



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 314

OSC Ref. C. 6222¹³

19th 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 be assigned to the following **not vacant** posts in the **Post and Telecommunications Department**:

1. **Postal Inspector (PTO/PMA 4)**, Postal Division 1, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Deposit Journal Control Clerk (FMG/AT 2)**, Finance and Accounts, salary range \$1,711,060- \$2,301,186 per annum.

1. Postal Inspector (PTO/PMA 4)

Job Purpose

Under the direct supervision of the Director Regional Divisions, the overall objective of the Postal Inspector is to institute checks at District Post Offices. The incumbent makes submissions to the Director, Regional Divisions and ensures that bicycles and letter carriers are in working conditions; Central Sorting Office and outstations are adequately staffed with postmen and the establishment maintained.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan in collaboration with supervisor;
- Advises Regional Manager/Deputy Regional Director on relevant matters concerning the day-to-day operations of the offices;
- Investigates complaints made by members of the public;
- Visits premises as addressed and reports findings to the Deputy Regional Director through the Regional Manager;
- Deploys postmen as the situation warrants;
- Organizes orientation and on-the-job training for direct reports;
- Attends and participates in meetings as directed.

Technical/Professional:

- Supervises the organized processing of mail (receipt and deposit) in accordance with correct sequence and time schedules;
- Visits corporate area post offices and in, consultation with Branch Manager, inspects records relating to postmen deliveries, punctuality and the use of bicycles;
- Liaises with Regional Manager, Director of Personnel and Deputy Regional Manager in regard to recruitment of postmen, reassignment and labour laws;
- Deals with reports from members of staff regarding irregularities in postal operations;
- Ensures that staff attendance is consistent to effect speedy delivery of mail to customers;
- Ensures that adequate staff is available to carry out assigned job functions;
- Initiates discussion with postmasters to ensure satisfactory staff relations at a high standard of efficiency and discipline;
- Investigates complaints received from members of the public;
- Ensures that records are properly stored;
- Prepares and submits staff productivity report to Regional Director;
- Ensures that time schedules for arrival and departure of mail vans are maintained;
- Investigates and recommends the establishment of new street delivery areas and the adjustment of existing ones;
- Monitors the erection, repair and clearance of street letter boxes;
- Conducts spot checks at all corporate area post offices;
- Assists in the general security of building and equipment;

- Investigates complaints and recommends corrective action;
- Collects, collates and safeguards information, data, evidence, in all its various forms, and disseminates to those authorized on a need to have/know basis;
- Initiates investigations proactively and reactively, solely and/or cooperatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the nation's postal system.

Human Resource:

- Provides supervision to direct reports;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Assists with establishing and maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the Post Office and Department's goals;
- Assists with fostering an atmosphere of trust, high ethical and confidentiality standards;
- Assists with monitoring the Attendance Register;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Performs any other related duties assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skill;
- Excellent planning and organizing skills;
- Excellent problem solving and decision making skills;
- Knowledge of Government procedures and policies;
- Knowledge of the Postal Industry and its Operations;
- Knowledge of accounting principles and practices;
- Knowledge of Records Management.

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field from an accredited tertiary institution; **plus**
- Three (3) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to criminal activities with local, regional and international reach.

2. Deposit Journal Control Clerk (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager District Postmaster Section, the Deposit Journal Control Clerk FMG/AT 2 is responsible for analyzing and ascertain information on Deposit and Commercial Services Cash Account Statements and Master Summary and also prepare Monthly Deposit Journals, showing detailed classification of Department's Total Receipt and payment on Deposit and Commercial Services Cash Account Statement.

Key Responsibilities

Management/Administrative:

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;

Technical/Professional:

- Prepares Deposit Journal vouchers, accurately and timely, in the correct period to which they relate;
- Receives page and master summaries from the Deposit Data Analyst Clerk in the correct period to which they relate by:
 - Liaising with Deposit Data Analyst Clerk for extracted page and master summaries for the relevant period;
 - Verifying information on page summaries and master summary with approximately 308 Post Offices cash account statements;
- Receives Deposit cash account statement from Cashier (Parcels Office ground floor) for the respective month by:
 - Verifying lodgements on parcel post cash account statement with lodgement slips and bank statement;
 - Reconciling lodgements with cash book;
 - File account;
- Verifies and acknowledges any outstanding lodgements and cleared lodgements from previous months by:
 - Using Deposit In-transit Book and lodgement slips to reconcile figures against individual cash account statement;
 - Making the necessary adjustments on the cash account statement and page summaries;
 - Liaising with Deposit Bank Reconciliation Clerk and Deposit Bank Lodgement Verification Clerk to effectively solve discrepancies and make the appropriate corrections;
 - Extracting total outstanding, total acknowledged and erroneous lodgements for the month;
- Prepares supporting documents for Jamaica Postal Orders, (J.P.O.), British Postal Orders (B.P.O.), Jamaica National Micro Credit (J.N.M.C.) and Bank Lodgements for amounts acknowledged and outstanding amounts for previous months by:
 - Reconciling respective figures against the relevant in-transit books, individual cash account statement, cash book and page summaries;
 - Making the necessary adjustments on cash account statements and page summaries;
- Prepares classification breakdown of page and master summaries by:
 - Differentiating and classifying totals on cash account statements and master summaries;
- Prepares receipts for Deposit Account; Revenue other Department (ROD); District Postmaster's Section Advance/Deposit Advance; Cash, Transfers and Cash Received (transferred);
- Prepares payments for cash handed over on date of transfer; deposit account; deposit advance, District Postmaster's Section for Foreign Postal Administration; Deposit Bank and Cash Paid (transfer);
- Ascertains that all total figures on page summaries equates to figures on master summary;
- Prepares monthly Deposit Journals by:
 - Using information from master summary to prepare deposit journals;
 - Reconciling figures for deposit Bank with Bank Reconciliation Clerk before preparing Journal Vouchers;
 - Extracts information from master summary and cashier parcel office account for Departmental deposit and input information on spread sheet;
 - Ensuring that the Journal Vouchers have all the relevant supporting documents;
 - Submitting details of deposit Journal Vouchers to Supervisor for checking;
- Deposits Account Team Leader by:
 - Providing daily guidance to two (2) Deposit Data Analysis Clerks in verifying and balancing of the Deposit Accounts and in the preparation of the master summary;
- Assists with the disbursement of the weekly imprest to post offices islandwide;
- Performs any other duties.

Required Knowledge, Skills and Competencies

- Good knowledge of accounting principles and practices;
- Knowledge of computer data entry;
- Knowledge of the FAA Act;
- Knowledge of Government procedures and policies;
- Ability to effectively balance accounts.
- Integrity
- Good oral and written communication skills;
- Teamwork and cooperation;
- Customer and quality focus

- People Management and interpersonal skills;
- Good analytical thinking, problem solving and decision making

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 for National Development (MIND); **or**
- Certificate in Government Accounting Level 2;
- Two (2) years' working experience in Public Sector Accounting.

Special Conditions Associated with the Job

- Required to work long hours and on weekends and public holidays, as the need arises.

Applications accompanied by résumés should be submitted **no later than Friday, 30th August, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: recruitment@jamaicapost.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**