



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 348 **OSC Ref. C.6555¹⁷**

6th September, 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 Industry, Investment and Commerce**:

1. **Deputy Food Storage Officer (SOG/ST 8) (Not Vacant) – Food Storage and Prevention of Infestation Division (FSPID)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Final Accountant (FMG/AT 3) (Vacant) – Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Deputy Food Storage Officer (SOG/ST 8)

Job Purpose

Under the direct supervision of the Chief Food Storage Officer, the Deputy Food Storage Officer is responsible for providing direction to the Food Storage and Prevention of Infestation Division's (FSPID's) Food/Feed Testing and Research Laboratories (namely: Entomology, Microbiology, Pesticide Residue and Mycotoxin, Rodent Biology and Control and Postharvest Technology) and assists in the overall management of the FSPID.

Key Responsivities

Management/Administrative:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides direction in the preparation of Unit Work Plans;
- Holds regular meetings with the Laboratory's Senior Food Storage Scientists;
- Reviews Productivity, Monthly and Quarterly Reports of the Laboratory Units;
- Approves weekly travel itinerary of Laboratory's Food Storage Scientists and Senior Food Storage Scientists;
- Approves the request for purchases within Laboratory Services;
- Liaises with other institutions, both locally and abroad, interested in similar programmes, and ensures that Laboratory's Senior Food Storage Scientists are aware of new Scientific Research techniques;
- Facilitates Scientific Seminars for the exchange of ideas;
- Ensures that Laboratories employ tests that are fit for purpose;
- Ensures that specifications used are internationally accepted;
- Carries out spot checks on tests to ensure that proper results are being obtained;
- Ensures that proper records are maintained in the Laboratories;
- Provides direction in the preparation of budgets for Laboratory Units and ensures that budgets are submitted in a timely manner;
- Attends meetings on behalf of the Chief Food Storage Officer;
- Performs duties as Programme Manager as requested by the Chief Food Storage Officer.

Technical/Professional:

- Attends and makes recommendation for Laboratory staff to attend Codex and other technical meetings;
- Provides direction for the preparation of Laboratory manuals;
- Conducts and facilitates regular meetings for ISO/IEC 17025 accreditation;
- Ensures that Laboratory staff are aware of and conduct activities in accordance with ISO/IEC 17025 International Standard;
- Facilitates Audits and ensures Audit schedule is in place and monitored;
- Ensures the regular review of Quality Management System documents;

- Assists Laboratory's Senior Food Storage Scientists in developing project ideas into project proposals;
- Monitors the progress of Laboratory projects, checking whether projects should be discontinued or altered to emphasize other aspects;
- Ensures that Laboratory staff are aware of the different projects being conducted within the Laboratory Services;
- Evaluates projects on their completion before submission to the Chief Food Storage Officer;
- Collaborates with the Training and Information Unit in the development and implementation of training seminars for technical staff;
- Authorizes decisions taken on reports from Laboratory's Senior Food Storage Scientists to Inspectors on condemnation or re-conditioning of food/feed.

Human Resource:

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals;
- Determines training needs and recommends required training and development programmes;
- Provides guidance to staff through mentoring and training, providing assistance and support as needed;
- Participates in interviews of persons making application for the posts of Senior Food Storage Scientist, Food Storage Scientist and Assistant Food Storage Scientist;
- Recommends Vacation Leave for Laboratory staff;
- Approves Departmental Leave for Laboratory's Senior Food Storage Scientists;
- Assumes responsibility for the FSPID in the absence of the Chief Food Storage Officer, on recommendation;
- Deals with matters pertaining to members of staff as delegated by the Chief Food Storage Officer, from time to time;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent leadership skills
- Excellent interpersonal skills
- Customer and quality focus skills
- Excellent oral and written communication skills
- Ability to work in a team
- Strong ability to take initiative
- Excellent problem-solving and decision-making skills
- Knowledge of ISO/ IEC 17025 and 17020 standards
- Knowledge of HACCP
- Knowledge of ISO 9001 standard
- Knowledge of ISO 19011 standard
- Knowledge of relevant Codex standards
- Knowledge of FSPI Act and Regulations
- Knowledge of Public Service Regulations, policies and procedures
- Knowledge of the GOJ Staff Orders for the Public Service Regulations
- Proficiency in the use of relevant computer software e.g. Microsoft Word, Excel, PowerPoint

Minimum Required Qualification and Experience

- Postgraduate Degree in Natural Science, Biological Science or Agriculture
- Management qualification e.g., Diploma in Management/Public Administration
- Five (5) years' laboratory management experience
- OR**
- Undergraduate Degree in Natural Science or Agriculture
- Management qualification e.g., Diploma in Management/Public Administration
- Ten (10) years' laboratory management experience

Special Conditions Associated with the Job

- Flexibility to work overtime, on weekends and public holidays
- Must be the holder of a valid Driver's Licence and own a reliable motor vehicle

2. Final Accountant (FMG/AT 3)

Job Purpose

Under the direct supervision of the Director, Final Accounts & Reporting, the Final Accountant is responsible for the preparation of the accounts of the Ministry and all its departments and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

Key Responsibilities

Technical/Professional

To properly prepare the accounts of the Ministry on a timely basis:

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Receipts, Lodgements, and Payments are accurately and properly brought to account in the period to which they relate;
- Ensures that all Journal Vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that Original Estimates, Supplementary Estimates, and Revenue Estimates are properly brought to account under the relevant Heads;
- Ensures that warrant issues, warrant transfers, warrant adjustments, contingency advances and treasury advances are properly brought to account under the relevant Heads;
- Prints and checks monthly Financial Reports Statements for accuracy and completeness in respect of all Heads:
 - MFR 1 – Trial Balance
 - MFR 2 – Receipt & Payment Statement
 - MFR 3 – Bank Reconciliation Statement
 - MFR 4 – Statement of Bank Balances
 - MFR 5 – Statement of Expenditure by Activities
 - MFR 6 – Statement of Expenditure by Objects
 - MFR 10 – Summary of Advances
 - MFR 11 – List of Advances
 - MFR 14 – List of Deposits
 - MFR 16 – Statement of Miscellaneous Revenue
 - MFR 17 – Statement of Appropriations-In-Aid
- Resolves all errors found above, and provides reports to the Director, Final Accounts and Reporting for checking;
- Prints and signs all relevant Financial Statements for all Heads of Estimates, then submits same to the Director, Final Accounts and Reporting in respects of the closed period.

Advance Clearance:

- Monitors closely all advances given, by making contact with the accountable officer promptly, following the projected date given for its clearance;
- Examines all bills, claims, vouchers, etc. submitted for clearance of advances, ensuring that they are valid, certified, approved, and represents goods/services rendered in accordance with the purpose for which the advance was given, and it is in keeping with the budgetary provision, the FAA Act Instructions and Regulations;
- Contacts Programme Manager/Advancee on any matter pertaining to the bills/vouchers submitted for clearance of advance which require explanation or clarification for it to be accepted;
- Ensures that Journal Vouchers are properly prepared and posted for the clearance of advances based on bills checked and accepted;
- Ensures that balances remaining on advances after clearances are recovered by way of cash paid by the Advancee;
- Guides the Cashier in the account codes, advance type and number to be used in respect of advance recoveries.

Advance Monitoring:

- Monitors to ensure that Contingencies and Treasury Deposits advances approved by the Ministry of Finance and the Public Service are being cleared promptly;
- Examines list of advance and individual advance accounts continuously to ensure that:
 - The accounts are being reflected under the correct advance type
 - Accounts overdue for clearance are investigated with a view to having them cleared
- Prepares Monthly Report to the Director, Final Accounts and Reporting on the status of the advance accounts.

Deposits Monitoring:

- Ensures that receipts and withdrawals from the Deposit Accounts are in keeping with the terms agreed upon;
- Ensures that Deposit Accounts are being utilized for the purposes for which they were received;
- Ensures that Deposits Accounts are not being held longer than is necessary;
- Prepares aged statement of deposits to determine period for which deposits are held;
- Ensures that deposit accounts with balances that are dormant for six (6) or more years are paid over to the Accountant General for Miscellaneous Revenue.

Preparation and Posting of Journal Vouchers:

- Receives documents for the preparation of Journals;
- Assigns Journal Voucher number according to the number sequence adopted;
- Post the following Journals to the Government Financial Management System (GFMS):
 - Original and Supplementary Estimates
 - Warrant Issues
 - Warrant Transfers
 - Warrant Adjustments
 - Expenditure Adjustments
 - Bank Charges
 - Debit Advice
 - Credit Advice
 - Advance Clearances
 - Advance Adjustments
- Maintains Journal Voucher files

Bank Reconciliation:

- Ensures the preparation of timely, accurate Bank Reconciliation Statements in accordance with the FAA Act, Regulations and Instructions:
 - MIIC Recurrent Head 53000
 - MIIC Capital Head 53000C
 - MIIC Salary Bank Account
 - MIIC Deposits Account
- Ensures the prompt receipt of Bank Statements;
- Ensures correctness of entries on Bank Statements, identifies and resolves any errors found and adjusts same immediately in the relevant period;
- Prepares journals for bank charges, debit advice, credit advice, etc.;
- Performs any other related duties that may be assigned from time to time by the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Good interpersonal and influencing skills
- Good customer relations skills

Technical:

- Excellent knowledge of the stipulations of the FAA Act
- Excellent knowledge of the Ministry's Policies, Practices and Procedures
- Excellent knowledge of Government Accounting
- Competence in the use of spreadsheets and computerized accounting systems
- Proficiency in the relevant computer applications

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 19th September, 2024 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**