



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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**CIRCULAR No. 215**  
**OSC Ref. C. 4858<sup>49</sup>**

**24<sup>th</sup> 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 **Ministry of Agriculture, Fisheries and Mining**:

1. **Livestock Research Assistant (SOG/ST 3) - Research and Development Division, (Bodles, Old Harbour, St. Catherine)**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Senior Payment Officer (FMG/AT 3) - Finance and Accounts Division, (Hope Gardens Location)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Accounting Technician 1 (FMG/AT 1) - Research and Development Division, (Bodles, Old Harbour, St. Catherine)**, salary range \$1,711,060 - \$2,301,186 per annum.

### 1. **Livestock Research Assistant (SOG/ST 3)**

#### **Job Purpose**

Under the supervision of the Senior Livestock Research Officer (SOG/ST 6), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the development of husbandry, nutritional, breeding and health care solutions for the Dairy Industry.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares and maintains records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains Inventory Records;
- Manages sanitation and milk quality;
- Manages, stores and monitors the distribution of protective clothing and accessories;
- Prepares and submits fortnightly pay bills;
- Manages herds;
- Collects and submits data.

##### ***Technical/Professional:***

- Monitors the feeding and sanitation of neonates;
- Monitors the temperature and sanitation of milk storage;
- Monitors and supervises the cleaning and sanitation of the milking equipment;
- Assists the Senior Livestock Research Officer in the management of research projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

##### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.
- Performs any other related duties which may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Strong leadership skills;
- Good interpersonal skills;
- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good teamwork and co-operation skills;
- Good problem-solving and decision-making skills;
- Good conflict management skills.

### ***Technical:***

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Proficiency in the use of relevant computer applications.

## **Minimum Required Qualification and Experience**

- Diploma/Associate Degree in Agriculture specializing in Livestock Production and Management;
- One (1) year experience.

## **Special Conditions Associated with the Job**

- Risk of disease transfer from animals;
- Contamination from pesticides;
- Injury from animals and equipment.

## **2. Senior Payment Officer (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Senior Payment Officer (FMG/AT 3), is responsible for:

- Certifying payment voucher;
- Supervising the Collections function;
- Maintaining relevant cheque and memorandum registers;
- Selecting payments for "send to Treasury";
- Managing blanks cheques Receipts, Receipt Books and Invoice Order Books;
- Managing payments for specific entities.

## **Key Responsibilities**

### ***Management/Administrative:***

- Assists in ensuring that all members in the Unit are aware of and adhere to the accounting and financial procedures of the Government of Jamaica;
- Participates in conducting training of Cashiers;
- Participates in the preparation and maintenance of the Operational/Procedural Manual to guide the activities of the Division and to ensure effective internal control;
- Assists in drafting responses to audit queries;
- Assists in the maintenance of strict control over the access by persons to the Collections Section and Payments Unit;
- Controls the custody and dispatching of official receipts;
- Participates actively in the annual Board of Survey.

### ***Technical/Professional:***

- Certifies payment vouchers, receipts and lodgements manually and on the Government Financial Management System (GFMS), ensuring that vouchers are properly prepared, entries are correct and the necessary supporting documents are in order;
- Maintains the relevant accounting and financial records of the Ministry;
- Maintains memorandum registers;
- Ensures the posting of all receipts and payments and other adjustments in respect of the month;
- Selects payment voucher for check printing and issues cheques to the Cheque Printer;
- Selects Payments for "Send to Treasury";
- Visits outstations to verify that lodgements made against collections are reconciled;
- Conducts checks of outstations with a view to identify problem areas regarding the receipts of and accounting for public funds;

- Provides advice and makes recommendations regarding stations of cashiers at outstations island wide;
- Assists in monitoring and directing the daily activities leading to cheques preparation to ensure accuracy and authenticity;
- Supervises collection officers;
- Ensures that all financial transactions are recorded and records secured;
- Operates as the Custodian of blank cheques, receipts, invoices and purchase orders;
- Maintains the Collection Function to ensure that payees are advised whenever cheques are ready in order to eliminate the possibility of stale-dated cheques;
- Ensures that payments for specific entities without an Accountant are processed and cheques prepared;
- Checks Cash Books for accuracy and completion;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Payment and the Principal Finance Officer.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills;
- Ability to work in and lead team;
- Good interpersonal skills;
- Ability to work on own initiative;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good analytical skills.

#### ***Technical:***

- Good knowledge of the FAA Act and other associated legislations;
- Good knowledge of the Government Accounting;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Proficiency in the relevant/applicable computerized Accounting System;
- Sound knowledge of the preparation of Payment Vouchers;
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power point);
- Knowledge of Internal Controls;
- Knowledge of Accounts Payables and GOJ's payments process.

### **Minimum Required Qualification and Experience**

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Asc. 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.

### **3. Accounting Technician 1 (FMG/AT 1)**

#### **Job Purpose**

Under the supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician (FMG/AT 1) provides accounting support by ensuring that all accounting procedures as it relates to payment of bills, salaries, payroll and statutory deduction and all other accounting duties are accurately computed in accordance with the standards of the Government of Jamaica FAA Act.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Prepares payments of bills and subsistence allowance;
- Maintains cards for traveling and subsistence allowances;

- Ensures that claims submitted are properly prepared, certified and approved for payment by authorized officer;
- Prepares vouchers for payment of bills and cheques;
- Maintains a register for all supporting documents submitted;
- Prepares invoices for zero rate;
- Records and maintains records of utility bills and payments;
- Maintains Journal for daily, monthly and yearly transactions;
- Prepares salary, statutory and personal deduction cheques for fortnightly paid employees;
- Prepares contract levy form for contractors and ensures deductions are paid over to Inland Revenue Department;
- Ensures that contracts for contractors are properly prepared and authorized before preparation of vouchers;
- Maintains records of all contracts contractors;
- Checks lodgments;
- Prepares quarterly revenue statements;
- Batches vouchers in order to reconcile with Cash Book balance;
- Performs any other related duties assigned by the Professional Accountant (FMG/PA 1) or Principal Research Director.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills;
- Good teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills.

#### ***Technical:***

- Good knowledge of the stipulations of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Sound knowledge of general accounting principles;
- Competence in the use of spreadsheets and computerized accounting systems.

### **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**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 6<sup>th</sup> June to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**