



## Office of the Services Commissions

(Central Government)

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**CIRCULAR No. 189**  
**OSC Ref. C. 6222<sup>13</sup>**

**6<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 **Post and Telecommunications Department**:

1. **Recurrent Bank Reconciliation Officer (FMG/AT 3)** - salary range \$2,190,302 - \$2,945,712 per annum.
2. **Departmental Deposit Main Ledger Accounts (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Assistant Human Resource Officer (Leave) (GMG/AM 3) - (2 posts)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Deposit Bank Reconciliation Verification Officer (FMG/AT 1)**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Secretary 2 (OPS/SS 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

### 1. **Recurrent Bank Reconciliation Officer (FMG/AT 3)**

#### **Job Purpose**

Under the direct supervision of the Director, Final Accounts, the Recurrent Bank Reconciliation Officer (FMG/AT 3) is responsible for the proper and timely reconciliation of the Recurrent Expenditure Bank Account Statements of the Department.

#### **Key Responsibilities**

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

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

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

- Properly reconciles the Recurrent Expenditure Bank Account of the Department on a time basis by:
  - ✓ Ensuring that Bank Statements and cashed cheques are collected promptly;
  - ✓ Ensuring that cheques are properly ticked off against the Bank Statements to determine any discrepancies;
  - ✓ Ensuring that Bank Statements are properly posted to the system;
  - ✓ Examining Reconciliation Summary and Detail identifying and resolving any errors found until the reconciliation is balanced and clean of any errors than can be adjust immediately in the period;
  - ✓ Referring bank charges, debit advices, credit advices, stale cheques etc. to Journal Clerk for the preparation of Journal;
  - ✓ Advising bank of errors in respect of items on the Bank Statement and follow up bank until errors are corrected;
  - ✓ Submitting completed Recurrent Bank Reconciliation Statement to Supervisor Final Accounts.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills;
- Knowledge of data entry;
- Knowledge of accounting principles and practices;

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies;
- Ability to effectively balance accounts.

### **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.

### **Special Condition Associated with the Job**

- Will be required to work beyond normal working hours, and on weekends and public holidays when the need arises.

## **2. Departmental Deposit Main Ledger Accounts (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Director, Final Accounts the Departmental Deposit Main Ledger Accountant (FMG/AT 3) is responsible for the proper, accurate and timely preparation of Departmental Deposit Statements.

### **Key Responsibilities**

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

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

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

- Properly prepares Departmental Deposit Statements of the Department on a timely basis and in accordance with the F.A.A Act, its Instructions and Regulations by:
  - ✓ Ensuring that Departmental Deposit Journal Vouchers are prepared showing the amount to be lodged to the Departmental Deposit Bank Account and excess cash received from the Postmasters to be lodged to the Accountant General's Miscellaneous Revenue Account and to correct errors;
  - ✓ Maintaining Departmental Deposit Main Ledger, by posting accurate Journal Vouchers information to Main Ledger and calculate account balances;
  - ✓ Extracting Departmental Deposit Trial Balance from Main Ledger;
  - ✓ Preparing Departmental Deposit Collection Statement;
  - ✓ Preparing monthly Departmental Deposit Receipt and Payment Statements;
  - ✓ Preparing Statement of Bank Balances showing balances in the Departmental Deposit Cash Book and Bank on a monthly basis;
  - ✓ Preparing bad cheque summary showing bad cheques outstanding at the start and end of the month.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills;
- Knowledge of data entry;
- Knowledge of accounting principles and practices;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies;

- Ability to effectively balance accounts.

### **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.

### **Special Condition Associated with the Job**

- Will be required to work beyond normal working hours, and on weekends and public holidays when the need arises.

## **3. Assistant Human Resource Officer (Leave) (GMG/AM 3)**

### **Job Purpose**

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining leave records.

### **Key Responsibilities**

#### ***Administrative:***

- Prepares Individual Work Plan;
- Prepares status and other reports;
- Attends meetings, conferences and other forum a, as required;
- Keeps staff abreast of human resource policies and regulations.

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

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on all types of leave;
- Checks and responds to staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to staff regarding their maximum of vacation leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate officer's unpunctuality;
- Prepares leave information to support submissions (accumulation of vacation leave, payment in lieu of vacation leave, special sick leave, study and no-pay leave) for Human Resource Committee Meetings;
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills;
- Knowledge of Government of Jamaica leave administration practices;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services.

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

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

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

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment.

## **4. Deposit Bank Reconciliation Verification Officer (FMG/AT 1)**

### **Job Purpose**

Under the direct supervision of the Director, Final Accounts, the Deposit Bank Reconciliation Verification Officer (FMG/AT1) is responsible for the proper key punching, formatting of information and compilation of monthly Departmental Deposit Cashbook on the system.

### **Key Responsibilities**

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

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

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

- **Properly verifies Departmental Deposit Cashbook with Journal Vouchers in the period in which they relate and in accordance with the F.A.A act, instruction and regulations by:**
  - ✓ Posting lodgements by computer data entry from Cash Account Statements prepared by Postmasters Island-wide in alphabetic order and page order. (There can be ten to twenty (10-20) lodgements for one Post Office); lodgements made by Cashier Accounts (third floor) and Cashier Parcel Post (ground floor) in date order;
  - ✓ Using Deposit Payment Vouchers, post all monthly payments made by cheques; format information gathered on system;
  - ✓ Verifying from printed Cash Book, Postmasters' individual lodgement against slips and bank statement to ensure that amount lodged is correct (i.e. If an amount lodged to the bank is less than amount on lodgement slip and vice-versa, an adjustment is made in the Cash Book);
  - ✓ Verifying payment side of Cash Book against encash cheques and bank statement;
  - ✓ Verifying amounts lodged by Postmaster General, Cashier Accounts Branch, Parcel Post and Payments;
  - ✓ Using computer base: prepare a list of outstanding lodgements and cheques, total amount of unidentified debit and credit memos from the Bank Statement;
  - ✓ Reconciling Postmasters Total Deposit lodgement with Deposit Journal Control Clerk District Postmasters' Section (D.P.M's Section);
  - ✓ Liaison with District Postmaster Section regarding any discrepancies found on Lodgement slips, Cash Book, Cash Account Statements and Bank Statements;
  - ✓ Checking in transit book to verify outstanding lodgements cleared on a monthly basis;
  - ✓ Advising Financial Controller 2 of any errors or missing information, in order to ensure that the bank account is correct.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision-making skills;
- Knowledge of data entry;
- Knowledge of accounting principles and practices;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ 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**
- 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.

### **Special Condition Associated with the Job**

- Will be required to work beyond normal working hours, and on weekends and public holidays when the need arises.

## **5. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under the direct supervision of the Operations Manager, the Secretary 2 (OPS/SS 2) is responsible for providing efficient and effective secretarial support, by performing assigned duties effectively and efficiently.

### **Key Responsibilities**

#### ***Administrative:***

- Prepares Individual Work Plan;
- Meets, greets, assists and directs clients and visitors via the telephone and in person;
- Maintains shared electronic folders to ensure co-ordination;
- Handles routine correspondence on behalf of the supervisor by retrieving and sending correspondence from intranet and internet or otherwise;
- Maintains supervisor's diary electronically by recording appointments, meetings and visits etc. on a day-to-day basis and confirms, cancels and reschedules appointments;
- Manages correspondence for the Unit by maintaining a database and manual record for logging and dispatching of documents;
- Drafts and finalizes letters and memoranda for review and signature;
- Prepares draft responses to certain correspondence for vetting by supervisor;
- Organizes and attends meetings as required, makes notes and produces Minutes for dissemination and follow-up action;
- Performs clerical duties such as photocopying and mailing;
- Maintains and secures filing system.

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

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills;
- Knowledge of Government procedures and policies;
- Ability to reproduce Minutes.

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

**Special Conditions Associated with the Job:**

- May be required to work beyond normal working hours;
- Prolonged use of computer.


Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> May, 2024 to:**

Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston

Email: [hrunit@jamaicapost.gov.jm](mailto: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