



Office of the Services Commissions

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CIRCULAR No. 245 **OSC Ref. C. 6210/S5²⁰**

17th June, 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 **Ministry of Foreign Affairs and Foreign Trade**:

1. **Chief Internal Auditor (FMG/AS 4) (Not Vacant) - Internal Audit Department**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Director, Mission Accounts (FMG/PA 3) (Not Vacant) - Finance and Accounts Department**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Financial Systems Manager/Financial Analyst (FMG/PA 2) (Vacant) - Finance and Accounts Department**, salary range \$4,266,270 - \$5,737,658 per annum.
4. **Senior General Journal Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Department**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Payment Officer (FMG/AT 1) (Not Vacant) - Finance and Accounts Department**, salary range \$1,711,060 - \$2,301,186 per annum.
6. **Assistant Human Resource Officer (GMG/AM 2) (Vacant) - Human Resource Management and Development Department**, salary range \$1,711,060 – \$2,301,186 per annum.
7. **Senior Secretary (OPS/SS 3) (Not Vacant) - Administration, Asset and Security Management Department**, salary range \$1,711,060 – \$2,301,186 per annum.
8. **Records Officer 1 (PIDG/RIM 2) (Not Vacant) - Documentation Information and Access Services Unit**, salary range \$1,711,060 – \$2,301,186 per annum.
9. **Secretary 2 (OPS/SS 2) (Not Vacant) - Consular Affairs Department**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Chief Internal Auditor (FMG/AS 4)

Job Purpose

Under the general direction of the Permanent Secretary, the incumbent manages the internal audit functions of the Ministry (Headquarters and its Missions Overseas), by establishing and implementing internal audit programmes, which examine the adequacy of the management control systems provided to accomplish the objective of the Ministry in its operations.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of the strategic direction of the Ministry;
- Leads the development and implementation of the Division's Corporate and Operational Plan and Budget;
- Ensures that the objectives of the Unit are clearly defined and communicated to the staff;
- Manages the development of Individual Work Plans;
- Conducts appraisal discussions;
- Keeps abreast of trends and development in internal audit management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Unit;
- Develops and ensures the implementation of policies and procedures to guide the operations of the Unit within the framework of (Government guidelines and international auditing standards (confers with the Permanent Secretary);
- Monitors Divisional Heads responses to audit report to ensure deficiencies are corrected and internal controls are being adhered to;

- Manages the preparation and submission of final audit reports with relevant recommendations, and ensures timely submission of documents/information requested from the Unit;
- Represents the Unit/Ministry at meetings/conferences and other functions, as directed;
- Provides the assistance/advice to the Permanent Secretary on internal audit issues, as requested;
- Develops new policy guidelines in response to changing systems and practices in auditing standards;
- Develops programmes to determine if ethical behaviour is consistent with international standards and other related Agencies.

Technical/Professional:

- Conducts Risk Assessment to determine audit areas;
- Liaises with external auditors where appropriate in the preparation of the Annual Audit Work Plan;
- Manages the preparation of the audit programmes for the examination and assessment of the audit area;
- Examines the effectiveness of all levels of management in their stewardship of the Ministry's resources and their compliance with established policies, procedures, Government regulations and guidelines, and makes recommendations for improvement, as necessary;
- Reviews and signs off on working papers for audits undertaken by the Audit Department;
- Prepares Audit Report stating deficiencies, implications, and makes recommendation;
- Submits report to the Permanent Secretary and Department Heads;
- Meets with the Permanent Secretary and Department Heads to discuss audit findings;
- Prepares and submits final Audit Reports to the Permanent Secretary and the Ministry's Audit Committee;
- Prepares and submits quarterly reports on audits conducted to the Ministry of Finance and the Public Service;
- Authorizes the publication of reports and results of audit examinations, including recommendations for improvement;
- Attends operational meetings where the Audit Department has a key role in the development and verification of systems;
- Ensures the security of files;
- Ensures the compliance by Departments with International Auditing Standards.

Human Resources:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Manages the welfare and development of the Unit's staff through the preparation of Performance Appraisals and recommendation of required training and developmental programmes;
- Develops and implements a Succession Planning Programme to ensure continuity of skills and competencies in the Unit, in collaboration with Human Resources Division;
- Ensures the training needs of the Unit are adequately identified and addressed;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support, as needed;
- Participates in the recruitment of staff for the Department;
- Ensures that the staff are aware of, and adheres to policies, procedures and regulation of the Division and the Ministry;
- Ensures that proper working conditions exist for the internal audit staff.
- Recommends disciplinary action in keeping with human resources policies and procedures;
- Performs any other related functions assigned from time to time by the Permanent Secretary.

Required Knowledge, Skills and Competencies

- General understanding of the Ministry's role and functions;
- Excellent knowledge of auditing standards and procedures;
- Exemplary leadership and people management skills;
- Excellent presentation, oral and written communication skills;
- Good planning and problem-solving skills and tenacity;
- Sound knowledge of laws and regulations pertinent to the Ministry and its Missions;
- Excellent interpersonal skills;
- Confidentiality and integrity;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset.

2. Director, Mission Accounts (FMG/PA 3)

Job Purpose

Under the direction of the Principal Finance Officer, the incumbent ensures the accurate, timely and complete maintenance of the Mission accounts, and the preparation of financial statements/reports for the Missions, in keeping with established performance standards.

Key Responsibilities

Management/Administrative:

- Plans, directs and controls the work activities of the Section by:
 - ✓ Formulating Work Plans;
 - ✓ Representing the Ministry at conferences, meetings and other functions as directed;
 - ✓ Assigning duties and responsibilities to all officers supervised;
 - ✓ Liaising with other accounting Units;
 - ✓ Ensuring that there are adequate systems for scheduling and monitoring work;
 - ✓ Instructing and guiding staff on the technical aspect of the work.

Technical:

- Ensures the security of accounting records;
- Ensures compliance with accounting policies and procedures;
- Co-ordinates maintenance of the Missions' general and subsidiary records and other accounting records;
- Co-ordinates and supervises reconciliation of bank accounts;
- Monitors the finance and accounting functions carried out by the Missions;
- Plans and organizes quarterly reviews to ensure that utilization of budgetary allocation within the Missions complements the established priorities;
- Ensures that there is a proper system of authorization and expenditure control under which each item of expenditure is subject, and which must be in accordance with prescribed conditions of regularity and propriety;
- Supervises preparation of monthly expenditure reports versus budget and annual appropriation accounts of Mission's and reviews same for accuracy and completeness;
- Provides periodic financial analyses and projections to guide the overseas Missions' planning and budgeting exercises;
- Responds to requests for special reports and information;
- Assists with responses to audit queries;
- Advises and makes recommendations on Missions accounting matters;
- Reviews monthly returns of accounts from Missions;
- Provides explanation for variation between budgetary allocation and expenditure;
- Ensures accurate and complete financial information is maintained;
- Oversees the production of statements/reports;
- Checks financial reports before submitting them to the Principal Finance Officer;
- Performs any other related duties that may be assigned from time to time.

Human Resource Management:

- Supervises direct reports, reviews staff performance and recommends training and development programmes;
- Manages the welfare and development of direct reports through coaching, mentoring, performance appraisals and training;
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities;
- Participates in the recruitment of staff for the Department;
- Ensures that staff are aware of and adhere to policies, procedures and regulations of the Ministry;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Government Accounting principles and practices;
- Excellent knowledge of the Organization's policies and procedures;
- Excellent planning and analytical skills;
- Excellent interpersonal and customer service skills;
- Excellent presentation, oral and written communication skills;
- Ability to lead and work in teams;
- Working knowledge of the relevant computer application software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Three (3) years' experience at the managerial level.

3. Financial Systems Manager/Financial Analyst (FMG/PA 2)

Job Purpose

The incumbent is responsible for ensuring the effective, efficient and economical use of all computerized financial systems within the Finance and Accounts Division.

The incumbent is also responsible for conducting analysis of the financial accounts of the Ministry and to undertake special assignments with a view to establishing the financial status of the Ministry, the efficiency and effectiveness of its operations and compliance with established systems, procedures and guidelines.

Key Responsibilities

- Provides efficient and effective support services through the proper administration of all computerized financial systems in the Finance and Accounts Division, in order to ensure the efficiency and effectiveness of the Department and its staff.

FinMan Accounting System:

- Ensures the proper management and operation of the FinMan to obtain optimum system performance and efficient computer utilization by:
 - ✓ Setting up authorized users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures.
 - ✓ Maintenance of the Chart of Accounts;
 - ✓ Providing manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
 - ✓ Executing of the procedures for the opening and closing of a period;
 - ✓ Adaptation of the system to meet the needs of the Ministry/Department through customization of events set up special procedures etc.;
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
 - ✓ Checking and certifying invoices re payment for goods and services in relation to FinMan hardware and software maintenance;
- Assists in the upgrade and development of the system by:
 - ✓ Submitting request for enhancement, modification. the fixing of bugs etc. to the Ministry of Finance and the Public Service (MFPS);
 - ✓ Assisting in the testing of new or modified programmes and functions;
- Ensures that the system is operating above the standard prescribed by the Ministry of Finance and the Public Service (MFPS) and that there is compliance with all instructions and guidelines issued by MFPS and FSL regarding the operation of the system.

Bank Reconciliation System (BRS):

- Ensures the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilization by:
 - ✓ Setting up authorized users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users.
 - ✓ Monitoring, controlling and administering the security and back up procedures;
 - ✓ Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
- Co-ordinates the process of repairing or replacing defective hardware;

- Checks and certifies invoices re payment for goods and services in relation to BRS hardware and software maintenance;
- Assists in the upgrade and development of the system by:
 - ✓ Submitting request for enhancements, modification, the fixing of bugs etc. to the Ministry of Finance and the Public Service.
 - ✓ Assisting in the testing of new or modified programmes and functions;

Jamaica Budget Information System (JaBIS):

- Sets up authorized users on the system to perform their assigned function;
- Provides training and technical assistance to users;
- Monitors, controls and administers the security and back up procedures;
- Provides manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
- Co-ordinates the process of repairing or replacing defective hardware;
- Checks and certifies invoices re payment for goods and services in relation to BRS hardware and software maintenance.

Payroll System – Biz Pay:

- Ensures the proper management and operation of the Payroll System (Biz Pay) to obtain optimum system performance and efficient computer utilization by:
 - ✓ Setting up authorized users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures;
 - ✓ Providing manuals, user guides, code sheets etc, to users to assist them in the execution of their duties;
- Co-ordinates the process of repairing or replacing defective hardware;
- Checks and certify invoices re payment for goods and services in relation to BRS hardware and software maintenance.

Electronic Employee Payroll Payment System (EEPPS):

- Ensures that the EEPPS is meeting its objective of payment of employees' salary on a timely basis by:
 - ✓ Maintaining of proper links with the bank;
 - ✓ Setting up authorized users on the system to perform their assigned function;
 - ✓ Providing training and technical assistance to users;
 - ✓ Monitoring, controlling and administering the security and back up procedures;
 - ✓ Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
 - ✓ Checking and certifies invoices re payment for goods and services in relation to BRS hardware and software maintenance;
 - ✓ Advising the Principal Finance Officer, Director Management Accounts, Director Financial Accounts, on the financial performance and status of the Ministry through in-depth analysis of the Ministry's financial statements for the purpose of assisting in the managerial decision-making process of the Ministry;
- Conducts analysis of the Ministry/Department's monthly financial reports for the purposes by:
 - ✓ Arriving at a position on the Ministry/Missions' current financial position;
 - ✓ Making projections on the Ministry/Missions' performance over a defined period;
 - ✓ Predicting the Ministry/Missions' future financial performance;
- Provides the Principal Finance Officer with monthly reports on the financial status of the Ministry/Missions;
- Undertakes special assignments on behalf of the Principal Finance Officer to facilitate the proper financial operation, management and control of the Ministry;
- Conducts special assignments issued by the Principal Finance Officer from time to time;
- Assists in the implementation and operation of accrual accounting;
- Assists in the implementation and operation of the accrual-based accounting system through;
 - ✓ Training
 - ✓ Providing manuals, guidelines, instructions etc.;
 - ✓ Technical assistance and problem solving;
 - ✓ Liaising with the Public Expenditure Policy Coordination Division of the Ministry of Finance and the Public Service for updates and decisions on technical matters.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Ability to train users on the functionality of the systems;
- Ability to solve problems quickly and completely;

- Ability to identify tasks which require automation;
- Good interpersonal skills;
- Good documentary and reporting skills;
- Ability to compile and prepare narrative and statistical reports;
- Ability to communicate clearly and concisely with all levels of users.

Technical:

- Technical Knowledge of the FinMan, BRS, JaBIS, BIZPAY, EEPPS etc.;
- Basic Knowledge of network operating system;
- Knowledge of computer information system security regulation and procedures.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Condition Associated with the Job:

- Traveling from Head office to other Ministry, Agencies and Ministry of Finance and the Public Service.

4. Senior General Journal Officer (FMG/AT 2)

Job Purpose

The incumbent is responsible for assisting the Final Accounts Supervisor in ensuring the timely preparation and completion of monthly Financial Statements and the Annual Appropriation Account in accordance with the Financial Administration and Audit (FAA) Act, its regulations and instructions.

Key Responsibilities

To properly and accurately prepare and post Journal Vouchers as well as to safeguard the journals:

- Receives documents and prepares/facilitates preparation of journals vouchers for the following:
 - ✓ Expenditures for Missions Overseas
 - ✓ Expenditure Adjustments
 - ✓ Advance Adjustments
 - ✓ Advance Clearance
 - ✓ Deposit Account Entries
- Ensures the proper filing, security and storage of journal vouchers according to the number sequence assigned;
- Ensures revenue and unspent balances surrendered by Missions are entered and updated on the Government Financial Management Systems (GFMS);
- Assists with the preparation and posting of bank reconciliation entries;
- Assists with the preparation of Journal Vouchers for Budget adjustments;
- Maintains up-to-date Subsidiary Ledgers containing the details of all individual transactions in respect of advance paid/recovered, as well as deposits received/disbursed;
- Abstracts details of transaction from relevant supporting documentation e.g. bills invoices, claims, receipts etc., and post to the relevant subsidiary Ledgers;
- Reconciles the Subsidiary Ledger totals with the financial control total from GFMS;
- Reconciles and maintains electronic generated data for advance and deposits balances on GFMS.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Ability to work in teams;
- Good interpersonal skills;
- Ability to work on own initiative;
- Good customer relations skills;
- Good problem-solving and organizational skills;
- Good time management skills;

- Ability to work effectively under pressure.

Technical:

- Knowledge of provisions of the Financial Administration and Audit (FAA) Act, the Staff Orders, the Foreign Service Orders and other statutes relevant to Government accounting activities;
- Good knowledge of the Ministry's policies, practices and procedures;
- Knowledge of accounting practices and applications;
- Knowledge of Government Accounting;
- Proficient in the use of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and computerized accounting systems;
- Competent in preparing financial reports and statements;
- Ability to analyze and solve accounting problems.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

5. Payment Officer (FMG/AT 1)

Job Purpose

The incumbent is responsible for inserting all valid accounts payables, on the FINMAN system, generate related cheques and assist in the maintenance of payment records.

Key Responsibilities

- Inserts in a timely and accurate manner all valid Accounts Payables;
- Receives from Payment Supervisor, Snr. Payment Officer valid payables - ie. Payment Vouchers and supporting documents etc., which have been passed by the checking Supervisor for entry on the computer based Financial Management System; and:
 - ✓ Tallies payment vouchers by each Head of estimate and completes batch control forms, which is intended to ensure that the control totals for the posted batches of bills agree with the generated system totals;
 - ✓ Receives authorization from the Accounts Payables and Disbursement Manager. Creates new clients on the Financial Management System by accessing the appropriate programme;
 - ✓ Inserts details of Payment Vouchers on the system ensuring that they are posted to the relevant Heads of Estimates, that the correct event codes are applied;
 - ✓ Generates input list of posted transactions and verifies data entered on the system by comparing the posted transaction totals with the control totals for the batches on Payment Vouchers and correct any errors found by way of the editing process;
 - ✓ Re-runs transaction list after doing corrections to ensure that transactions have been edited correctly;
 - ✓ Prints transaction listings and submit along with payment vouchers and supporting documents to supervisor for verification;
- **Prints Cheques and to file Payment Vouchers:**
 - ✓ Receives blank cheques issued by the Disbursement supervisor and acknowledge receipt. Print cheques and relevant listings in respect of vouchers selected for payment;
 - ✓ Returns unused or spoilt cheques to disbursement manager who will ensure that the unused cheques returned correspond with the balance reflected in the inventory after printing cheques;
 - ✓ Checks cheques printed against vouchers and record cheque numbers on Payment Vouchers and stamp vouchers "PAID";
 - ✓ Signs cheques mechanically or arranges for cheques to be signed manually and maintain proper records of cheques signed both mechanically or manually;
 - ✓ Reconciles prelisted vouchers with Cheque listings;
 - ✓ Files Payment Vouchers;
- Acts as Relief Cashier/deputizes for Cashier in the absence the Cashier;

- Performs any other duties, which leads to the efficient functioning of the Unit.

Required Knowledge, Skills and Competencies

- Familiarity with the mandate and role of the Ministry of Foreign Affairs and Foreign Trade;
- Sound knowledge of the Financial Administration and Audit Act and the Staff Orders;
- Knowledge of Government accounting principles and practices;
- Good interpersonal and customer service skills;
- Ability to work in teams;
- Good oral and written communication skills;
- Good organizing skills;
- Ability to work under pressure to meet deadlines;
- Experience in operating computerized accounting systems;
- Proficiency in computer applications.

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.

6. Assistant Human Resource Officer (GMG/AM 2)

Job Purpose

Under the supervision of the Human Resource Officer (GMG/AM 4), the incumbent provides technical and administrative support to past and present employees of the Ministry, in the processing of claims for retirement benefits on the Public Employees' Pension Administration System (PEPAS). The officer will also assist staff with matters related to Government Employees Administrative Services Only (GEASO) Sagicor Health Scheme and the National Insurance Scheme (NIS).

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Attends meetings, conferences and other fora, as required;
- Co-ordinates the transportation benefits for staff on the government bus (new and the renewal of benefits), and disseminates schedule changes to staff using the service.

Professional/Technical:

- Maintains and updates Period of Service Records for staff serving in non-pensionable posts at overseas Missions;
- Schedules appointments for medical examinations for staff in Bands 1 – 5, upon permanent appointment in keeping with Staff Orders 1.6.;
- Prepares confirmation of appointment letters for staff in Bands 1 – 5 for the signature of the Senior Director/Director, HRM and issues signed letter;
- Submits name and job title to the Director, Administration and Office Management, for the processing of new and updated ID Cards;
- Responsible for all matters related to the transportation benefits for staff on the Government transportation bus, new and the renewal of benefits, and to disseminate any schedule changes to the service.
- Process retirement benefits;
- Uploads updated Service Credit Records (Batch 2) on the PEPAS platform each month;
- Investigates queries from pensioners and seeks redress;
- Checks Master Control Records to determine the Locally Recruited Staff (LRS) who are eligible for compassionate gratuity and begins processing the request;

- Maintains and updates Service Credit Records (Batch 2) for new and existing LRS, manually and electronically;
- Processes claims for deferred LRS pensioners and for staff in Bands 1-5;
- Ensures that the applicant is vested with the required years of service (10 years). Creates/Updates a Service Record for the applicant on the PEPAS platform;
- Requests and completes all relevant pensions documents for deferred pensions and early retirements on receipt of application.
- Requests and compiles the following certified copies of documents for LRS one year in advance of normal retirement as required for the processing of retirement benefits:
 - ✓ Birth Certificate
 - ✓ Marriage Certificate/Decree Absolute
 - ✓ Pension Election Forms
 - ✓ Statutory Declaration of Age
 - ✓ TRN and NIS Cards
 - ✓ Certificate of Citizenship, if applicable
 - ✓ Audited Statement of Earnings
 - ✓ Verified Vacation (Pre-Retirement Leave) Computation
 - ✓ Letters approving Pre- retirement leave and/ or Retirement from the Public Service
- Prepares submissions for the linking of service for submission to the Ministry of Finance and the Public Service (MFPS);
- Uploads certified documents from the LRS on the PEPAS platform;
- Prepares indebtedness checks with overseas Missions and uploads to PEPAS;
- Researches and collates information in response to Access to Information Requests related to pension administration;
- Prepares monthly reports on applications submitted;
- Provides routine information and advice on pension matters to staff due to proceed on pre-retirement leave. Refers more complex issues to Supervisor;
- Monitors the progress of each case until pension benefits are finalized.

National Insurance Scheme (NIS):

- Advises LRS of their eligibility for benefits under the NIS Act;
- Vets and submits claims from LRS for Injury on the Job Compensation, Old-Age Benefits and Funeral Grant to the NIS Office for processing.

Government Employees Administrative Services Only Health Insurance Scheme – SAGICOR:

- Assists with the submission of completed enrolment applications for new and transfer employees for registration under the Sagicor Health Scheme to Sagicor;
- Distributes approved health cards to staff;
- Assists with the preparation of the monthly reports for new, transfer and separated employees to Sagicor;
- Assists with advising of changes in staff registration under the GEASO Health Scheme;
- Assists with submitting requests to cease plans for staff proceeding on overseas assignments or requests for the continuation of Sagicor coverages for Home Based Staff (HBS) assigned to overseas Missions;
- Assists with updating staff of any changes to the GEASO Plan;
- Assists with forwarding special claims with required supporting documents to the Sagicor Head Office on behalf of staff for processing.

Taxpayer Registration Numbers Locally Recruited Staff (LRS) only:

- Applies for TRN for Locally Recruited Staff (LRS) and advises of assigned number;
- Advises the Human Resource Officer of the TRNs for LRS;
- Maintains a manual and electronic record of Taxpayer Registration Numbers (TRN) for staff;
- Performs any other work-related duties assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - general understanding of the Ministry's role and function;
- Excellent interpersonal skills;
- Good oral and written communication skills;
- Good organization and time management skills;
- Ability to work effectively under pressure and meet critical deadlines;
- Good track record for accuracy and consistency;
- Ability to work on own initiative, independently and as a part of a team;
- Must be customer focussed;
- High levels of professionalism, integrity and discretion - ability to exercise discretion in handling confidential staff matters;

- Keen attention to detail and accuracy;
- Ability to work.

Technical:

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit (FAA) Act and Financial Instructions and other GoJ policies that guide the delivery of Human Resource Management and Development services. Basic knowledge of the Foreign Service Orders would be an asset;
- Knowledge of the Ministry's Human Resource policies and procedures;
- Knowledge of the Ministry's Vision and Mission Statements;
- Knowledge of GoJ Customer Service policies and procedures;
- Knowledge of the principles and practices of public administration;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint), PEPAS and other related software applications appropriate to assigned responsibilities;
- Knowledge of office management and administrative procedures and practices;
- Ability to transfer user requests into reporting specification;
- Basic knowledge of pension statutes, legislations, regulations policies and procedures;
- Knowledge of records management practices in the Public Sector;
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act.

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Human Resource Management, Public Administration, Business Administration/Information or Records Management;
- Training in PEPAS;
- One (1) to two (2) years' experience in a related area; **or**
- Successful completion of four (4) CXC or GCE 'O' Level subjects, including English Language and a numeric subject;
- Two (2) years' experience in a related area; **or**
- Any other equivalent combination of experience or education.

Special Conditions Associated with the Job

- Required to work beyond normal working hours occasionally;
- Dust from files and documents;
- Pressure from meeting deadlines.

7. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent is responsible for providing general administrative assistance and secretarial services to the Director of the Consular Affairs Department.

Key Responsibilities

Management/Administration:

- Provides general administrative assistance to the Director;
- Researches files and consults other officers as directed to procure information needed for replies to correspondence and for meetings;
- Liaises with Officers/Government officials within and outside the Ministry to obtain specific information at the request of the Director;
- Provides technical guidance to officers within the department with formatting and presentation of correspondence;
- Arranges for photocopying, compilation and documentation of materials for meetings;
- Liaises with Finance and Accounts Department and Office Management in preparing the Director's travel itinerary for official travel overseas;
- Arranges for necessary foreign exchange and the procurement of visas;
- Assists in the planning and organizing of meetings to be chaired by the Director.

Professional/Technical:

- Takes dictation notes in shorthand. Transcribes shorthand notes and produces letters, memoranda, speeches, Saving Telegrams, Third Person Notes, Cabinet Submissions and Cabinet Notes, in acceptable typewritten format;
- Prepares Interim replies to routine correspondence;
- Composes letters and memoranda from general instructions for the signature of the Director;

- Makes photocopies, prints, collates and scans documents, as required.
- Receives, opens, sorts and records incoming mails, files and other documents;
- Brings matters requiring urgent attention to the Director's attention;
- Records and re-routes processed correspondence and files to officers and/or Departments for necessary action;
- Ensures that urgent matters are re-routed to the Assistant Director for immediate attention in the absence of the Director;
- Organizes and maintains a filing system for the control and safe custody of important circulars, copies of reports, policy papers and other classified documents in order to ensure the prompt retrieval of same, when necessary;
- Maintains a Third Copy folder of outgoing correspondence for the Director, as well as a Department Floater of outgoing correspondence from other officers;
- Schedules appointments for the Director;
- Maintains a diary of official appointments, meetings and conferences scheduled for the Director;
- Receives and screens telephone and visitors to the Director;
- Refers telephone calls and visitors to the respective Officer/Department in cases not requiring the Director's attention;
- Receives official visitors and escorts them to the respective meeting room for meetings chaired by the Director;
- Compiles briefing documents for upcoming meetings and conferences to be attended by the Director;
- Requests appropriate visas for official travel by the Director;
- Confirms airline ticket and requests foreign exchange;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - knowledge of the structure, role and functions of the Ministry;
- Excellent oral and written communication skills;
- Excellent customer service and quality focus skills;
- Excellent interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Ability to work in a team;
- Good problem-solving and decision-making skills;
- Ability to use judgement and work on own initiative;
- Methodical;
- Ability to display high levels of integrity, professionalism and confidentiality;
- Ability to exercise a high level of tact and discretion in handling sensitive situations.

Technical:

- Knowledge of the GoJ immigration regulations;
- Sound knowledge of administrative principles and practices;
- Sound knowledge of web-based research techniques;
- Knowledge of modern office processes and procedures;
- Knowledge of basic protocol procedures and practices;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and any other relevant software applications.

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 Conditions Associated with the Job:

- Incumbent must be prepared to transfer to or from Headquarters to serve a tour of duty based on the needs of the Jamaican Foreign Service;
- May be required to work beyond regular working hours and weekends occasionally.

8. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the direction of the Records Administrator (PIDG/RIM 4), the Records Officer 1 (RIM 2) ensures the proper classification and filing of all correspondence (incoming and outgoing) processed by the Section as well as the maintenance of an effective transit card system to locate files and facilitate the prompt retrieval of information required by Departments.

Key Responsibilities

Professional/Technical:

Incoming Mail:

- Checks correspondence received from Supervisor for attachments;
- Distributes mail to departments for further instruction;
- Classifies and docket papers and correspondence;
- Sorts correspondence to be distributed to Departments in security boxes;
- Refers new or unfamiliar subjects to Supervisor for guidance regarding the classification of such correspondence;
- Opens new files where appropriate subject file does not exist;
- Notifies Supervisor of instances where correspondence cannot be accounted for;
- Assists with duties in the in-transit Section.

Outgoing Mail:

- Ensures that departmental procedures and security instructions are observed in the processing of correspondence for dispatch;
- Notifies Supervisor of any shortcoming in the system for the dispatch of mail;
- Recommends strategies to improve operational efficiency.

Filing System:

- Has direct responsibility for the safe custody of all files in the Open Unit;
- Ensures that the transit card system is properly maintained by periodically checking the records kept by staff in the Unit;
- Reviews files to ensure that all correspondence is correctly classified and docketed;
- Ensures that outstanding correspondence is dealt with before files are put away;
- Guides staff in conducting research to locate documents required by Desk Officers from time to time;
- Provides replies to routine queries, referred through supervisor on issues concerning the operations of the Records Unit;
- Performs any other duties that may be assigned within the scope and training of the Officer.

Required Knowledge, Skills and Competencies

- Organizational awareness - general knowledge of the Ministry's role and function;
- Sound knowledge of records management policies and procedures;
- Knowledge of modern office practices and procedures;
- Strong customer service orientation;
- Good interpersonal skills;
- Good oral and written communication skills;
- Good organizing skills;
- Training in basic supervisory skills.

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

9. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent is responsible for providing secretarial and administrative services to the staff in the Administration, Asset and Security Management Department.

Key Responsibilities

- Attends meetings as requested by the supervisor; records minutes of the proceedings;
- Researches files and consults officers as directed, to procure information needed for replies to correspondence and for meetings;
- Drafts letters, memoranda, saving telegrams and reports in a typewritten format;
- Composes routine replies and acknowledgements for the signature of the supervisor;
- Makes photocopies and scans documents, as required;
- Receives, opens, sorts and records incoming mail, files and other documents;
- Brings matters requiring urgent attention to the supervisor's attention;
- Records and re-routes processed correspondence and files to officers in the Department for necessary action;
- Ensures that urgent matters are re-routed for immediate attention in the absence of the supervisor, Corporate Services;
- Organizes and maintains a filing system for the control and safe custody of important Circulars, copies of reports and other documents, in order to ensure the prompt retrieval of same, when necessary;
- Maintains a third copy folder of outgoing correspondence for the supervisor;
- Schedules appointments for the supervisor;
- Maintains a diary of appointments and meetings;
- Receives and screens telephone calls and visitors to the supervisor;
- Provides discreet and reasonable information in response to queries or refers query to other officer(s) as appropriate in the absence of the supervisor;
- Organizes meetings convened by the supervisor in terms of venue, invites attendees and notes responses received;
- Assists with updating the Application for Leave of Absence Cards for the Department.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness - knowledge of the structure, role and functions of the Ministry;
- Good oral and written communication skills;
- Good integrity and ethics displayed in the exercise of duties;
- Good problem-solving skills;
- Sound knowledge of administrative principles and practices;
- Excellent knowledge of modern office processes and procedures;
- Ability to use judgement and work on own initiative;
- Good time management, planning and organizational skills;
- Ability to work under pressure;
- Good customer service and interpersonal skills.

Technical:

- Sound knowledge of modern office processes and procedures. Ability to recommend changes in administrative policies and to devise and implement office procedures and practices;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

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.

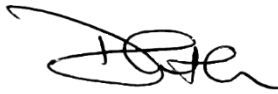
Applications accompanied by résumés should be submitted **no later than Friday, 28th June, 2024 to:**

Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston

Email: recruitment@mfaft.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