



Office of the Services Commissions

(Central Government)
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26th 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/fill the following posts in the **Office of the Prime Minister**:

1. **Director, Expenditure Control Accounts (FMG/PA 3) (Not Vacant) – Finance and Accounts Division**, salary range \$5,198,035- \$6,990,779 annum.
2. **Registrar (PIDG/RIM 3) (Vacant) – Documentation, Information and Access Services Unit, Administration and Special Services Division**, salary range \$2,190,302 - \$2,945,712 annum.

1. Director, Expenditure Control Accounts (FMG/PA 3)

Job Purpose

Reporting to the Principal Financial Officer (PFO), the Director, Expenditure Control and Accounts is responsible for managing the operations of the Accounts Payable and Payroll Unit, developing an integrated system of accounting within the Ministry, ensuring the implementation and maintenance of proper accounting systems and control, in accordance with the FAA Act and other accounting regulations in support of the Ministry's mandate.

Key Responsibilities

Management/Administrative:

- Prepares and maintains operations and procedures manual to guide the activities of the Unit and ensure effective internal controls;
- Assists with the review of accounting systems and makes recommendations for changes as required;
- Implements accounting systems and controls for the authorization and certification of expenditure;
- Participates in the preparation of the Ministry's Annual and Supplementary Estimates of Expenditure;
- Participates in the preparation and implementation of the Division's Corporate and Operational Plans.
- Coordinates the remittance of all Statutory and other deductions in accordance with established procedures/guidelines and timeframe;
- Assesses requests for payments and takes decisions, as appropriate;
- Monitors the maintenance of all accounting records in accordance with established procedures;
- Prepares and submits financial and other reports as required, while ensuring the provision of accurate and timely information for decision making;
- Reviews internal and external audit queries, co-ordinates draft replies to the Auditor General's Department and the Chief Audit Executive, and ensures that agreed recommendations relating to expenditure control are implemented;
- Provides guidance/advice to the Permanent Secretary, Principal Finance Officer and other personnel on financial matters as requested;

Supervisory:

- Supervises managers for the Payroll and Accounts Payable sections;
- Manages the welfare and development of officers through the Performance Appraisal System;
- Provides effective leadership to officers through objective setting, delegating and communicating;
- Identifies learning/development needs of officers and makes recommendations for appropriate interventions;
- Provides guidance to officers through coaching, mentoring, provide assistance and support as needed.

Technical/Professional:

- Administers proper systems and procedures to accurately capture all accounts payable in the correct period to which they relate;
- Ensures timely settlement of Accounts Payable, Payroll and all other payments, and ensures that such payments are made in accordance with the FAA Act, Regulations, and Instructions;
- Ensures that unpaid bills and other financial commitments are kept to a minimum, and that total expenditure is kept within the warrant and according to agreed priorities;
- Ensures smooth and efficient operations of the Payroll, Accounts Payable and disbursement systems, resulting in the timely and accurate settlement of the liabilities of all Heads of Estimates;
- Ensures timely processing and payments of salaries monthly and fortnightly;
- Ensures that Miscellaneous Revenue is lodged in accordance with the Financial Instructions;
- Ensures that individual accounts are maintained for Salaries and Deposit Accounts, and monitors the daily expenditure of each programme/activity/project or object/sub-object.
- Facilitates the opening of new bank accounts as required;
- Authorizes payments and the printing of cheques on the Government Financial Management System (GFMS);
- Authorizes payments relating to National Commercial Bank (NCB) and Bank of Nova Scotia (BNS) salary uploads on supported platforms associated with Real Time Gross Settlement (RTGS) and Funds Direct;
- Authorizes payments relating to Constituency Development Fund (CDF) using Funds Direct;
- Maintains liaison with Ministry's bank, associated Agencies/Divisions and other external associates as necessary;
- Maintains contact with MDA's, Accountant General's Department and the Ministry of Finance and the Public Service (MOFPS) on matters relating to the GFMS.
- Processes General Consumption Tax (GCT) documents monthly to include:-
 - ✓ Upload to Tax Administration of Jamaica (TAJ), amounts withheld for Office of the Prime Minister (OPM), Office of the Cabinet (OC) Ministry of Tourism and Ministry of Culture, Gender, Entertainment and Sport (MCGES);
 - ✓ GCT Payables to MOFPS for all Heads of Estimates inclusive of Departments and Agencies;
- Codes all GCT related costs into activity and objects;
- Ensures that all bills, claims, vouchers, statements are properly checked for correctness, consistency, genuineness, etc., before authorization and submitting to AGD for processing via CTMS;
- Assists with the preparation of the Ministry's annual and supplementary estimates of expenditure;
- Ensures the timely reconciliation of the Central Payment Account (CPA) on a monthly basis, or at such frequency as communicated by the Accountant General's Department;
- Participates in special internal workgroups and committees as requested;
- Liaises/collaborates with other Ministries, Agencies and Departments for the sharing of information and other activities for the effective execution of duties;
- Assists with the development and implementation of programme/s to foster the values and attitude initiative within the Division and Ministry;
- Establishes and maintains effective working relationships with the Ministry's bankers, associated agencies and other affiliates.

Required Knowledge, Skills and Competencies

- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Sound analytical, judgement, problem solving and decision-making skills;
- Excellent presentation, oral and written communication skills;
- Excellent leadership, teambuilding, emotional intelligence and interpersonal skills;
- Excellent people management, supervisory and conflict resolution skills;
- Excellent customer relations skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Sound knowledge of the principles of Public Sector management and the operations of Government;
- Ability to manage people of diverse skills, levels and organizational/corporate cultures;
- Ability to use initiative, flexible, creativity and adaptable
- Ability to work under pressure and meet tight deadlines;
- Sound knowledge of the laws, regulations, principles and practices relating to government accounting;

- Competence in the use of spreadsheets and various computerized accounting systems. including computer applications;
- Excellent knowledge of GOJ Government Financial Management Systems. (e.g. GFMS);
- Excellent knowledge of FAA Act;
- Excellent knowledge of Quarterly Contractor General's (QCA) Reporting;
- Excellent knowledge of Withholding Tax, Payroll and Disbursement Management;
- Proficient in the use of current/relevant computer applications and information technology for the operations of the Unit; to optimize efficiency and performance (Microsoft Office Suite (Word, Excel, Outlook, Powerpoint, Teams)).

Minimum Required Qualification and Experience

- Bachelors' Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND;
- Five (5) years' experience in Accounting.

Special Condition Associated with the Job:

- Required to work beyond normal working hours, whenever the need arises.

2. Registrar (PIDG/RIM 3)

Job Purpose

Under the general supervision of the Director, Documentation, Information and Access Services, the Registrar is responsible for co-ordinating the work of the Registry to provide efficient retrieval and storage of records and an economical and efficient mail management system.

Key Responsibilities

- Creates, updates and maintains records housed in the Registry;
- Makes recommendations to the Director for changes in policies affecting the operation of the Registry;
- Ensures all databases are updated and maintained daily;
- Maintains record of Bring-Up requests to ensure files are delivered in a timely manner;
- Conducts research into files to provide requested information;
- Maintains an accurate Charge Out system and follow-up on outstanding loans to ensure timely return and tracking of file movement within the Ministry;
- Secures and maintains confidential files and monitors adherence to security procedures.
- Assists in the development of the Ministry's Records Reclassification exercise;
- Manages the Ministry's Functional Classification Scheme via creating functional areas, file series and scope notes;
- Develops and selects, where necessary, suitable main subject heading and file titles for records;
- Identifies files and assists with their preparation for transfer to the Jamaica Archives and Records Department;
- Participates in the annual Ministry-wide audit of records and the setting of Retention/Disposal schedules;
- Ensures the inventory of records sent to the Registry for storage;
- Implements and maintains procedures for processing incoming and outgoing mail;
- Monitors daily clearance of the internal and external mailboxes and the processing of mail;
- Arranges for the expeditious processing of special and/or complex mail including registered mail, classified mail and mail sent by Courier and Jamaican Diplomatic Bag;
- Assists with the processing of applications and the preparation of documents for inspection and purchase, as requested under the Access to Information Act;
- Plans and schedules the daily activities of the Registry;
- Participates in the development/review of operational systems and programmes and the preparation of the procedures manual for the efficient execution of the mail/messenger functions;
- Assists with the evaluation of equipment to be acquired for the Registry;
- Liaises with personnel in the decentralized File Stations to ensure their compliance with established procedures and approved records management practices;
- Assist with the preparation of reports, Operational Plans and Budgets;
- Provides guidance and leadership to direct reports through positive example and sharing of knowledge/skills;

- Co-ordinates the performance management process for direct reports by preparing Work Plans, Performance Appraisals and recommending learning and development programmes;
- Undertakes orientation and training of new staff and provides guidance and assistance and support as needed.

Required Knowledge, Skills and Competencies

- Excellent customer service, human relations and stakeholder engagement skills
- Excellent leadership and human resource management skills
- Sound knowledge of the GoJ Records and Information Management (RIM) Implementation programme;
- Good knowledge of Records and Information Management (RIM) Policies, Practices and Procedures Systems;
- Good knowledge of RIM software application and databases;
- Working knowledge of the Archives Act, Access to Information Act, ISO 15489 and the FAA Act and Regulations.

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject and training in Records and Information Management Systems, Procedures and Practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

Special Conditions Associated with the Job

- Handling dusty files, file boxes and working in dusty file storage areas;
- Handling termites and other rodent infected documents;
- Handling wet and moldy infested documents;
- Lifting of heavy file boxes from shelves to locate files;
- Exceeding normal work hours, when required;
- Working on weekends when required;
- Exposure to mail items with suspicious items such as, strange odours, powders or stains.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th May, 2024 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Cabinet
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**