



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 171
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23rd April, 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 be assigned to the post of **Commitment Control Officer (FMG/AT 3) – (Not Vacant)** during the period **August 5, 2024 to September 9, 2024** in the **Finance and Accounts Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

The incumbent is responsible for co-ordinating and maintaining an effective cash management system and ensuring the proper planning and control of commitments/expenditures within the limits of the approved provision and warrant allocation.

Key Responsibilities

To assist in the Commitment Planning process:

- Identifies and classifies commitments according to categories – inescapable, priority and others;
- Ascertains from all sources, the total value of any unpaid bills brought forward from the previous year;
- Prepares Commitment Control Registers for all activities and projects of the Ministry on a Head/Programme/Project/Activity/Object basis;
- Approves the commitment requisition in accordance with stipulated procedures by:
 - ✓ Ensuring that commitment requisitions received are duly authorized by an appropriate officer;
 - ✓ Ensuring that expenditure is appropriate and funds are available under the categories to which the commitment relates;
 - ✓ Certifying the commitment, blocking funds and recording amounts in the Commitment Control Register
 - ✓ Informing Programme Managers of the status of their requisitions and the funds available under their respective programmes.
- Ensures the proper maintenance of the Commitment Control Register for the Divisions of the Ministry, ensuring that warrant allocations and commitments are posted correctly and within the stipulated timeline;
- Monitors the timely reconciliation of commitment control registers with the GFMS reports;
- Provides age analysis of outstanding bills;
- Submits monthly reports to the Director of Management Accounts on the number of undischarged commitments.

To facilitate effective Cash Management and Expenditure Control System:

- Assists the Director of Management Accounts in planning the utilization of available cash, based on the level and category of outstanding commitment;
- Monitors and advises the Director of Management Accounts of slow-moving programmes and activities from which funds can be vired to satisfy the needs of activities/programmes that are urgently in need of funds;
- Facilitates proper cash management and expenditure controls by making available to management, information on the discharged commitments and current cash position on a timely basis on a Head and Programme or Activity/Project basis;
- Advises the Director of Management Accounts on programmes/activities at risk of exceeding budgetary allocations.

Other:

- Inserts payment and journal vouchers on GFMS;
- 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;
- Good team skills;
- Good interpersonal and influencing skills;
- Good problem-solving skills;
- Excellent analytical and judgement skills;
- Excellent planning and organizing skills.

Technical:

- Excellent knowledge of the stipulations of the FAA Act, Instructions and Regulations;
- Experience in Government Accounting, budget and warrant system;
- Competence in the use of spreadsheets and computer applications.

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, 6th May, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**