



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 315 **OSC Ref. C.6608⁹**

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 **Institute of Jamaica (IOJ)**:

1. **Senior Director (GMG/SEG 5)**, salary range \$7,716,512 – \$10,377,851 per annum.
2. **Accounting Technician 2 (FMG/AT 2)**, salary range \$1,711,060 – \$2,301,186 per annum.
3. **Collections Officer (FMG/AC 1)**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Senior Director (GMG/SEG 5)

Job Purpose

The Senior Director of the National Gallery is responsible for planning, directing, co-ordinating and controlling the operations of the National Gallery as it relates to financial and administrative management; facilitating the curatorial activities by giving support and guidance to the Chief Curator, planning and directing the developmental strategies and programmes of the Gallery; liaising with national and international agencies and institutions to advance the programmes of the National Gallery.

Key Responsibilities

Management/Administrative:

- Prepares strategic plans;
- Exercises overall responsibility for the functions of the National Gallery and ensuring that the Gallery operates within the provisions of Government rules and regulations;
- Prepares museum project proposal in close collaboration with the Chief Curator for submission to national and international agencies;
- Collaborates with private sector and overseas missions in procuring assistance for projects;
- Presents annual budget of the Gallery's Board and liaising with the relevant agencies of Government;
- Ensures the finances of the National Gallery are effectively managed in keeping with proper financial procedures, as required by Government regulations;
- Manages, monitors and approves the expenditure of Government budget allocations and the Gallery's private funds;
- Manages the Fixed Deposit Accounts(s);
- Ensures the proper operation of the National Gallery's Acquisition Fund (Private endowed) and operating the Appropriation in Aid Account;
- Prepares the Bimonthly, Quarterly Status and Annual Reports for the National Gallery of Jamaica;
- Prepares Corporate and Operational Plans;
- Implements policies for the National Gallery of Jamaica;
- Liaises with other Divisions within the Institute of Jamaica and other Cultural and Public Service Institutions to achieve harmonious integration with programmes;
- Maintains correspondence and exchange of materials with similar institutions, locally, regionally and internationally.

Technical/Professional:

- Advises the Board on policy directions and prepares related policy papers;
- Interprets, translates and approves the systems and processes for implementing and operationalising museums policy decisions of the Board;

- Supervises the work of the Director of Finance and Administration, and the Public Relations Manager, by communicating through circulars, directives, meeting etc.;
- Assumes responsibility for Assets Management;
- Ensures the effective co-ordination, promotion, monitoring and evaluation of income, generating projects and activities of the National Gallery;
- Administers all business activities on which the Gallery embarks, including the production, distribution and sales of original graphics, books, prints, etc.;
- Reviews and assesses the monetary value of the National Collection on a continuing basis for the purpose of providing adequate insurance;
- Ensures that adequate security and protection is in place for the Gallery's assets;
- Ensures that all contracts or agreements drawn up with foreign Governments, institutions, groups or individuals for the purpose of undertaking projects, are drawn up in such a way as to protect the Gallery's interest; ensuring that rights from all reports, studies, publications, etc, arising from these projects remain the property of the Jamaican people, or are only shared or surrendered with the consent of the Government through the Gallery's Board of Directors.

Human Resource:

- Takes responsibility for personnel and industrial relations;
- Takes responsibility for Human Resource Management;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Effects disciplinary action in conjunction with the Director, Human Resource Development & Management when necessary;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the National Gallery of Jamaica;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Recommends Sick, Departmental and Vacation Leave for staff under supervision and maintains appropriate records;
- Performs other duties as assigned by the Board and the Executive Director, IOJ.

Required Knowledge, Skills and Competencies

Core:

- Customer and Quality Focus;
- Teamwork and Co-operation;
- Excellent Oral and Written Communication Skills.

Technical:

- Knowledge of Government Staff Orders/Public Service Regulations;
- Knowledge of the principles of Financial Management;
- A sound knowledge of developments in administration and management as they affect the Jamaican Public Sector, and bulletins, directives and Ministry papers relevant to the work of the National Gallery;
- Knowledge of laws governing cultural property and heritage;
- Demonstrable proficiency in decision-making and leadership.

Minimum Required Qualification and Experience

- A Postgraduate Degree from a recognized university in the Humanities;
- Ten (10) years' experience in a cultural, socio-economic or development agency.

Special Conditions Associated with the Job

- Interaction with all levels of government sector including ministers of government and other Ministry officials;
- Performing duties that are outside the stipulation of post and during unusual working hours;
- Required to travel.

2. Accounting Technician 2 (FMG/AT 2)

Job Purpose

The incumbent will contribute to the efficient and orderly operations of the Finance & Accounts Department, by ensuring the preparation of the main and subsidiary ledgers and the extraction of statements

Key Responsibilities

Administrative/Managerial:

- Prepares monthly reports on activities.

Technical/Professional:

- Prepares financial statements for posting to the general ledger;
- Prepares and codes journal entries with the appropriate general ledger account number and reviews journal entries for accuracy and completeness for both numeric and descriptive explanatory data;
- Incorporates adjustments to the financial statements based on recommendation from the Auditor General's Department;
- Monitors and maintains deposit accounts;
- Assists with the authentication of cheques;
- Posts subsidiary and main ledgers by reconciling subsidiary ledgers to cash book;
- Prepares bank reconciliation for capital account and other dormant accounts;
- Prepares and monitors investment schedules including claiming of withholding taxes;
- Liaises with external parties i.e. Auditors and Financial Institutions;
- Represents Financial Controller at both internal and external meetings;
- Assists with any other duties necessary for the smooth operation of the department.

Human Resource

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Finance & Accounts Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs other related duties.

Required Knowledge, Skills and Competencies

Core:

- Good Oral and Written Communication skills;
- Ability to work in a team;
- Good Customer and Quality Focus.

Technical:

- Knowledge of Government accounting principles;
- Computer literate;
- Ability to carry out all aspects of the job effectively and efficiently.

Minimum Required Qualification and Experience

- Four GCE Ordinary Level subjects (Grades A-C), CXC (General, Grades 1-3) including Mathematics or Accounts and English Language; **plus**
- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of the second year of the BSc Degree in Accounting/Management Studies with Accounting at an accredited University; **or**

- Certificate in Government Accounting Level 2 from the Management Institute for National Development; **or**
- ASc. Degree in Accounting from the Management Institute for National Development;
- Two (2) years' related working experience.

3. Collections Officer (FMG/AC 1)

Job Purpose

Under the supervision of the Financial Controller, the Collections Officer has responsibility for the accurate collection and lodgement of public monies and for the maintenance of the Petty Cash Imprest.

Key Responsibilities

Management/Administrative:

- Prepares weekly report of collections;
- Prepares monthly reports of receipts for each category of receipt.

Technical/Professional:

- Collects funds, issues receipts and makes lodgements;
- Collects and prepares receipts for all public monies;
- Prepares lodgments for the relevant bank accounts daily;
- Posts ALL receipts in the receipt books to the accounting system on a daily basis;
- Inserts details of each individual data in the accounting system;
- Generates list(s) of the posted receipts, reconciles with the Receipts Books and submits listing to the Budgets and Projects Officer for certification and authorization.

Value Book:

- Receives cheques along with a covering memo from the Registry and verifies correctness of entries in the value book against the money received;
- Prepares receipt for the funds received.

Petty Cash Imprest:

- Maintains the Petty Cash imprest by making authorized Petty Cash payments;
- Prepares reimbursement of the petty cash at the appropriate time to ensure an adequate Petty Cash Float, including the coding of the expenditure;
- Disburses cheques and other documents;
- Maintains cheque disbursement book;
- Dispatches payslips and other staff related documents.

Gift Shop:

- Assists customers who enter the IOJ Gift Shop;
- Responds to customers who enquire about books and gift items;
- Requests price list for goods from the Business Development Unit;
- Enters all the sales made from the IOJ Gift Shop into the Development Fund Receipt book;
- Places gift items, journals and memorabilia on the required shelves;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer and Quality Focus;
- Teamwork and cooperation;
- Good oral communication skills;
- Good written communication skills.

Technical:

- Knowledge of Government of Jamaica accounting principles and procedures and regulations;
- Knowledge of the FAA Act;
- Use of technology (relevant computer applications);
- Good interpersonal skills;
- Compliance with GOJ regulations and guidelines;

- Integrity;
- Ability to use own initiative;
- Records and information management skills;
- Good problem solving skills;
- Attention to detail;
- Ability to work under pressure.

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grades A-C), CXC (General, Grades 1-3), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.

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

**Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.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**