



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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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 Economic Growth and Job Creation (MEGJC)**:

1. **Director, Management Accountant (Recurrent) (FMG/PA 2) (Not Vacant) - Finance and Accounts Division**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Lands Officer (SOG/ST 5) (Not Vacant) - Land Administration Management Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Manager, Mortgage and Accounts Receivables (FMG/AT 3) (Not Vacant) - Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Senior Secretary (OPS/SS 3) (Not Vacant) - Land Administration Management Branch**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Secretary 2 (OPS/SS 2) (Vacant) - Social Services Unit**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Director, Management Accountant (Recurrent) (FMG/PA 2)

Job Purpose

The incumbent is responsible for the management of accounts receivable, with the direct responsibility of preparing and implementing the Ministry's recurrent Budget.

Key Responsibilities

Management/Administrative:

- Plans and participates in meetings, seminars, workshops, conferences relevant to the functions of the post, as required;
- Prepares monthly, quarterly and annual reports, as requested;
- Develops Individual Work Plan based on strategic alignment with the Operational and Strategic Business Plan of the Division;
- Participates in the strategic planning process for the Division and provides assistance, when required.

Technical/Professional:

- Prepares draft Operational Budget for the Ministry through coordination, consultation and consolidation. Closely analyse operational budget requests from Divisions/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic implementation plans, where applicable,
- Analyzes the operational budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the implementation plan, where applicable;
- Provides guidance, where necessary to Divisions/Departments in the preparation of the narratives in support of the Operational Budget allocations, to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan.

Cash Management:

- Implements and operates cash management system in respect of operational funds by:
 - Allocating the monthly warrants in accordance with agreed priorities;
 - Implementing a mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
 - Facilitating the development of appropriations in aid;

- Reviewing on an on-going basis all bank accounts to ensure that there are no large idle cash balances.

Expenditure Management and Control:

- Monitors the implementation of operational budgets including para-statal bodies funded from the Budget;
- Obtains and analyzes monthly financial reports to determine if funds have been utilized for the specific purposes indicated;
- Evaluates, in conjunction with Strategic Planning, Monitoring and Evaluation, the fiscal and financial performance in the implementation of the operational programmes in the Recurrent Budget;
- Prepares draft Budgets for miscellaneous revenue;
- Identifies avenues for revenue intake and revenue earning capacity;
- Identifies new areas for cost recovery and obtains approval for implementation;
- Processes the prompt billing and invoicing of goods and services received;
- Monitors the prompt clearance of cash advances.

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;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Division/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent team building and leadership skills;
- Excellent analytical and judgement skills;
- Good oral and written communication skills;
- Good problem-solving skills;
- Good interpersonal skills;
- Ability to cope well under pressure and with strict deadlines.

Technical:

- Knowledge of GoJ budgeting principles and guidelines;
- Ability to use computerised accounting systems.

Minimum Required Qualification and Experience

- Bachelor Degree in Human Resource or Public Administration/Public Sector Management 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

- May be required to work extended hours.

2. Lands Officer (SOG/ST 5)

Job Purpose

The incumbent is responsible for supporting the implementation of the Ministry's Land Administration and Management Programme by assisting the administration of property acquisition, sale and lease.

Key Responsibilities

Technical/Professional:

- Conducts research and provides information on matters relating to Ministry properties on the request of Ministry officials and staff;
- Investigates requests for acquisition, lease or temporary use of Ministry properties, prepares and submits reports;
- Participates in negotiations for the acquisition of properties, conducts investigations to ascertain the suitability of properties; verifies the legitimacy of ownership;
- Works with the Ministry in efforts to safeguard its interests through elimination and/regularization of unauthorized settlements (squatting);
- Conducts investigations on such settlements; prepares and submits reports;
- Ensures necessary measurements and notes peculiarities;
- Prepares Floor Plans;
- Applies property sale and area analyses data and determines property value;
- Compiles and submits valuation reports for all appraised property, ensuring necessary diagrams, maps, charts, valuation briefs, field notices and valuation report;
- Participates in the preparation of land related Cabinet Submissions;
- Processes allegations/complaints regarding encroachments, lot boundaries and ownership status;
- Interfaces with other state Agencies in the gathering of information for administering Ministry property transactions;
- Assists in the implementation of Ministry's Land Information System and Geographic Information System;
- Assists in the preparation of project status reports and periodic operational reports.
- Prepares and submits Individual Work Plan;
- Performs any other duties, as prescribed.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Experienced in the use of standard computer applications;
- Ability to work in a team.

Technical:

- Sound knowledge in valuation;
- Knowledge of GOJ operations and regulations;
- Working knowledge in negotiation and conflict resolution.

Minimum Required Qualification and Experience

- Bachelors Degree in Land Economy, Valuation Surveying or Estate Management;
- Three (3) years' working experience in valuation and land management.

3. Manager, Mortgage and Accounts Receivables (FMG/AT 3)

Job Purpose

The incumbent is responsible for developing and managing the accounting of proceeds from Ministry mortgage and divestment portfolios, and ensures the generation of appropriate financials.

Key Responsibilities

Management/Administrative:

- Develops and reviews systems and procedures for accounting the proceeds from Ministry mortgage and divestment portfolios;
- Formulates targets to guide the operations of the Mortgage and Accounts Receivables Unit;
- Delegates and oversees the functions of reports;
- Conducts and participates in meetings relevant to the role and function;
- Prepares operational reports;
- Ensures maintenance of complete financial records;
- Ensures maintenance of appropriate accounts for receivables from mortgages, divestments, and others;
- Oversees the preparation of periodic mortgage and receivable reports;
- Verifies and validates accounting reports and statements;
- Implements and ensures maintenance of internal systems of control in the administration of Ministry receivables;
- Provides quality customer service to mortgagors and other Ministry customers;
- Ensures secure maintenance of accounting records and files;
- Liaises and collaborates with other departments within the Ministry in the administration of mortgages;
- Carries out Human Resource responsibilities;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent management and supervisory skills;
- Good communication and interpersonal skills;
- Knowledge of standard computer applications and spreadsheets;
- Organized and meticulous.

Technical:

- Sound background in financial accounting, preferably Government Accounting;
- Good knowledge of receivables management ;
- Knowledge of mortgage administration;
- Knowledge of the Housing and Financial Administration and Audit (FAA) Acts.

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 from MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Senior Director, Land Administration Management, the incumbent is responsible for providing secretarial services to the Land Administration Management Branch.

Key Responsibilities

Management/Administrative:

- Arranges appointments and meetings for the Senior Director;
- Maintains Appointment Diary by scheduling appointments and cancelling;
- Opens, sorts, dates and directs incoming correspondence;
- Records all incoming and outgoing correspondence and files in correspondence and file Registers;
- Maintains a proper third copy filing system;
- Composes and types routine letters;
- Operates facsimile and printer;
- Receives and directs telephone calls and visitors to appropriate officers;
- Records and prepares Minutes of meetings;
- Orders and maintains stock of stationery for the Branch;
- Maintains Attendance Register;
- Prepares monthly attendance reports;
- Arranges overnight accommodation for travelling officers;
- Prepares Minute Sheet Submissions for UDC and FCJ transactions requiring the Honourable Prime Minister's approval;
- 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;
- Ability to use own initiative;
- Methodical;
- Good interpersonal skills;

Technical:

- Proficiency in computer skills;
- Typing skills;
- Excellent office practices and procedures;
- Minutes recording skills.

Minimum Required Qualification and Experience

- CXC or GCE O' Levels 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 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 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 spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 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 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

4. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent is responsible for providing general secretarial support services to the Social Services Unit in its planning, implementation and administration of Housing Solutions.

Key Responsibilities

Management/Administrative:

- Organizes and manages schedules and appointments of Director, Social Services;
- Plans and co-ordinates meetings;
- Prepares and circulates meeting documents, where appropriate;
- Provides secretarial support to Squatter Management Unit upon request;
- Prepares correspondence and documents;
- Ensures the adequacy of stationery and office supplies;
- Receives and makes telephone calls for the Director, Social Services;
- Receives and processes incoming/outgoing mails;
- Assists in maintenance of the Attendance Register and prepares reports accordingly.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Quality and customer focused;
- Results oriented;
- Good interpersonal skills.

Technical:

- Competence in the use of word processing, spreadsheet and other office computer application;
- Excellent knowledge of office practice and procedures.

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 Thursday, 4th July, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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**