



Office of the Services Commissions

(Central Government)

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7th May, 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 **Post and Telecommunications Department**:

1. **Cashier (FMG/CS 2)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Senior Reconciliation Officer (FMG/AT 1)**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Reconciliation Clerk (FMG/AC 2)**, salary range \$1,439, 455 - \$1,935,907 per annum.

1. Cashier (FMG/CS 2)

Job Purpose

Under the direct supervision of the Supervisor, Parcels Accounts (FMG/AT 2), the Cashier (FMG/CS 2) is responsible for the collection of cash from customer and maintaining a record of all cash collected in accordance with the provision of the FAA Act and its instruction and regulation. Also, ensuring that the value amount for Duties, General Consumption Tax (GCT) and other fees are stated on receipt.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

Technical/Professional:

- Collects and records cash in accordance with the provision of the F.A.A act, its instruction and regulation;
 - Collects cash from customers for payment on duty parcels;
 - Prepares official receipt for customer, stating the amount collected for Import Duties, General Consumption Tax (GCT) and Fees etc.
 - Ensures the relevant stamp duties are affixed to commercial parcels;
 - Confirm entry numbers, duties general consumption tax and fees with Customs official;
 - Balances duties, general consumption tax and fees separately and reconcile figures with delivery clerk;
- Prepares lodgments and lodge cash to the bank daily;
 - Prepares and forward monthly accounts to Main Accounts Branch and Accounting Technician Parcels Office.

Required Knowledge, Skills and Competencies

Core:

- 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

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets
- One (1) year working experience in the Public Sector Accounting

Special Condition 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.

2. Senior Reconciliation Officer (FMG/AT 1)

Job Purpose

Under the direct supervision of the Supervisor, Parcels Accounts (FMG/AT 2), the Senior Reconciliation Officer (FMG/AT 1) is responsible for reconciling and checking parcel statements against Customs value recorded at various offices. The officer also ensures that revenues collected are correctly recorded in accordance with the provision of the FAA Act and its instruction and regulation.

Key Responsibilities

Management/Administrative:

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

Technical/Professional:

- Balancing District Postmasters' Parcel Statements in accordance with the F.A.A. Act and its instruction and regulation:
 - Ticks duplicate bills against Postmasters' monthly Parcel Statements;
 - Ticks redirection book against Postmasters' redirection, recorded on their monthly Parcel Statements;
 - Adds the assessed value e.g. Duties, General Consumption Tax (GCT), Customs User Fees and Customs Clearance Fees of the opening balance and receipts;
 - Add the assessed value (Duties etc.) of the deliveries, returned stock, redirections (Disposals) and stock on hand;
 - Reconciles opening balance and receipts with disposals and stock on hand;
 - Communicates with Postmasters and their Regional Inspectors when there are discrepancies;
 - Submits the figures to the Clerk in Charge.
- Completes final balance on Packets, Detain and Delivery Section:
 - Ticks packet/parcel on stock sheet (parcel/package on hand from previous month) counter delivery, return to sender, counter forward and claim-off and closing stock;
 - Ticks Detained Forward book against Detained Dispatch book (dispatch made to District Postmasters);
 - Checks and records detain delivery figures;
 - Compile and balances figures in packet/parcel book and submits the book to the supervisor;
- Clears dutiable parcels assessed by Customs from Parcel Transaction Statements prepared by Postmasters islandwide using the ASYCUDA system monthly and generate a receipt:
 - Retrieves Parcel Transaction Statement for the month;
 - Logs in to ASYCUDA system;
 - Enters Department Account Number;
 - Enters the relevant details that are on the Parcel Transaction Statements individually;
 - Verifies the amount and tracking number;
 - Generates a receipt;
 - Writes receipt number, date and amount on the Parcel Transaction Statement;
 - Returns completed Parcel Transaction Statements to filing clerk.

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 e.g. 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 year of the A.Sc. 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.

3. Reconciliation Clerk (FMG/AC 2).

Job Purpose

Under the direct supervision of the Supervisor, Parcels Accounts (FMG/AT 2), the Reconciliation Clerk (FMG/AC 2) is responsible for balancing the Assessment Books in the month in which it relates and balancing District Postmasters' Parcel Statement in accordance with the provision of the FAA Act and its instruction and regulation, to ensure that parcel statement and parcel bills are correct and that collection of revenue is accounted for on the island parcel statements.

Key Responsibilities

Management/Administrative:

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

Technical/Professional:

- Ticks duplicate bills against Postmasters' monthly Parcel Statements;
- Ticks redirection book against Postmasters' redirection, recorded on their monthly Parcel Statements;
- Adds the assessed value, e.g. Duties, General Consumption Tax (GCT), Customs User Fees and Customs Clearance Fees of the opening balance and receipts.
- Adds the assessed value, (Duties etc) of the deliveries, returned stock, redirections (Disposals) and stock on hand.
- Reconciles opening balance and receipts with disposals and stock on hand.
- Communicates with Postmasters and their Regional Inspectors when there are discrepancies.
- Submits the figures to the Clerk in Charge.
- Ticks triplicate parcel/package dispatch bills with the assessed value i.e. duties, General Consumption Tax and fees, against the assessment books.
- Checks counter books to ensure figures correspond with the figures of the Assessment books.
- Calculates each assessed category in the assessment book separately and balance them against the total figures from the counter books and triplicate bills.
- Compiles the figures and submits the Assessment books to the Clerk in Charge.

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

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets
- 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 Monday, 20th May, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**