



**OFFICE OF THE SERVICES COMMISSIONS**  
LOCAL GOVERNMENT SERVICES COMMISSION  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-932-5980/ 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

17<sup>th</sup> September, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 24/2024**

Applications are invited from suitably qualified Officers to fill the undermentioned vacant posts in the **St. Catherine Municipal Corporation**:

1. **Inspector of Poor (SWG/PS 3) – (Vacant), salary range (Band 9): \$5,198,035 – 6,990,779 per annum and any allowance(s) attached to the post.**
2. **Poor Relief Officer 3 (SWG/PS 2) – (Vacant), salary range (Band 8): \$4,266,270 - \$5,737,658 per annum and any allowance(s) attached to the post.**
3. **Assistant Superintendent (SOG/ST 4) – (Vacant), salary range (Band 6): \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post.**
4. **Administrator (Office Management) (GMG/AM 2) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.**
5. **Accounting Technician 2 (FMG/AT 2) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.**
6. **Accounting Technician 1 (FMG/AT 1) – (Vacant), salary range (Band 4): \$1,711,060 – 2,301,186 per annum and any allowance(s) attached to the post.**

**Applications are to be submitted no later than 27<sup>th</sup> September, 2024 to:**

Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4

**Please note that only short-listed applicants will be contacted.**

M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer



## **ST. CATHERINE MUNICIPAL CORPORATION**

### **JOB OPPORTUNITIES**

Applications are invited from suitable qualified persons to fill the following posts in the **St. Catherine Municipal Corporation**:

1. **Inspector of Poor (SWG/PS 3) – (Vacant), salary range (Band 9): \$5,198,035 – 6,990,779 per annum and any allowance(s) attached to the post.**
2. **Poor Relief Officer 3 (SWG/PS 2) – (Vacant), salary range (Band 8): \$4,266,270 - \$5,737,658 per annum and any allowance(s) attached to the post.**
3. **Assistant Superintendent (SOG/ST 4) – (Vacant), salary range (Band 6): \$2,803,771 - \$3,770,761 per annum and any allowance(s) attached to the post.**
4. **Administrator (Office Management) (GMG/AM 2) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.**
5. **Accounting Technician 2 (FMG/AT 2) – (Vacant), salary range (Band 4): \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.**
6. **Accounting Technician 1 (FMG/AT 1) – (Vacant), salary range (Band 4): \$1,711,060 – 2,301,186 per annum and any allowance(s) attached to the post.**

#### **1) Inspector of Poor (SWG/PS 3) – Poor Relief**

##### **Job Purpose:**

Under the direction of the Chief Executive Officer (St. Catherine Municipal Corporation), the Board of Supervision and in accordance with the Poor Relief Law (Rules and Regulations of the Board of Supervision), the incumbent has the responsibility of providing care for the most destitute and vulnerable in society and to administer Poor Relief in accordance with the Poor Relief Law.

##### **Key Output:**

- Advise the Poor Relief Committee of the Corporation on policy in relation to welfare, destitution and the aged as well as make recommendations for amendments to the Poor Relief Law.
- Ensure the administration of Poor Relief to all persons on the Outdoor Roll, Indoor Roll and Homeless of the Parish.
- Ensure the administration of Temporary Relief assistance to all qualified applicants throughout the parish of St. Catherine.
- Ensure the administration of Indigent Housing to qualified persons under the programme.
- Investigate the circumstances for Emergency Relief Assistance to all qualified persons in the parish managed and submit through Board of Supervision to Central Emergency Relief Service for attention.
- Conduct special investigations for eligibility for Government assistance by other Ministries and Departments (Accountant General's case).
- Receipt and control of subvention and Indigent Housing grants.
- Authorization of admission of all persons to the Infirmary and Golden Age Home.
- Responsible to operate an imprest for payment to paupers.
- Supervises the operation of the St. Catherine Drop-in Centre.

### **Key Responsible Areas:**

Plans, directs, controls and organizes the work programme and activities of the Poor Relief Officer 3, Poor Relief Officer 2 and Poor Relief Officers 1, Secretary, Office and support staff of the parish by ensuring:-

- An adequate, capable staff to perform the duties throughout this parish through identification of suitable officers, submission of recommendations for recruitment and appointment, promotion or disciplinary action in the service;
- Schedule orientation and continuous on-the-job training and other related training programmes to improve standards and knowledge of staff;
- Report to the Chief Executive Officer of the Corporation and Poor Relief Committee on aspects of the Administration of Poor Relief;
- Attend General Council, Finance, Poor Relief and other Meetings relevant to the Department;
- Effective provision of Relief Assistance throughout the parish by;- submission of appropriate yearly budget for funds to maintain the Registered Poor Persons and to assist Temporary Poor Persons (as the need arises) and for the payment of emoluments to all officers throughout his parish;
- Receipt and control of Imprest, as well as preparation of monthly projections;
- Administering Poor Relief in accordance with the Law and the Rules and Regulations of the Board of Supervision and policy decisions of the Corporation to include the following: -
  - Keeping of all books, rolls and other documents relating to the management of relief of the poor in an efficient and proper manner as directed by the Board of Supervision and with any rules from time to time made, or instructions given by the Municipal Corporation;
  - Enquiring into and making him/her acquainted with the particular circumstances of each person receiving relief under the Act;
  - Keeping a record of all persons who have applied for relief showing the particulars of each case;
  - Keeping a roll of all such persons and of sums paid to them on their account;
  - Ascertaining that the registered poor persons and inspected personally at their place of residence at least twice in each year;
- Reporting to the Board of Supervision all matters connected with the management of the Poor in this parish.
- Performing in accordance with directions or instructions given and any rules from time to time made by the Board of Supervision/ the Corporation and all duties relating to the administration of Poor Relief under the Poor Relief Act.
- Hearing appeals from poor persons and submitting same to the Board of Supervision through the Area Officers.
- Attending meeting and organizing entertainment sessions for the benefit of poor persons (outdoor and indoor).
- Preparing and presenting summaries to Board of Supervision for approval.
- Effecting the administration of Indigent Housing throughout the parish by ensuring the following:-
  - Investigating and ensuring that qualified persons are the recipients of grants allotted;
  - Ensuring the standard of services rendered and work accomplished before payment;
  - Conducting payment for completed projects;
  - Submission of monthly, quarterly, half-yearly and yearly reports in accordance with the rules of the Board of Supervision
- Responsible for conducting investigations into cases for relief assistance as requested by other Ministries or agencies with the approval of the Board of Supervision
- To promote effective management of the systems coordinates and secure justice for the clients by: -
  - Attending Council meetings and providing advice on matters relating to welfare and destitution in the parish
  - Attending all Poor Relief Committee Meetings and presenting applications of poor persons for adjudication
  - Liaising with the Corporation, Public Assistance Officers, Disaster Preparedness Committee and other social agencies to ensure payments of benefits are not duplicated, (in disasters)
  - Referring applicants who do not qualify for assistance (under the programmes he / she manages) to relevant social agencies or organizations for appropriate guidance
  - Enforcing relevant Acts in Courts of Law when necessary, e.g. Maintenance Law.
  - Encouraging rehabilitation of clients as best as possible by counseling, liaising with clients, family, hospitals, Family Court or other relevant agencies
- Seeing to the education of every Registered Poor Person's child and facilitate their placement into society at end of schooling

- Evaluating continually the performance systems and resources and taking corrective measures where necessary.
- Ensuring the provision of training for staff to improve the service to the public by arranging regular in-service training for staff.
- Recommending and encouraging staff to attend training courses which are being offered.
- Liaising with the Area Officer or Training Officer in the Ministry on matters relating to training
- Any other duties that may be assigned from time to time.

**Required Competencies:**

- Good Oral and written communication skills
- Tact and ability to get along with others
- Excellent interpersonal skills
- Good negotiation skills
- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of Government Procurement Guidelines and Financial Administration and Audit Act, Staff Orders, Poor Relief Act, and the rules and regulations of the Board of Supervision
- Good Time Management skills.

**Working Conditions:**

- Typical office environment
- Field Officer
- The Applicant is required to process a motor vehicle and a valid driver's license to carry out official duties

**Minimum Required Qualification and Experience:**

- The incumbent should possess the Board of Supervision Diploma in Human Resource Services for the Poor Relief Officers along with the basic qualifications for entry into the Civil Service – {four (4) CSEC/CXC/GCE subjects inclusive of English Language and a numeric subject}.
- The incumbent should possess at least five (5) years' experience as a practicing Poor Relief Officer and should possess a working knowledge of the Poor Relief Act, Rules and Regulations.

**2) Poor Relief Officer 3 (SWG/PS 2 – Poor Relief**

**Job Purposes**

Under the supervision of the Inspector of Poor, the Board of Supervision and in accordance with the Poor Relief Laws and Rules of the Board of Supervision, the incumbent has the responsibility of providing care for the most destitute and vulnerable in the society as well as assisting the Inspector of Poor in the General Administration of poor relief programmes in accordance with the Poor Relief Law.

**Key Outputs**

- Check cash books and cash for Poor Relief Officer 2 at the end of each month for reimbursement
- Compile reports at the end of each month
- Conduct regular visits of the areas and clients assigned
- Visiting of clients at least twice per year
- Making regular visits to the Infirmary

**Performance Criteria**

- Key deliverables are produced within agreed timescale to required standards
- Deputization is executed accordingly



### **Job Responsibilities**

- Assisting the Inspector of Poor in General Administration of the following programmes: -
  - Poor Relief
  - Indigent Housing Programme
  - Disaster Emergency Relief Services
- Assist in training staff by:
  - Recommending and encourage staff to attend training courses
  - Scheduling staff members for identified training programmes
  - Arranging in-service training programmes for staff
  - Conducting on the job training when necessary
- Assisting in supervision of staff and be responsible for their general welfare
- Assisting the Inspector of Poor in Safeguarding the rights of registration poor by: -
  - Conducting special investigations into complains from registered Poor and report findings to the Inspector of Poor.
  - Securing suitable accommodation for registered poor, pay stations and officers.
- Receive the Imprest, goods and materials for the relief of the Poor and destitute
- Affords where necessary in his/her assessment, immediate relief to applicants
- Visit each applicant at his/her place of residence within 24 hours of application to verify the information as supplied by the applicant
- Takes steps to ensure that each application, with appropriate recommendation based on the findings from domicile visits and the Medical Officers Certificate, is presented to the Poor Relief Committee at its next sitting for decision.
- Assist in the admission of Registered Poor Persons to Infirmaries or Health Institution as recommended by the Medical Officers
- Investigates cases for Indigent Housing under the Indigent Housing Programme, Central Emergency Relief Assistance and to administer such grants.
- Assist in securing housing accommodation for Registered Poor where necessary
- Supervise the construction and repairs of Indigent House for beneficiaries under the programme
- Ensures transportation of beds and beddings to Registered Poor who are unable to make their own arrangement
- Gives assistance for housing of cases discharged from Bellevue Hospital and assisting in follow up work to ensure that they regularly attend for medication, other treatment and suitable occupational therapy is provided in keeping with individual requirement so that such person may regain confidence and re-adjustment to society as quickly as possible.
- Makes regular visits to Infirmaries and Health Institutions to check on programme of Registered Poor Persons
- Makes domiciliary visits at least twice per year (by Law) to Registered Poor and note any change in circumstances and to make prompt adjustments in such cases where necessary
- Conducts investigations on behalf of the Ministry of Foreign Affairs (in respect to destitute repatriate) and Ministry of Health
- Assist the Police Department in burial of Court victims and reports to the Inspector of Poor for recovery of all funds expended
- To be the custodian and accountant of all funds and material for disbursement to Poor Persons in the areas assigned and form the properties of the registered poor by; keeping cash books, Account Ledger, supporting records in connection and reflection of disbursement and collection of funds
- Issues pay tickets to new Registered Poor so in need
- Assisting in providing jobs for school leavers
- Act as Chief Indigent Housing Officer of the Parish by:-
  - Supervising reports, construction and upkeep of Registered Poor houses and latrines
  - Visiting and investigating clients for housing construction and repair grants under the Indigent Housing Programme
  - Seeing to the correct number of materials ordered and delivered from hardware stores for construction and repairs
  - Inspecting and reporting completion of jobs to Inspector of Poor for final inspection to be done by Inspector of Poor and the Area Officer, Board of Supervision
- Perform any other related duties that may be assigned from time to time.

### **Key Competencies**

- Sound knowledge of the Poor Relief Act and Regulation of the Board of Supervision and any other laws associated with the administration of relief to the poor, destitute and disenfranchised
- Basic knowledge of accounting principles
- Have an aptitude to work among the socially disadvantaged
- Good communication skills
- Sound knowledge of management principles and practices
- Innovativeness
- Excellent interpersonal skills
- Excellent planning and organizational skills

### **Qualification/Experience**

- The incumbent should possess the Board of Supervision Diploma in Human Services for the Poor Relief Officers along with the Basic qualifications for entry into the Civil service- (Four CSEC/GCE subjects inclusive of English language and a numeric subject).
- The incumbent should possess at least three (3) years' experience as a practicing Poor Relief Officer and should possess a working knowledge of the Poor Relief Act, Rules and Regulations.

### **3) Assistant Superintendent (SOG/ST 4) – Roads and Works**

#### **Job Purpose:**

Under the direction of the Superintendent, the Assistant Superintendent is responsible for the planning, execution and finalization of work programmes for the St. Catherine Municipal Corporation in accordance with the relevant policies and guidelines governing the operations of the Corporation. The incumbent is responsible for providing technical services in structural engineering related matters in the Roads and Works department as well as supervises the Work Overseers and the implementation of work programmes.

#### **Key Outputs:**

- Effective strategies, programmes and project plans to be implemented in enhancing the quality and availability of the parish infrastructures.
- Implementation of the work programmes as required by the Corporation.
- Preparation of estimates and project forecasting.
- Supervision of the execution of projects.
- Providing technical advice at the Committee meeting.

#### **Key Responsibilities:**

- Plan, execute and finalize projects according to the scope.
- Supervise Work Overseers in the implementation of work programmes.
- Preparation of estimates and project costing for the rehabilitation and construction of roads, drains and other related technical works.
- Inspection, monitoring and reporting on the state of the physical infrastructure.
- Preparation and execution of preventative maintenance programmes/schedules for the Local Authorities infrastructure.
- Review of infrastructure proposals contained in sub-division applications.
- Inspect markets, cemeteries and rural water supplies to ensure that facilities are in proper working conditions.
- Execution of work programmes approved by the Corporation/Committees.
- Prepares for submission to the Superintendent of Roads and Works, progress reports on Road Rehabilitations, Drain Cleaning and General Work Programmes.
- Investigate complaints from members of the public regarding Roads and Works and submit the appropriate reports to the Superintendent for the necessary action to be taken.
- Inspecting flood damage from time to time.
- Preparing estimates of flood damage and road and works supplies.
- Supervising repair works at the Infirmary from time to time.
- Inspecting sewage disposal systems from time to time.

- Maintenance of Local Authority buildings, facilities and other physical assets.
- Performs any other duties that may be assigned by the Superintendent, or any other senior officer vested with his or her administrative authority from time to time.

**Performance Standards:**

- Providing the highest level of technical support within the Roads and Works department for the department to function efficiently and effectively.
- The completion of assigned tasks with accuracy and within a specified timeframe.
- Key deliverables produced within agreed schedule, timescale and to the required standard.
- Targets and benchmarks are achieved consistently.

**Required Skills, Knowledge and Competencies:**

- Excellent knowledge of the strategic and operational arms of the Local Government.
- Excellent knowledge of the relevant laws and regulations governing the Corporation.
- Sound analytical, problem solving and decision-making skills.
- Excellent organizational and follow-up skills.
- The ability to be proactive, identifying potential concerns and follow-up to resolve issues as is required.
- Thorough understanding in the preparation of bid documents and contractual documents.
- Good knowledge of the preparation of estimates.
- Experience in assessing value or evaluating variations of construction works.
- Excellent interpersonal skills.
- Excellent time management and problem-solving skills.

**Minimum Required Qualification and Experience:**

- Degree/ Diploma in Construction Engineering or related discipline/field from the University of Technology or a recognized University.
- Minimum of four (4) to five (5) years' experience in the construction field would be an asset.

**4) Works Overseer (SOG/ST 2) – Roads and Works**

**Job Purpose:**

Under the directions of the Assistant Superintendent the Work Overseer is responsible for understanding the following functions, among others in accordance with the Building Act.2018 Development order and the Town and Country Planning Act 1957.

**Key Responsibilities:**

- Receiving and assessing building applications for processing
- Attending meetings as instructed by Superintendent
- Assist in inspecting and making recommendations for
- Assist in the serving of enforcement notices
- Examine building applications and recommend some for approval
- Prepare estimates as directed
- Prepare Monthly reports on the inspected and list any deviations from plans.
- Prepare and serve notice in consultation with building officer and persons responsible for any illegal construction or land use to cease and submit a formal application and plans for the construction of the corporation.

**Technical/Professional Responsibilities:**

- Assist in calculating statistics to building dimensions and setting.
- Checking the accurate allocations of proposed development sites
- Checking gradient of land, height of building and internal arrangement of spaces etc.

- Assisting in executing stop orders and enforcement notices on persons carrying out illegal building operations.
- Making periodic checks on illegal structures to ensure that the persons abide by notices served on them.
- Assist inspecting proposed development before excavation commences to ensure that conditions of approvals are met in such areas as covered by development orders built outside the scope of the building regulations
- Checking excavation to ensure that depths and widths are as shown on approved plans
- Measuring the width, length and gradient of
- Assist in carrying out investigations in respect of reports on any illegal construction of buildings , use of site zoned for specific land use ,erection of advertisement signs and bill boards etc. for approval not given by Corporation.
- Any other relating duties which may be assigned by the Superintendent or any other senior officer vested with his/her administrative authority.

#### **Key Competencies**

- Keen eye for details, good management, accuracy, ability to work on own
- Excellent oral, written and communication skills
- Ability to work effectively with broad range of situations, people and groups
- Sound knowledge of government procurement guidelines, financial administrative and audit (FAA) act and the Local Government Management Act
- Excellent interpersonal skills
- Good negotiation skill
- Good time management skills
- Be thorough in carrying out duties
- Fair knowledge of roles and functions of all departments of the corporation

#### **Qualification/Experience:**

- The incumbent should possess four (4) CXC or GCE subjects including English Language and numeric subject, science / technical subject with a minimum of three (3) year experience in a related field.
- Certificate in Building Construction or Drafting or related qualification with a minimum of two (2) year experience in a related field.

### **5) Administrator (Office Management) (GMG/ AM 2)- Administration**

#### **Job Purpose:**

Under the direction of the Director of Administration, the Administrator (Office Management) is responsible for the Office-support-actions that facilitate the smooth running of the daily operations and the maintenance of the office building.

The incumbent is responsible for the maintenance of the Corporation's public utilities accounts (water, light, telephone) and ensure that bills are paid on time.

Also, the incumbent is responsible for the security of the Corporation's building and furniture & equipment therein and will also oversee the Corporation's ancillary staff (Office Attendants and Cleaners).

Additionally, the incumbent will be Clerk to the Public Health Committee by providing guidance/advice and information to facilitate the decision-making process.

#### **Key Outputs:**

- Monthly and annual work- plans, budgets and reports on unit performance;
- Minutes and appropriate records of Local Authorities and working Committee meetings;
- Small-asset records and stock listings indicating movement of minor assets (e.g.: stationery, office furniture) during a particular period.



### **Key Responsibilities:**

- Ensuring that the offices housing the Corporation are always maintained in good physical condition by conducting frequent inspections and decide for repairs, when necessary.
- Ensuring that the office physical conditions are conducive to the comfort and productivity of the staff.
- Ensuring that all office equipment/machines and furniture are maintained in good working condition, and decide for repairs, when necessary.
- Submitting to the Director of Administration, request for new furniture and equipment or replacement thereof.
- Ensuring the timely requisitioning of supplies and materials to enable the smooth running of the Corporation's activities.
- Obtaining quotations and make recommendations regarding the procurement of furniture, equipment, and other supplies, including services, in accordance with the Government's policies and procedures.
- Preparing and maintaining an appropriate and up-to-date inventory system for all furniture, equipment/machines.
- Ensuring that proper inventory of stationeries and toilet articles are maintained and that these items are properly secured.
- Ensuring that an up-to-date inventory of all assets and, where relevant, commercial value are maintained.
- Ensuring that adequate light & power and water facilities are always provided for the Corporation.
- Ensuring that the telephone switchboard, extensions and direct telephone lines are in good working order.
- Recommend areas for cost containment and reduction.
- Ensuring that adequate and proper security of the Corporation's premises and assets are maintained by:
  - a) Implementing controls for the use of all assets (equipment/machines)
  - b) Developing and implementing appropriate regulations for entry to and use of the Corporation's premises;
  - c) Informing Officers in the Corporation of security procedures and ensuring that they are observed;
  - d) Ensuring that the offices are securely locked after office hours.
- Liaise with the contracted security firm to ensure that the prescribed standards of security are adhered to.
- Investigate breaches of security, make recommendations, and advise staff of their responsibilities.
- Monitor the security guards to ensure that they conform to the directive/guidelines of the Corporation.
- Ensure the recording and vetting of visitors' register at the security guards' desk daily.
- Supervising the functions of members of staff under immediate supervision by:
  - a) Spot checking their assignments to ensure that they are properly carried out;
  - b) Recommending departmental, sick and vacation leave;
  - c) Recommending the employment for replacements in respect of persons on leave.
- Offering guidance/ advice and endeavoring to solve problems.
- Conducting investigations regarding complaints made and deciding on the appropriate course of action to be taken.
- Responsible for purchasing, storing and disbursement of gasoline and gas oil coupons by:
  - a) Preparing purchase orders;
  - b) Preparing monthly statements regarding usage;
  - c) Answering audit queries;
  - d) Preparing annual budget statement

- Ensuring that the Municipal Corporation's Chamber is prepared for meetings and provide administrative support during the meetings.
- Ensuring that official guests of the Corporation and the Chief Executive Officer are properly entertained by ensuring that refreshments are provided and properly served.
- Granting Licences under the Public Health Law/Regulations as they relate to butchers, barbers & hairdressers, places of amusement and meat shops.
- Preparing annual budget statements for petrol & oil, public utilities, barbers & hairdressers, butchers & meat shops and places of amusement.
- Ensuring the renewal of licences.
- Performs any other duties that may be assigned by the Director of Administration or any other senior officer vested with his or her administrative authority from time to time.

**Performance Standards:**

- Councillors provided with information (prior minutes, review documents, etc.) in advance so as to facilitate smooth and efficient Municipal Corporation and Committee Meetings.
- Number of Complaints from staff over unavailability of support services minimised.
- Key deliverables produced within agreed timeframes to required standards.
- Confidentiality and integrity are exercised.

**Required Skills, Knowledge and Competencies:**

- Sound knowledge of the Local Government system and the requirements for effectiveness within the same.
- Thorough knowledge of Records Management techniques.
- Working knowledge of major computer applications.
- Knowledge of procurement procedures and tendering process.
- Knowledge of stock management techniques/ procedures.
- The ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Excellent organizational and follow-up skills.
- Demonstrates honesty, integrity and sound judgement.
- Excellent time management and problem solving skills.

**Minimum Required Qualification and Experience:**

- At least a Diploma in Management Studies/ Business Administration or any other related field from a recognized/accredited institution.
- At least five (5) C.X.C/G.C.E. subjects at grades 1, 2, or 3 / A, B, or C including Mathematics and English Language.
- The incumbent should:
  - i. Possess excellent Leadership and Managerial skills;
  - ii. Possess excellent interpersonal skills;
  - iii. Possess good communication skills- written and oral;
  - iv. Possess excellent time management and organizational skills;
  - v. Be highly motivated and honest;
  - vi. Possess the ability to work on own initiative;
  - vii. Be goal and detailed oriented.

**6) Accounting Technician 2 (FMG/AT 2) – Accounts**

**Job Purpose:**

Under the general supervision of the Accountant, General Accounting and Operations the Accounting Technician 2 is responsible for overseeing the staff in the Accounts section in absence of the Accountant, General Accounting & operations (FMG/AT3).

Additionally, responsible for the certifications of payments in accordance with the FAA Act, Local Government (Financing and Financial Management) Act and the financial instructions also commences at this level

**Key Outputs:**

- Assist in monitoring productivity within the department.
- Ensure adequate inventory of cheque leaves, purchase orders receipts and tickets Books.
- Timely certifications of payments.
- Maintain up to date financial statements.

**Key Responsibilities:**

- Monitoring record for the following and ensure that adequate supplies are in hand:
  - Cheque leaves for all bank accounts
  - Official receipts book
  - Invoice order books etc.
- Certifies payments in accordance with internal instructions, the FAA Act, Local Government (Financing and Financial Management) Act and the Financial instructions;
- Assist in preparing monthly Financial Statements of Revenue and Expenditure for Finance Committee Meetings;
- Certifying or passing for payment, vouchers for creditors and petty cash;
- Verifying accuracy of P21 Forms for submission of Income Tax Departments;
- Assist in preparing information requested by the Ministry of Local Government from time to time;
- Prepare P24/P45 form for employees upon request from time to time;
- Check Salaries computed by payroll officer (monthly) to ensure mathematical accuracy and that statutory and personal deductions are correctly made;
- Supervise and check off cashier daily;
- Prepare final accounts;
- Check and post payroll Journal to the Financial Management Information System (Epicor);
- Assist with certification / check of payments in the Road Maintenance and Capital accounts;
- Verify overtime payments for Enforcements/ Watchmen/Drivers salaries.
- Certify Travelling for all Travelling Officers.
- Check & verify Bank Reconciliations;
- Checking Particulars of Services forms for pension benefit;
- Assist with the calculations of awards to Pensioners;
- Assume responsibility of the value book and ensuring that all items of monetary value are recorded in the prescribed manner;
- Prepare & submitting to the Ministry of Local Government monthly Financial Statements of Revenue & Expenditure;
- In collaboration with the Accountant, General Accounting and Operations identifying any discrepancies on the Bank Statements and report;
- Perform any other duties and responsibilities that may be assigned from time to time by the Chief Financial Officer.

**Performance Standards:**

- Key deliverables should be produced in within an appropriate time scale.
- Accounting standards and procedures are adhered to according to established guidelines and standards.
- Confidentiality and integrity are exercised.

**Required Skills, Knowledge and Competencies:**

- Knowledge in preparation of financial statements.
- Good interpersonal and customs relation skills.
- Excellent oral and written communication skills.
- Excellent use of technology.

- Sound integrity /ethics exercised in the performance of duties
- Good problem-solving skills
- Working knowledge of the FAA Act and the Local Government (Financing and Financial Management) Act.
- Knowledge of government accounting and budgeting principles and practices.
- Good analytical skills.

**Minimum Required Qualification and Experience:**

- AAT Level 2 or,
- ACCA-CAT Level B or,
- Certificate in Accounting from a recognized University or,
- Completion of a second year in Bsc. in Accounting or Management Studies at a recognized University or,
- Associate Degree in Accounting from MIND or Government Accounting Level 2.

**7) Accounting Technician 1 (FMG/AT 1) - Accounts**

**Job Purpose:**

Under the direct supervision of the Accountant, General Accounting & Operations the accounting Technician 1 (the monthly payroll) officer has direct responsibility for the control and payment of wages and salaries, statutory deductions and other salary related documents.

**Key Outputs:**

- Smooth efficient operations of the payroll systems.
- Accurate payment of salaries and deductions on the due date.
- Preparations of costing regarding salary related matters.
- Submission of annual returns on a timely basis

**Key Responsibility:**

- Ensure the operation of an effective and efficient payroll system;
- Ensure that all relevant information in connection with the payment of salaries are properly entered to the payroll system  
This includes:
  - Salary particulars in respect of new employees;
  - New appointments (promotions) and acting opportunities;
  - Details of deductions to be made from salary;
  - 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;
- Ensures that advances and over payment of salaries are promptly recovered;
- Upload of salaries and wages to the banking platform on a monthly basis;
- Maintains continuous record of salary particulars for each employee on the payroll showing such information as date of appointment, incremental date, post, costing, salary scale, present salary and notes reaching appointment etc;
- Ensure the prompt investigation of all queries relating to payroll and ensuring that appropriate replies are prepared and submitted promptly;
- Maintain pensioners register that is:
  - Date of first appointment
  - Date of Birth
  - Date of retirement
  - Breakdown of pensions and approved by the Ministry of Local Government& the Ministry of Finance & Planning
- Maintain salary loan register ;
- Prepare NIS, NHT, P24 forms for pensioners and employees
- Prepare payroll journals on a monthly basis to the Financial Management Information system (Epicor);
- Prepare monthly health card (Sagicor Health) remittance to the Ministry of Finance;
- Provides letters to employees or organizations on behalf of employees salary

particulars, such as NHT, NIS contribution Income Tax, Education Tax, P24,P45 etc;

- Prepare staff loans, salary advances, transport loan schedules;
- Any other duty (s) that may be assigned by the Chief Financial Officer or any senior officer vested with her administrative authority from time to time.

**Required Knowledge, Skill and Competencies:**

- Good oral and written communication skills.
- Good interpersonal and customer service skills.
- Good numeric skills.
- Proven ability to quickly learn new information, processes and procedures.
- Proven ability to meet deadlines and identify and deal with problems.
- Knowledge of the Financial Administration and Audit (FAA) Act and the related Government of Jamaica regulations and procedures.
- Knowledge of the Local Government (Financing and Financial Management) Act.
- Knowledge of accounting principles, practices and control systems
- Sound integrity and confidentiality.
- Ability to work in teams.

**Minimum Required Qualification and Experience:**

- AAT level 1 or,
- ACCA-CAT Level A or,
- Certificate in Public Administration UWI or,
- Certificate in Management Studies from a recognized University or,
- Diploma in Business Administration from a Community College or;
- Certificate in Accounting from a recognized University or;
- Government Accounting 1 Modules 1-5 from MIND or;
- Completion of a first year in Bsc. in Accounting or Management Studies at a recognized University or;
- Completion of first year Asc. in Accounting at MIND

Applications accompanied by resumes should be addressed and submitted **no later than Friday, September 27, 2024.**

**To:**  
**Secretary**  
**Local Government Services**  
**Office of the Services Commissions**  
**Ministry of Finance and the Public Service Complex**  
**2<sup>nd</sup> Floor, G Block**  
**30 National heroes Circle,**  
**Kingston 4**

**Please note that only short- listed candidates will be contacted.**