



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 322 **OSC Ref. C.5849¹²**

22nd August, 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 be assigned to the following posts in the **Legal Aid Council, Ministry of Justice**:

1. **Executive Secretary (OPS/SS 4) – (Vacant)**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Accounting Technician (FMG/AT 3) – (Vacant)**, salary range \$2,190,302 – \$2,945,712 per annum.

1. Executive Secretary (OPS/SS 4)

Job Purpose

To provide managerial and administrative support to the Executive Director.

Key Responsibilities

- Prepares response to Attorneys who apply for, or are removed on request from the Council's Panel of Attorneys;
- Answers Executive Director's phone, records messages and returns call when required;
- Takes and prepares Minutes of Legal Aid Council's Staff Meetings and Board Meetings (the latter when Administrator is not available);
- Compiles data and prepares Monthly, Quarterly and Annual performance review documents and presentations;
- Prepares Annual Report to the Minister and the Public Administration and Appropriations Committee (PAAC);
- Prepares document and presentation for Attorneys' Continuing Legal Professional Development seminars (CLPD);
- Provides technical support at CLPD seminars;
- Prepares reports to various departments/ministries as requested;
- Provides administrative support at meetings/presentations with Executive Director as required;
- Types correspondences from Executive Director to external and internal parties.
- Ensures all information and data are treated with, in accordance to the principles and guidelines of the Data Protection Act.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent time management skills
- Proficient in using the relevant computer software

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.

2. Accounting Technician (FMG/AT 3)

Job Purpose

The incumbent is responsible for providing support to the Finance Unit, through prudent management of financial records to facilitate efficiency, in keeping with the FAA Act and other regulatory framework.

Key Responsibilities

- Enters Attorney's claims onto electronic database to be quantified;
- Sorts, selects, and submits Attorney's claims to be verified for payment;
- Prepares listings for attorney payment;
- Vets payment details to ensure certification and authorization by the relevant officers and copies payment listings in duplicate thereafter;
- Tracks and records payments made to Attorneys;
- Informs supervisor of incomplete/incorrect data on attorneys' claims and makes the necessary contacts as deemed necessary, within the scope of responsibility;
- Submits one (1) copied payment listing along with advisories, to the Records Unit to facilitate update of Attorneys' files and relevant records;
- Monitors unpaid claims and ensures submission to Records Clerk to be placed on Attorney Black files;
- Assists with conducting research to facilitate audits, reporting and other related activities;
- Updates and maintains files and relevant registers, maintaining historical and current Bank files, as required by the Financial Regulations;
- Adheres to the Data Protection Act, regulations, policies and guidelines.

Required Knowledge, Skills and Competencies

Core

- Interpersonal relations skills
- Oral and written communication skills
- Customer and quality focus
- Time management
- Analytical skills

Technical

- Knowledge of the FAA Act, the Financial Management Regulations and other applicable guidelines as promulgated by the Ministry of Finance and the Public Sector,
- Knowledge of GoJ procurement policy and guidelines,
- Proficiency in the use of Microsoft Office and other accounting software

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.

Special Condition Associated with the Job

- May be required to work beyond normal office hours;
- Exposure to dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th September, 2024 to:**

Executive Director
Legal Aid Council
3rd Floor, Oxford House
6 Oxford Road
Kingston 5

Email: aid.legal@moj.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