnel.

Technical/Professional:

- Investigates, reviews and responds to enquiries received from customers using the IPS Light System and providing corrective actions, as necessary;
- Writes verification notes for irregularities discovered concerning dispatches;
- Opens and repairs ordinary and registered articles upon the request of Customs Officer;
- Records information from letters and packets seized by Customs Personnel for narcotics inspection;
- Liaises with Canine Officers for inspection of mail prior to dispatch to the Airport;
- Processes unclaimed letters for return to overseas destinations;
- Prepares CN31 (Letter Bill) and CN38/CN41 (Delivery Bill) Forms and submits to Airlines and Countries;
- Creates documents on IPS Light for dispatch of outbound mail;
- Makes regular spot checks to eliminate discrepancies with mail and ensures prompt and accurate dispatch of mail to Airlines;
- Sorts seals in numerical order and distributes to staff.

Human Resource

- Maintains the Attendance Register and prepares schedule of attendance monthly;
- Ensures the developmental and welfare needs of the 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 confidentiality standards;
- Administers in conjunction with the Human Resource Management Section, the discipline of staff.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills
- Excellent problem solving and decision making skills;
- Knowledge of UPU standards
- Knowledge of Post Office Act (1941)
- Knowledge of the FAA Act
- Knowledge of Government procedures and policies
- Knowledge of the Staff Orders for the Public Service
- Knowledge of the Staff the Public Service Regulations
- Sound knowledge of Records Management 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 (One year course) would be an asset;
- Certificate in Supervisory Management (One year course) would be an asset.

Special Condition Associated with the Job

- High risk environment;
- Exposure to criminal activities with local, regional and international reach.

2. Human Resource Development Officer (GMG/AM 4)

Job Purpose

The Human Resource Development Officer assists with the coordinating and delivery of training and development interventions. The incumbent also assists in managing the Training Databases and providing administrative support to the Unit.

Key Responsibilities

Management/Administrative:

- Assists with the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Prepares and submits activity/performance and other reports, as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption, where necessary to enhance the Department's human resource service delivery;
- Represents the Department at meetings/conferences and other fora, as directed;
- Assists in the effective management of the Computer Lab and Training Room.

Technical/Professional:

- Assists with liaising with staff to identify training and development needs;
- Assists in analyzing training needs data and identifying areas for intervention;
- Collects and prepares data for the assessment of training needs;
- Contributes towards the development of the Training Plan and Budget for the Department;
- Participates in the implementation of the Training Plan;
- Supports the development, implementation and review of the Training and Development Policy for the Department;

- Prepares submissions for Study Leave including Day Release, to the Human Resource Executive Committee (HREC);
- Co-ordinates with Leave Officer to prepare salary and leave particulars in respect of officers on Study Leave;
- Assists in developing Training Manuals and other training tools;
- Assists in developing and maintaining an effective Training Database for the Department;
- Assists in developing and maintaining a Database of Training Providers and resource personnel;
- Provides advice to staff as it relates to career and professional development;
- Assists in coordinating in-house, local and overseas training courses;
- Assists with liaising with Institutions/Providers or Adjunct Facilitators to secure appropriate training interventions;
- Co-ordinates orientation sessions for new recruits;
- Co-ordinates assessments and administers test instruments in the recruitment of new employees and for acting assignments;
- Organizes Lecture Rooms for scheduled courses;
- Disseminates information to staff on training programmes, fellowships, scholarships;
- Requests funds for the provision of refreshments etc. required for in-house training interventions and ensures that invoices are submitted to the Finance and Accounts Division for payment;
- Assists in processing applications/requests for training;
- Assists with conducting Post Training Evaluations;
- Prepares letters to staff regarding:
 - ✓ Acceptance to Training Institutions and information on course of study;
 - ✓ Congratulations for successful completion of course of study;
 - ✓ Time-off to pursue studies;
 - ✓ Study Leave/Day Release.

Required Knowledge, Skills and Competencies

- Good knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD Services.
- Knowledge of current trends in human resource and career development.
- Research and data analysis techniques.
- Conducting Training Needs Analysis
- Training evaluation techniques
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Development/Management, Management Studies, Public Administration, Business Administration or similar discipline from an accredited/ recognized tertiary institution; plus
- A minimum of two (2) years' experience in a related field, preferably in the Public Sector in an Organization of similar size and complexity.

Special Conditions Associated with the Job:

- Normal working conditions.
- Maybe required to work beyond regular working hours.
- Required to travel locally.

3. Salary Deduction Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Manager, Payroll & Salary Deduction, the Salary Deduction Officer (FMG/AT 1) is responsible for issuing salary deduction cheques to various Institutions and Organizations and making contact with Sagcor Life Jamaica Limited for the procurement of Health Cards for staff members in accordance with the Staff Orders and the FAA Act and its 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:

- Issue Salary Deduction cheques to various external organizations in accordance with the provision of the Financial Administration & Audit Act and its Instruction and Regulations;
- Sort health cards and delivers to relevant employees;
- Prepare payment vouchers for manual cheques and cancelled cheques to be reissued;
- Ensure that cancelled cheques are written in cancelled Cheque Book;
- File all vouchers;
- Submit cancelled cheques to Bank Reconciliation;
- Pay over all fortnightly and monthly personal salary deductions to relevant Institution and organizations;
- Dispatch bank transfers to relevant Institutions and Organizations;
- Prepare P45's on employee's request.

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 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;
- Certificate in Accounting from a recognized University eg. UTECH or;
- Government Accounting 1 Modules 1-5 or;
- Completion of the first year in B.Sc. in Accounting/Management Studies at an accredited University; or
- Completion of first (1st) year of the Associate Science in Accounting at MIND plus;
- One (1) 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.

4. Deposit Subsidiary Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Director, Final Accounts the Deposit Subsidiary Officer (FMG/AT1) is responsible for the preparation of accurate and timely Subsidiary Departmental Deposit Statements.

Key Responsibilities

Management/Administrative:

- Collaborate with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Technical/Professional:

- Prepare and maintain the Departmental Deposit Subsidiary Ledger Account with the Departmental Deposit Main Ledger in accordance with the FAA Act, its Instructions and Regulations by:
- Collect Departmental Deposit Journal from the District Postmaster Section and Payments Section;
- Check to ensure that the details of the deposit are written on Journals;
- Check to ensure that the journals are correct;
- Post details of the Deposit Journals to the subsidiary Departmental Deposit Ledger;
- Ensure that the total details of Depositors in the Deposit Subsidiary Ledger corresponds with the total in the Main Deposit Ledger;
- Prepare the list of Postmasters with outstanding lodgements;
- Ensure that the amount for outstanding lodgements in the Subsidiary Ledger corresponds with the total District Postmaster Advances in Main Ledger;
- Prepare Subsidiary Deposit Statement;
- Prepare Subsidiary Deposit Advances Statement.

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 1;
- ACCA-CAT Level 1/Level A;
- Certificate in Public Administration, e.g. UWI;
- Certificate in Management Studies, University e.g. UWI;
- Diploma in Business Administration/Studies from a Community College;
- NVQJ Level 1, Accounting;
- Certificate in Accounting from an accredited University;
- Certificate in Government Accounting Level 1;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; or
- Completion of first year of the Associate Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.
- One (1) 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.

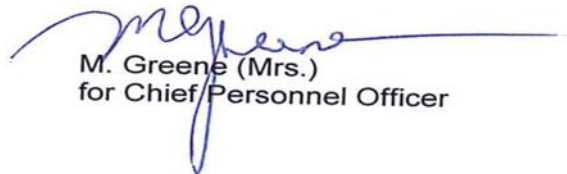
Applications accompanied by résumés should be submitted **no later than Wednesday, 27th March, 2024 to:**

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