



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 Local Government and Community Development**:

1. **Operational Fund Manager (FMG/PA 1) (Not Vacant) - Finance and Accounts Division**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Senior Accounts Payable Officer (FMG/AT 3) (Vacant) - Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Executive Secretary (OPS/SS 4) (Vacant) - Parochial Revenue Fund Branch Division**, salary \$2,190,302- \$2,945,712 per annum.
4. **Public Procurement Administrator (GMG/ AM 2) (Vacant) - Administration Division**, salary range from \$1,711,060 - \$2,301,186 per annum.
5. **Senior Secretary (OPS/SS 3) (Not Vacant) - Internal Audit Division**, salary range \$1,711,060 - \$2,301,186 per annum.
6. **Accounting Clerk (FMG/AC 2) (Vacant) - Finance and Accounts Division**, salary range \$1,439,455 - \$1,935,907 per annum.

1. **Operational Fund Manager (FMG/PA 1)**

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is responsible for the preparation of the Ministry's project budgets i.e. Capital A and B, in accordance with its Corporate Plan, guidelines prescribe by the Financial Secretary and the priorities and policies of government.

Key Responsibilities

Technical/Professional:

- Ensures that the Operational Budgets and Cash Flows are prepared in line with the Ministry of Finance's guidelines, as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability;
- Prepares draft operational budgets for the Ministry through a process of co-ordination, consultation and consolidation, ensuring that such budgets are prepared in accordance with the ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary;
- Analyzes Operational Budget requests from divisions/departments to determine whether 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 closely, the Operational Budget requests in respect of Agencies, to determine whether 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, so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submits the consolidated operational draft budget estimates to the Director, Management Accounts, ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Ministry of Finance within the stipulated deadline;
- Maintains control over the level of operational expenditure, ensuring that expenditures are kept within budgetary limits and that there is high standards of performance, value for money is achieved in the management of public finances and activities are performed within budget;

- Implements and operates an effective cash management system in respect of operational funds which includes allocating the monthly warrants in accordance with agreed priorities, and implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- Monitors the implementation of operational budgets including Agencies funded from the budget, and obtains and analyses monthly financial reports to determine whether the funds have been utilized for the specific purposes indicated in the approved budget;
- Evaluates, in conjunction with the Corporate Planning Unit, the physical and financial performance in the implementation of the operational programmes in the recurrent budget;
- Reviews the submissions from the Agencies and the Local Authorities to ensure conformity to the Ministry of Finance and the Public Service Budget Call limits, and that foreign exchange requirements are easily identifiable;
- Consolidates the submissions of estimates of expenditure received from Departments, Agencies and Local Authorities for the recurrent budget approval and submission to Ministry of Finance and the Public Service;
- Prepares Cash Flow, Supplementary Estimates, and Cross Head transfer of funds request for submission to the Ministry of Finance and the Public Service;
- Prepares requests for the movement of budgeted funds within the Ministry's Accounts;
- Processes annual and carry-on-provision and cash flow forecasts to the relevant authority;
- Prepares journal entries reflecting carry-on-provision and approved budget, and facilitates the postings of allocations to the Financial Management Information System;
- Prepares monthly Warrant Allocation for the Recurrent Budget;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Excellent technical skills;
- Skill in operating computerized accounting systems;
- Good analytical and judgment skills;
- Excellent leadership skills;
- Excellent problem-solving skills;
- Good planning and organizing skills.

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**
- A.Sc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc. in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 3; **or**
- B.Sc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University;

2. Senior Accounts Payable Officer (FMG/AT 3)

Job Purpose

Reporting to the Accounts Payable and Disbursement Manager, the incumbent is responsible for the payments for goods and services, and allowances for staff are paid in an effective and efficient manner and in accordance with the relevant Government Accounting Regulations.

Key Responsibilities

Technical/Professional:

- Implements a proper system that ensures timely and accurate bill payments, grants and other related payments;
- Prepares unpaid bills and commitments;

- Receives and authorizes commitment by AP Journal;
- Cancels, withdraws, voids, replaces and reprints cheques that have errors;
- Analyzes payment request in respect of authenticity, cash flow and budgetary provision and, where satisfactory, submits to payment clerk for payment;
- Prepares cheques summary and submits to cashiers;
- Ensures the payment of all utility bills of behalf of the Ministry;
- Checks commitment and expense and AP Journal manually by ensuring that all signatures are affixed to invoices and journals and that correct objects are assigned;
- Checks commitment and expenses by AP Journal for accuracy of figures before authorization;
- Reviews and signs travel edit report;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- High level of integrity;
- Excellent use of own initiative;
- Excellent teamwork and co-operation.

Functional:

- Sound knowledge of accounting techniques, principles and practices;
- Knowledge of Financial Administration and Audit FAA Act;
- Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances;
- Up-to-date and professional knowledge of financial forecasting techniques;
- Comprehensive knowledge of the FAA Act;
- Excellent knowledge of computer applications;
- Sound knowledge of the Government accounting procedures;
- Good analytical and problem-solving skills;
- Excellent planning and organizing skills;
- Excellent leadership skill.

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. Executive Secretary (OPS/SS 4)

Job Purpose

Reporting to the Senior Director, Parochial Revenue Fund, the incumbent provides general administrative support services to attain efficient day-to-day operations of the Branch. Execute routine secretarial assignments including dictation, written or composed correspondence.

Key Responsibilities

Technical/Professional:

- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings and organizing refreshments, where necessary;

- Plans, co-ordinates and finalizes travel arrangements for the Principal Finance Officer and ensures that all reports etc. are received and the information collated and documented, as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Chief Executive Officers or other senior officers to ensure that all relevant data is available to prepare the reports required;
- Collaborates with Finance and Accounts Section to ensure inputs for reports;
- Collates reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors and CEOs are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Director, Parochial Revenue Fund, which is needed for presentation at the Senior Management Meetings and to external agencies such as the Auditor General's Department;
- Contacts Senior Officers within the Ministry, its Agencies and the Local Authorities to follow up on audit queries addressed to the Principal Finance Officer, and ensures that he/she receives responses promptly;
- Prepares requisition for stationeries for the Unit and ensures that stocks are in place at all times;
- Assists with the security of stationery and office supplies;
- Drafts letters and prepares memoranda from drafts and hand written notes;
- Transcribes and compiles relevant reports;
- Receives and processes incoming mails;
- Maintains incoming/outgoing correspondence register;
- Types letters and memoranda;
- Schedules appointments and responds to queries;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Ability to work under pressure and to meet tight deadlines;
- Good oral and written communication skills;
- Good interpersonal and customer relations skills;
- Excellent knowledge of filing system and methods;
- Excellent knowledge of protocol for meetings;
- Proficient in the relevant computer applications;
- Integrity exercised in performance of duties.

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 five (5) years' general office experience;

OR

- Graduation 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 five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

4. Public Procurement Administrator (GMG/ AM 2)

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/ administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

Technical/Professional:

- Co-ordinates reports on behalf of the organization: Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC. Assists with the preparation of monthly report for submission;
- Maintains records in accordance to the FAA Act, etc.;
- Organizes and maintains filing system. Maintains correspondence loggings system;
- Disseminates, in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings, arranges Department and Procurement Committee meetings. Disseminates relevant documents for meetings. Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Takes responsibility for organizing all purchasing documents;
- Ensure that all purchase requisitions and travel requisitions are channeled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, return to the originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists in expediting movement of purchase orders from the hospital to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing purchase requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares purchasing document for dispatch to suppliers, stamps, records and send Purchase Order requiring GCT exemption to GCT Office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied or the services are provided;
- Answers the telephones screens calls and directs callers to the appropriate person or use initiative to assist callers, where possible.
- Attends to the suppliers when they come to collect orders or makes inquiries regarding re-orders and orders that are not collected or dispatched by messenger or the post.
- Assists with taking information from Shipping Agents, receiving shipping documents from Courier Services and delivering them to the Custom Broker.
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers, or makes contact with the persons requesting the information to ascertain the means by which suppliers are to get orders and cheques.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound oral and written communication skills;
- Good interpersonal skills;
- Good organizational skills;
- Ability to take own initiative and be a self-starter;
- Ability to maintain confidentiality;
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing;
- Good command of the English language;
- High degree of integrity and diplomacy.

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year of working experience in the related field.

5. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Chief Internal Auditor, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Internal Audit Division are adequately strengthened to meet the needs for delivery of services.

Key Responsibilities

Technical/Professional:

- Receives and routes all correspondence referred to the office of the Chief Internal Auditor and ensures that all matters are attended to and dispatches promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Chief Internal Auditor;
- Establishes and maintains a filing system for control of confidential documents, such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, monthly warrants and policy matters;
- Prepares drafts of Cabinet Submissions, letters, charts etc. from general instructions given by the Chief Internal Auditor;
- Monitors and operates fax machine to ensure that faxes are dispatched promptly to the relevant officers in the section;
- Participates in research of documents and other materials to provide basic information to the Commemorative and Special Events Unit, for reference to the electronic/print media and other senior officers within the Ministry, its Agencies and Local Authorities;
- Ensures that all meetings requested by the Chief Internal Auditor with members of staff in the Unit, Heads of Sections in the Ministry, its Agencies and Local Authorities;
- Maintains and prioritizes the Chief Internal Auditor's diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Advises Heads of Sections and other relevant officers on the scheduled date of meetings, as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings and organizing refreshments, where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Chief Internal Auditor and ensures that all reports etc. are received and the information collated and documented as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Secretary Managers or other senior officers to ensure that all relevant data is available to prepare the reports required;
- Liaises with the members within the Internal Audit Division to ensure that departmental reports on specific areas are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Chief Internal Auditor, which is needed for presentation at the Senior Management Meetings and external Agencies;
- Attends meetings internally and externally, produces relevant reports as instructed by the Chief Internal Auditor;
- Makes contact with senior officers within the Ministry, its Agencies and the Local Authorities to follow up on queries addressed to the Chief Internal Auditor and ensures that he/she receives responses promptly;
- Conducts preliminary interviews with persons desiring to see the Chief Internal Auditor, by screening callers and refers complaints to the appropriate offices for attention, where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Chief Internal Auditor is kept abreast and reminded of these scheduled dates;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent customer relations skills;
- Good integrity/ethics exercised in the performance of duties.

Functional:

- Excellent knowledge of protocol for meetings;
- Excellent shorthand and typing skills;
- Proficiency in the use of relevant computer applications;
- Sound planning and organizing skills;
- Sound judgment and initiative.

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.

6. Accounting Clerk (FMG/AC 2)**Job Purpose**

Reporting to the Manager, Accounts Payable and Disbursement, the incumbent is responsible for preparing Payment Vouchers and the maintenance of registers in keeping with the relevant Acts and Regulations.

Key Responsibilities***Technical/Professional:***

- Receives invoice, claim, bill etc. and writes up Payment Voucher using the appropriate form and ensuring correctness;
- Maintains cable service register, telephone registers, utility register and contract register;
- Prepares invoice orders for all payments for GCT zero rating;
- Assists with the research of National Housing Trust (NHT) and National Insurance Scheme (NIS) contribution information for past employees;
- Generates Payment Vouchers for monthly subvention through FINMAN;
- Generates Payment Vouchers from FINMAN;
- Updates file with payment information;
- Assists with the filing of Payment Vouchers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good customer relation skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Technical skills;
- Excellent use of technology.

Minimum Required Qualification and Experience

- Four (4) GCE Level Subjects (Grade A-C), CXC (General, grade 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language;
- Post-secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets;
- One (1) year experience in the field.

Applications accompanied by résumés should be submitted **no later than Monday, 29th July, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.jm

ONLY PERSONS WITH THE REQUISITE QUALIFICATIONS AND EXPERIENCES ARE TO APPLY.

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**