



Office of the Services Commissions

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CIRCULAR No. 379 **OSC Ref. C. 6555¹⁸**

24th 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 be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Accounts Payables and Payroll (FMG/PA 3) (Not Vacant)** during the period **September 30, 2024 - November 29, 2024 - Finance and Accounts Division**, salary range \$5,198,035 - 6,990,779 per annum.
2. **Senior Secretary (OPS/SS 3) (Not Vacant) - Commerce Division**, salary range \$1,711,060 - 2,301,186 annum.

1. Director, Accounts Payables and Payroll (FMG/PA 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer, the Director, Accounts Payable and Payroll is responsible for the management of the procedures in respect of payroll, accounts payable and disbursements ensuring that:

- a) Proper systems of internal control exist and are being adhered to;
- b) The Financial Administration and Audit Act, its Regulations and Instructions are compiled with; and
- c) The services to both the Ministry's internal and external clients are performed efficiently, effectively and economically;

The incumbent is also responsible for the overall supervision of the Accounts Payable and Payroll Units of the Finance and Accounts Division of the Ministry and is the chief advisor to the Principal Finance Officer on all financial matters relating to accounts payable, payroll and other funds and assets under the control of the Ministry.

Key Responsibilities

To ensure that proper systems and procedures are in place for accurately capturing all accounts payable in the correct period to which they relate:

- Reviews operations to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable relating to each period and to the financial year constantly;
- Conducts tests to ensure that all accounts payable and accrued wages are being accurately captured and brought to account within the period to which they relate.

To ensure that proper systems and procedures are in place for the accurate and timely settlement of accounts payable, payroll and all other payments; and that such payments are made in accordance with the Financial Administration and Audit Act, its Regulations and Instructions:

- Ensures that there is an adequate system for checking, certifying and authorising payments, in accordance with the FAA Act, its Regulations and Instructions;
- Ensures that there is an adequate system for ensuring the accurate computation and payment of salaries;
- Ensures that all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- Ensures that an effective system is in place to prevent incidence of overdraft on any official bank account;
- Ensures that an effective, fair and proper system is in place for the prioritisation and settlement of accounts payable;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other loss of public funds;

- Ensures that a proper system is in place for the collection of revenue and other receipts, as well as lodgements of same to the relevant bank accounts;
- Ensures that a monthly reconciliation of Miscellaneous Revenue Collections is done with the Accountant General;
- Ensures that a monthly reconciliation of the Central Payment Account (CPA) is done with the Accountant General.

To manage the Accounts Payable and Payroll Unit of the Finance and Accounts Division in the achievement of its objectives:

- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Corporate and Operational Plans and Budgets, and monitoring the Unit's achievement against them;
- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients;
- Ensures that the Unit provides a consistently high level of service to its clients;
- Evaluates the performance of the Director Final Accounts, Manager Accounts Payable and the Payroll Manager;
- Ensures that all officers in the Unit and the relevant departments are provided with up-to-date copies of the FAA Act, Regulations, Instructions, MOFPS Circulars, Accounting Manual, and other guidelines critical to the performance of their jobs;
- Trains members of staff on all the complexities and intricacies regarding the preparation of the accounts.

General:

- Assists with the preparation of briefs in respect of the Public Accounts Committee (PAC) and, Public Administration and Appropriations Committee (PAAC) meetings;
- Assists in the preparation of draft response to audit queries relating to the financial statements;
- Authorizes vouchers;
- Advises the Principal Finance Officer on the closure of Periods on the Government Financial Management System (GFMS);
- Collaborates with the relevant programme managers, assists in the preparation of the explanations for variations to the Voted Provision Statements for attachment to the relevant Appropriation Accounts;
- Performs any other related duties that may be assigned from time to time.

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 team skills
- Excellent interpersonal and influencing skills.

Technical:

- Sound knowledge of the laws, regulations, principles and practices relating to Public Sector accounts;
- Competence in the use of spreadsheets and computerized accounting systems.

Minimum Required Qualification and Experience

- BSc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited university; **or**
- ACCA Level 2; **or**
- Associate Degree in Accounting from MIND, along with the Diploma in Government Accounting, MIND;
- Extensive experience in Public Sector Accounting and Financial Management Operations.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Director of Commerce, the Senior Secretary is responsible for carrying out all secretarial, administrative and support functions for the Director.

Key Responsibilities

Management/Administrative:

- Prepares correspondence, Minutes, reports and other documents, using the appropriate computer application;
- Receives, opens, sorts, records and distributes incoming mail;
- Records Minutes of meetings;
- Records and dispatches outgoing correspondence;
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate members of staff;
- Schedules appointments and maintains Director's electronic diary/calendar;
- Sends and receives fax messages to/from Ministries, Agencies, Departments and other external entities;
- Maintains the Division's filing system, and monitors/manages confidential files for proper security and maintenance;
- Requests relevant files, as required;
- Researches, compiles and provides information from files and records;
- Maintains stationery supplies for the Division;
- Screens and directs visitors to relevant officer;
- Arranges meetings, meeting logistics and prepares documents for meetings, as required;
- Dispatches Cabinet Submissions and Notes to the Cabinet Office;
- Photocopies documents, as required;
- Prepares monthly attendance reports and updates Leave of Absence records;
- Makes official overseas travel arrangements for Director;
- Deputizes for other secretaries in their absence;
- Contributes and maintains a system that fosters a culture of teamwork within the Division;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good leadership and management skills;
- Excellent planning and organizing skills;
- Good time management skills;
- Good interpersonal skills;
- Customer and quality focus;
- Methodical;
- Managing the client interface;
- Goal/results oriented;
- Teamwork and co-operation;
- Strategic vision;
- Good problem-solving and decision-making skills;
- High level of confidentiality.

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of web-based research techniques;
- Proficient in the use of relevant computer Applications;
- Sound knowledge of secretarial practices and procedures
- Good telephone techniques.

Minimum Required Qualification and Experience

- CXC or GCE O' Levels 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 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience;

OR

- Graduated 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 spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 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 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Monday, 7th October, 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**