



CIRCULAR No. 208
OSC Ref. C. 4664¹⁷

20th 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 **Accountant General's Department (AGD)**:

1. **Hardware Technician (MIS/IT 4)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Disbursement Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Hardware Technician (MIS/IT 4)

Job Purpose

Reporting to the Hardware Engineer, the Hardware Technician ensures that the systemic operations of the AGD are enhanced and supported by providing technical support and resolution of end user issues for all IT related needs, according to standard operating procedures, using cutting edge technology. The Hardware, Technician is also responsible for supporting, troubleshooting and maintaining desktop computers, assigned laptops, scanners and printers located in various Divisions/Units throughout the AGD. The Officer is responsible for ensuring high quality support services by providing quick turnaround times for troubleshooting, diagnosing, and repairing of malfunctioning office equipment and provides installation and technical support of equipment connected to centralized host systems. Additionally, the individual must be competent in resolving problems affecting the Department's Local Area and Wide Area Networks (LAN/WAN).

Key Responsibilities

- Incorporates automation in the solution of client resolution initiatives, where possible;
- Liaises with other team members in the ITU, as required, for isolation and resolution of client issues;
- Utilizes in an efficient manner, the IT resources and supplies and recommends new purchase requirements;
- Deploys new computer and technology equipment as required;
- Keeps current with emerging IT trends and current dominant technologies;
- Visits clients' workstations in support of issue resolution as necessary, and modifies computer configurations to optimize workstation performance physically;
- Troubleshoots and resolves problems across all current AGD locations;
- Provides basic training to end users on using the various capabilities of software printer and computers, etc.;
- Answers queries related to Hardware Systems;
- Installs, assembles, configures and maintains a variety of computer equipment and peripherals such as printers, scanners and related hardware including computer terminals, network infrastructure, monitors modems, personal computers and data communications equipment;
- Determines source and nature of computer malfunction using diagnostic and application software;
- Adjusts, repairs and replaces malfunctioning equipment;
- Performs additional functions incidental to computer support activities;
- Maintains an up-to-date knowledge of repair practices, policies and technical specifications of microcomputer hardware;
- Provides direct ongoing hardware and software support to the Department's staff on general computing issues, including upgrades and troubleshooting issues;
- Assists members of staff with computer related challenges;
- Prepares qualitative and quantitative reports as necessary;
- Provides Level 1/2 support and troubleshooting to resolve issues;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer focus;
- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Results Focus;
- Integrity.

Technical:

- Information technology skills;
- Knowledge of Legislation and Procedures;
- Comprehensive and technical knowledge of Enterprise Systems and Technology;
- Knowledge of cutting-edge computer hardware, systems repair and maintenance;
- Knowledge of cutting-edge technology enabled automated Help Desk operations;
- Knowledge of the various guiding Acts and Regulations.

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in Information Technology or related field
- Technical expertise in Enterprise Systems;
- Professional Certifications in applicable Hardware standards and solutions;
- Training in Customer Service;
- Three (3) years' experience working in a technical support IT position.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Disbursement Officer (FMG/AT 3)**Job Purpose**

The Disbursement Officer is responsible for preparing requisitions and withdrawal orders, posting of warrants to the Treasury Management Module (TMM), and making Journal entries so that a complete set of records related to Government of Jamaica (GOJ) expenditure can be produced each month. He/She is required to complete a very large volume of work to process all payments submitted by the Ministries, Departments and Agencies (MDAs) to the Central Treasury Management System (CTMS) on a daily basis.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare all requisitions and withdrawal orders (Public Debt, Recurrent, Capital and Statutory) as they relate to the monthly warrant;
- To ensure accurate and timely funding of the Central Payment Account (CPA);
- To maintain proper systems and procedures for accurate and timely payment of the Ministries', Departments' and Agencies' daily uploads;
- To prepare the relevant records and reports related to GOJ expenditure;
- To maintain the Cash Books for the CPA and ACH bank accounts.

Key Responsibilities**Technical:**

- Posts the warrant to the TMM for certification;
- Prepares and submits requisitions and withdrawal orders for checking;
- Prepares and submits Journal Vouchers via the TMM for certification;
- Posts rejected payments for return to MDAs to the TMM for correction and approval;
- Prepares daily Cash Books for the CPA and ACH accounts;
- Prepares manual and systems payments;
- Assists with the preparation of monthly and other reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Good customer focus skills;

- Results focus;
- Integrity;
- Basic knowledge and understanding of Accounting and Reporting Practices;
- Basic knowledge of required Legislations, Policies and Procedures;
- Knowledge of Government Accounting;
- Sound knowledge of computerized accounting system;
- Knowledge of International Public Sector Accounting Standards (IPSAS).

Desirable:

- Good knowledge of public treasury operations

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Two (2) years' experience in Accounting, preferably in the Public Sector.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

3. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing secretarial and clerical support to the Director, Treasury Deposit, by conducting basic research, preparing reports, handling information requests and performing functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare reports and fulfill information requests;
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

Key Responsibilities

Technical:

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance, and plans their distribution as per directives;
- Opens, sorts and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors to the Division;
- Prepares responses to correspondence as authorized;
- Dispatches outgoing mail;
- Responds to requests, inquiries and complaints from staff, other Divisions, Organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters and other documents, using Word Processing, Spreadsheet, Database and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the Division;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Director, as required;
- Assists in the organization of events and activities by scheduling rooms, issuing information and co-ordinating speakers/participants;

- Makes travel and accommodation arrangements for staff as required;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' Office and the various Divisions;
- Attends meetings in order to record Minutes; compiles, transcribes and distributes Minutes of meetings;
- Deputizes for Executive Secretaries in their absence;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Good customer focus skills;
- Good planning and organizing skills;
- Results Focus;
- Integrity.

Technical:

- Good Records Management skills;
- Good Business Writing skills;
- Good knowledge of Legislations, Policies and Procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 31st May, 2024 to:**

**Director
Human Resource Management and Development
Accountant General's Department
21 Dominica Drive
Kingston 5**

Email: careers@treasury.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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