



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 290 **OSC Ref. C.5850¹⁶**

19th July, 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 **vacant** post of **Disbursement Officer (Level 4)** in the **Corporate Services Division, National Land Agency (NLA)**, salary range \$1,711,060 - \$2,301,185 per annum.

Job Purpose

The incumbent will ensure that the Agency's utility bills are collated, certain allowances processed, Purchase Orders, Payment Vouchers are prepared and payments made to both external and internal customers based on established Accounting practices and procedures.

Key Responsibilities

Technical/Professional:

- Ensures that staff adheres to the internal telephone payment schedule;
- Conducts research into queries by utility companies;
- Ensures that payments are made to utility companies;
- Maintains the Utility Registers using specialised software;
- Generates and issues Purchase Orders for certification;
- Generates Payment Vouchers;
- Assists in the maintenance of recurrent Payment Vouchers;
- Prepares travelling and Subsistence Allowances for the Agency's relevant officers;
- Prepares payments for both internal and external customers;
- Prepares reports in respect of assigned activities;
- Performs other related duties assigned by the Supervisor, from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Good interpersonal skills;
- Sound knowledge in relevant computer applications;
- Working knowledge of Financial and Accounting principles and procedures including the Financial Administration and Audit (FAA) Act.

Minimum Required Qualification and Experience

- AAT (Level 2) or CAT (Level B); **or**
- Diploma in Accounting from a recognized institution; **or**
- Government Accounting (all of Level 2) from MIND.
- One (1) year's experience working in the area of Payables.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd August, 2024 to:**

**Director, Human Resource Management and Development
National Land Agency
35 Hope Road
Kingston 10**

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**