



Office of the Services Commissions

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CIRCULAR No. 306 **OSC Ref. C. 5850¹⁶**

29th 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Payroll Officer (FMG/AT 2) (Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Assistant Payroll Officer (FMG/AT 1) (Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Mortgage Officer (FMG/AT 1) (Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Payroll Officer (FMG/AT 2)

Job Purpose

The Payroll Officer is responsible for conducting payments and controlling monthly payrolls assigned.

Key Responsibilities

- Conducts the timely and accurate preparation of the monthly payrolls assigned.
- Directly responsible for the monthly payroll assigned;
- Enters all relevant information in connection with the payment of salaries to the payroll system. Including:
 - Salary particulars for new employees;
 - New appointments (promotions) and acting appointments;
 - Details of deductions to be made from salaries;
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption.
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Recovers advances and overpayment of salaries promptly;
- Maintains and balances the "On and Off" salary Control Register for each payroll run;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary and notes regarding acting appointment etc.
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are despatched to the Cashier for issue to the relevant persons on payday.
- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, N.I.S and N.H.T are made promptly after the end of the year.

Other

- Assists in the preparation of the Personnel Emoluments budgets by providing the Management Accounts Unit with the following particulars on each member of staff:
 - Name of employee;
 - Present salary;
 - Date of appointment;
 - Anniversary date for the payment of incremental salary adjustment etc.
- Provides letters to employees or organizations on behalf of employees regarding salary payable, NHT contributions and Income Tax;
- Prepares returns, dispatches of salary cheques and provides assistance in the preparation of payroll.

Required Knowledge, Skills, and Competencies

Core:

- Good team work
- Good communication skills

Technical:

- Good analytical and judgement skills
- Good problem-solving skills
- Knowledge of government payroll computation and administration
- Knowledge of MyHR+

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 Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.
- Two (2) years related working experience in Accounting.

2. Assistant Payroll Officer (FMG/AT 1)

Job Purpose

To conduct payments and control of monthly payrolls assigned.

Key Responsibilities

- Conducts timely and accurate preparation of monthly payroll;
- Manages the monthly payroll process;
- Inputs all relevant information into the payroll system, including:
 - Salary particulars for new employees;
 - New appointments (promotions) and acting appointments;
 - Details of deductions to be made from salaries;
 - Transfers, resignations, dismissals, study leave, vacation leave and dates of resumption.
- Verifies salary computations and rectifies differences/errors promptly;
- Addresses and recovers advances and salary overpayments promptly;
- Maintains and balances the "On and Off" salary Control Register for each payroll cycle;
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of appointment, anniversary date for the payment of increment, post, cost centre, salary scale, present salary, and notes regarding acting appointment etc.
- Verifies and ensures prompt processing of all statutory deductions and authorised deductions;
- Submits all annual returns such as Income Tax, N.I.S and N.H.T promptly after the end of the year;
- Assists in the preparation of the Personnel Emoluments budgets by providing necessary staff particulars to the Management Accounts Unit:
 - Name of employee;
 - Present salary;
 - Date of Appointment;
 - Anniversary date for the payment of incremental salary adjustment etc.
- Issues correspondence to employees or relevant organizations on behalf of employees regarding salary, NHT contributions and Income Tax;
- Prepares returns, dispatches salary cheques and provides assistance in the preparation of payroll.
- Any other duties.

Required Knowledge, Skills, and Competencies

Core:

- Good Team work
- Good oral and written communication

Technical:

- Knowledge of government accounting
- Good analytical and judgement skills
- Good problem-solving skills
- Knowledge of government payroll computation and administration
- Knowledge of MyHR+
- Excellent interpersonal skills
- Excellent communication skills
- Teamwork and co-operation

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 Level 1; or
- Completion of first year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

3. Mortgage Officer (FMG/AT 1)

Job Purpose

The incumbent will assist in the accounting of the proceeds from the Ministry's mortgage and divestment portfolios and the preparation of related accounting statements and reports.

Key Responsibilities

- Prepares receipt vouchers to facilitate the payment of mortgages;
- Enters and updates mortgage information on the computerized mortgage account system;
- Processes and reconciles remittances received through collection agencies;
- Generates status reports and account statements;
- Provides customer service to mortgagors and other Ministry customers;
- Responds to queries coming in from the outstations;
- Participates in the preparation of the Unit's monthly performance report;
- Maintains lease cards;
- Records sale of lots;
- Assists the monitoring and assessment of the operations of the mortgage accounting system;
- Reports on observations and proposes recommendations where appropriate;
- Performs any other related duties that may be required.

Required Knowledge, Skills, and Competencies

Technical

- Knowledge of government accounting;
- Knowledge in receivables and/or mortgage administration

Core

- Good communication and interpersonal skills;
- Knowledge of standard computer applications and spreadsheets;
- Team-oriented with excellent interpersonal skills;
- Organized and customer focus

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 Level 1; or
- Completion of first year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; or
- Completion of first year of the ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Tuesday, 13th August, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, 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**