



## Office of the Services Commissions

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**CIRCULAR No. 410**  
**OSC Ref. C. 4840<sup>33</sup>**

**11<sup>th</sup> October, 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 the following **vacant** posts in the **Revenue Protection Department**:

1. **Director, Finance and Accounts (FMG/PA 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Manager, Payments and Payroll (FMG/PA 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Senior Payments Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Senior Payroll Officer (FMG/AT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.

### **1. Director, Finance and Accounts (FMG/PA 3)**

#### **Job Purpose**

Under the direction of the Commissioner of RPD, the incumbent is responsible for, providing financial management advice to the RPD, its Branches and Units, and ensuring the effective, efficient and economical use of the RPD's funds in fulfilling its corporate objectives, in accordance with the FAA Act and its Regulations and Instructions, applicable Ministry of Finance and the Public Service (MOFPS) circulars, and International Accounting Standards.

#### **Key Responsibilities**

##### **Management/Administrative:**

- Manages the work and staff of the Finance and Accounts Branch to enable it to function in an effective and efficient manner by:
  - Leading and managing the FAB towards achieving the strategic objectives of the Department;
  - Providing leadership and context to the Branch's initiatives while planning, organizing and executing the Branch's Budget, Strategic Plan, Operational Plan, and projects;
  - Monitoring the Branch's output which must be achieved according to the FAA Act, its Regulations and Instructions, circulars, policies, regulatory requirements and guidelines;
  - Developing objectives, policies and work programmes and promoting a high level of management practices in the Branch and the RPD on a whole;
  - Ensuring that the accounting staff is effectively deployed within the Branch;
  - Identifies training and developmental needs for staff and collaborating with the HRM within the RPD to ensure the necessary training;
  - Evaluating the performance of senior staff on an ongoing basis, and undertaking the Annual Performance Appraisal;
  - Making representations to ensure that staff is provided with the necessary tools, equipment, furniture and environment for productive work;
  - Motivating staff and promoting a high level of morale and team spirit.
  - Assisting in recruiting staff and making recommendations for appointment, promotion and disciplinary action;
  - Conducting quarterly divisional and ad hoc staff meetings, to assess accomplishments, discuss output and timeliness, as well as any other issues and concerns which could impact and/or prevent the Branch from delivering reports and projects in accordance with GoJ's Regulations, agreed timelines and standards;
  - Representing the RPD at national and international fora as directed by the Commissioner;
  - Conducting training courses/seminars/workshops for the RPD regarding its Financial Management System;
  - Supporting the Commissioner at the various Committees of Parliament, as necessary;

- Reviewing Statistical and Comparative Analysis Reports prepared by the staff for submission to the Commissioner;
- Reporting all cases of loss or suspected irregularities to the Commissioner, the Financial Secretary, or the Auditor General, and recommending appropriate action;
- Participating in the Senior Executive Management team meetings.

### **Technical/ Professional:**

#### **Planning:**

- Providing advice to the Commissioner on the financial performance of the Department and its financial status;
- Providing Financial Management information on a timely basis through in-depth planning and forecasting strategies;
- Developing the Branch's Corporate Plan and determines the financial requirements to support the Department's Corporate Plan;
- Leading in the development of the Annual Budgets for the RPD.

#### **Budgeting:**

- Manages the Budget for the Department;
- Ensures that proper Budgeting Systems are established and implemented in accordance with the Ministry of Finance and the Public Service's directives by:
  - Reviewing budgetary requests to ascertain that they are in tandem with the approved programmes;
  - Guiding Heads of Branches/Units in the preparation of their Budgets to ensure that they are in keeping with the Corporate Plan;
  - Preparing annual Estimates of Expenditure and specifying monthly Cash Flow targets;
  - Co-ordinating and overseeing the compilation of the RPD's Budget on a timely basis, as well as developing justification for the Budget proposals;
  - Ensuring that the prepared budget has taken the following into consideration:
    - Ceilings and guidelines outlined in the Budget Call, issued by the MOFPS;
    - The objectives and strategies of the RPD's Corporate Plan;
    - The National Economic and Policy Priorities;
  - Implementing an effective mechanism for managing expenditure within the warrant limits through planning, commitment and control processes;
  - Allocating the monthly and quarterly warrants in accordance with agreed priorities of the RPD to ensure adequate provision for inescapable expenditure;
  - Reviewing all bank accounts regularly to ensure that there are no large idle cash balances for the Department.

#### **Project Accounting:**

- Assists with the evaluation of locally and internationally funded projects;
- Ensures that funding received from international organizations are consistent with the Joint Accounting and Reporting requirements of the government and the Lending Agency;
- Monitors externally-funded projects on a monthly basis, to ensure proper accounting of expenditure to facilitate prompt 'draw downs';
- Monitors closely inflows of internal receipts against budgetary targets.

#### **Cash Management:**

- Authorises payments and signs cheques;
- Determines the cash requirements of the Department on a continuous basis;
- Receives, maintains in safe custody, and disburses all cash on the behalf of the Department;
- Liaises with the Ministry of Finance and the Public Service in regard to cash management issues;
- Manages the monitoring of the disbursement of cash from the Accountant General's Department.

#### **Expenditure Control:**

- Directs and controls expenditure by reviewing financial statements/reports and apprising the Commissioner continually of the financial health of the Department;
- Ensures that goods and services were procured in accordance with the strict provisions of the Government's Contracts Manual and that Contractual Agreements were properly executed before authorizing payments;
- Confirms that all expenditure or commitment incurred are within the limits of the Director or other authorized financial provisions and covered by adequate authority;
- Ensures that Monthly Expenditure Statements are prepared within the stipulated guidelines;
- Ensures that the salary and deposit accounts are reconciled monthly.

**Financial Accounting and Reporting:**

- Interprets government financial policies, analyses them and advises the Executive on their implications for the RPD's operations;
- Confirms that the FAB has an effective system of internal control by implementing the following:
  - Policies and procedures that ensure that the FAB's objectives are achieved;
  - A system of approval, authorisation, verification, reconciliation, and checks and balances;
  - Procedures that assess the quality of a system's performance over time;
- Prepares responses to audit queries from the Auditor General's Department by:
  - Requesting reports on queries from the respective Branch Heads within the Department;
  - Preparing draft responses and submitting them to the Commissioner for review;
  - Ensures that the Annual Appropriation Accounts for Recurrent, Capital A and B are prepared and submitted to the Ministry of Finance and the Public Service and the Auditor General, along with explanation of causes of variation between approved estimates and expenditure;
  - Ensures the maintenance of a Financial Management Information System to maintain records of the RPD's financial affairs and provides information for management accounting;
  - Issues appropriate guidelines and instructions to the Branch staff to ensure that it is organized with effective financial and accounting controls, in order to:
    - Allow for prompt collection of all amounts owed to the GOJ;
    - Account for all monies received;
    - Authorise all commitments;
    - Supervise and examine all services rendered and supplies received;
    - Ensure that;
      - the appropriate payments are made from public funds
      - all credit card transactions are legitimate, in accordance with the rules and guidelines of the FAA Act, and balances are paid in a timely manner; and
      - imprests are managed in accordance with the FAA Act.

**Salary Administration:**

- Ensures the payment of salaries to the RPD's and projects staff, and ensuring that statutory and non-statutory deductions are forwarded to institutions.

**Human Resource:**

- Develops and manages the performance of the staff of the FAB, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets in conjunction with the staff member, monitoring performance, providing feedback to staff, and initiating corrective action, where necessary, to improve performance;
- Promotes the building of institutional knowledge for the FAB, by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff, and recommends movement when appropriate;
- Ensures that there is segregation of duties within the operations of the FAB;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the FAB, and participates in the administration of staff benefits in keeping with established Human Resource policies;
- Recommends/initiates/administers disciplinary action in keeping with established Human Resource policies;
- Conducts staff meetings as required;
- Ensures staff adheres to the policies and procedures of the RPD;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme;
- Fosters teamwork and a harmonious working environment;
- Conducts Performance Appraisals of staff;

**Stakeholder Engagement:**

- Develops and maintains key stakeholder relationships through engagement and consultation to maintain a high level of awareness to changes in the financial system;
- Ensures that all FAB staff members are aware of their responsibilities with respect to customer service;
- Monitors and verifies the adequacy and effectiveness of the Branch's performance in relation to customer service responsibilities.

**Other:**

- Provides professional and technical advice, as and when required, related to financial and budgetary matters;
- Represents the Department, as required, on Boards and Committees;
- Performs any other duties.

**Required Knowledge, Skills and Competencies****Core**

- Good oral and written communication.
- Excellent management, leadership and team building skills;
- Ability to accurately apply the provisions of the relevant acts, rules, and regulations;
- Ability to interpret and analyse the policies and regulations governing the financial operations of the Department;
- Excellent strategic and planning skills;
- Possesses high ethical conduct, confirmed integrity and is open to change;
- Is a competent in the use of computer hardware with knowledge of relevant software applications;
- Thinks critically with highly developed analytical skills, as well as demonstrated abilities to identify risk and any commensurate levels of impact;
- Willing to work cooperatively and collaboratively with all stakeholders and be able to establish and maintain good working relationships;

***Expert knowledge of:***

- Accounting Principles and Practices as well as Public Administration
- the Government of Jamaica's (GOJ's) Accounting Standards
- the Financial Administration and Audit Act, (The FAA Act, FAA Act Regulations and FAA Instructions), other legislation, and relevant financial circulars
- the public expenditure policy environment and goals.
- Good knowledge of contract and procurement administration and experience in related GOJ operations and Public Sector matters.
- Knowledge of related GOJ ICT systems
- Knowledge of Public Finance Legal Framework and Public Finance Management Reforms.
- An excellent knowledge of the Department's overall strategic plan and its responsibilities with respect to achieving its targets.

**Minimum Required Qualifications and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA level 2; **or**
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

**Special Conditions Associated with the Job**

- Extended working hours;
- Travelling locally and internationally;
- High level of stress due to deadlines and critical nature of the role.

**2. Manager Payments and Payroll (FMG/PA 2)****Job Purpose**

Under the general direction of the Director Finance and Accounts, the Manager Payments and Payroll has the responsibility for providing leadership, direction and management with respect to the output of all processes having to do with payroll, accounts payable and disbursements in accordance with the Financial Administration and Audit (FAA) Act, its Regulations and Instructions, Staff Order for the Public Service, other Regulations, as well as applicable Circulars.

**Key Responsibilities*****Management/Administrative***

- Leads and manages the Unit to achieve the strategic objectives of the Finance & Accounts Branch and by extension the Department;

- Ensures that the Unit's output is achieved in accordance with the FAA Act, the GoJ's and other regulatory requirements, policies and guidelines;
- Participates in the development of the Department's budget, Strategic and Operational plans;
- Responds to enquiries regarding payroll and payments matters, including audit queries;
- Monitors and ensures the balancing of salary control accounts;
- Authorises salary payments, payment vouchers, cheques and reimbursements;
- Signs salary verifications and deduction letters to financial institutions;
- Convenes periodic team meetings to assess accomplishments and any concerns which could impact and/or prevent the Unit from delivering output in accordance with agreed targets and timeliness;
- Maintains professional relationships with external and internal stakeholders and clients;
- Identifies and implements risk mitigating strategies to address underperformance;
- Ensures that the filing and retention/storage of records are properly maintained in keeping with all relevant legislations.

### ***Technical/Professional***

- Participates in developing the Branch's Corporate and Strategic Plans, as well as its objectives and strategies;
- Ensures that the Unit's output is planned and carried out effectively and efficiently, while having regard to policies laid down by the FAA Act, the GOJ and any related regulations;
- Ensures that the output of the Unit is in accordance with all of the appropriate deadlines.
- Ensures that all reports are reviewed and authorized;
- Provides appropriate, technical advice on related matters, as and when required;
- Ensures that all Payrolls are prepared to facilitate timely payment;
- Reviews all relevant information concerning the payment of salaries upon receipt;
- Reviews Statutory Deduction Reports;
- Verifies all recurrent payments via the Central Payroll Processing System (CPPS);
- Ensures the prompt recovery of advances and overpayments of salaries;
- Authorises payment vouchers;
- Verifies the accuracy of deduction listing;
- Ensures that all anomalies in the Payroll are addressed;
- Authorises Journal vouchers entered for statutory payments made by the Accountant General;
- Verifies the data entered on the Payroll System for new employees;
- Maintains records of Payroll adjustments;
- Ensures the accuracy, availability, and confidentiality of Payroll Records;
- Investigates discrepancies concerning Payroll transactions and submits findings to the Director of Finance and Accounts;
- Monitors credit card transactions to ensure legitimacy, in accordance with the rules and guidelines of the FAA Act, and ensures that balances are paid in a timely manner;
- Monitors imprests to ensure compliance with the FAA Act and other guidelines;
- Monitors reports of all undischarged commitments.

### ***Adequate Systems & Procedures: To Capture Accounts Payable***

- Conducts periodic revisions of the effectiveness and efficiency of all systems and procedures which are in place;
- Implements a system to ensure that all accounts payable and accrued wages are captured accurately and brought to account, within the period to which they relate, as well as the financial year.

### ***Adequate Systems & Procedures: To Settle Accounts Payable***

- Ensures that the system used for checking, certifying and authorizing payments conforms with the FAA Act, its Regulations, and Instructions;
- Develops and implements an effective system to prevent any incidents of overdraft on any bank accounts;
- Verifies the accuracy of the system used to compute and disburse salary payments;
- Manages the payment of salaries and other contractual obligations, ensuring that they are made in accordance with agreed deadlines and committed funds;
- Implements a proper system that ensures timely and accurate payments;
- Ensures that there is an effective system of internal control which is used to detect and deter any corruption, fraud, irregularities, misappropriations and/or any other possible loss of public funds.

### ***Human Resource***

- Provides leadership and guidance to the Unit's staff members through coaching, mentoring, and training and motivating them towards achieving all goals;
- Demonstrates the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Unit;

- Develops and manages performance by establishing and agreeing to goals and performance targets for each staff member;
- Manages the welfare and development of staff members through the timely preparation of performance appraisals and feedback, and makes recommendations for appropriate training as required;
- Ensures that proper working conditions exist for the staff;
- Participates in the recruitment, transfer, promotion, and cross-training processes for staff members of the Unit;
- Ensures that all staff members have knowledge of and adhere to the policies, procedures, and regulations of the Department.

### ***Stakeholder Relationship***

- Adheres to the established service excellence principles, standards, and deliverables for the Unit;
- Ensures that all staff members' responsibilities with respect to customer service are respected, upheld and measured;
- Monitors and verifies the adequacy and effectiveness of the Unit's performance in relation to customer service responsibilities.

### **Required Knowledge, Skills and Competencies**

#### **Core**

- Excellent oral and written communication skills
- Excellent management, leadership, planning and interpersonal skills
- High ethical conduct, and integrity
- Openness to change
- Competent in use of computer hardware with knowledge of relevant software applications
- Critical thinking with developed analytical skills as well as abilities to identify risk and any attendant levels of impact
- Willing to work cooperatively and collaboratively with all stakeholders and able to establish and maintain good working relationships
- ***Excellent knowledge of:***
  - ✓ Accounting Principles and Practices as well as Public Administration;
  - ✓ the Government of Jamaica's (GOJ's) Accounting Standards;
  - ✓ the Financial Administration and Audit Act, (The FAA Act, FAA Act Regulations and FAA Instructions), other legislation, and relevant financial circulars;
  - ✓ the public expenditure policy environment and goals;
- Good Knowledge of related GOJ Financial systems;
- Knowledge of related GOJ operations and Public Sector matters;
- Working knowledge of Public Finance Legal Framework and Public Finance Management Reforms;
- Excellent knowledge of the MOFPS' overall strategic plan and its responsibilities with respect to achieving its targets;

### **Minimum Required Qualifications and Experience**

- Bachelor Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- NVQJ Level 5, Accounting; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

### **Special Conditions Associated with the Job**

- This is a typical office environment, with no adverse working conditions however, travelling may be required;
- There can be stress especially when meeting deadlines;
- Extended working hours may be expected.

### **3. Senior Payments Officer (FMG/AT 3)**

#### **Job Purpose**

Under the general direction of the Manager Payments and Payroll, the Senior Payments Officer is responsible for all payments, while ensuring that said payments are made based on the priority position of the transaction, as well as the status of cash flow, at any given time.

The incumbent ensures that all processes related to payments to suppliers and clients of the Department, as well as payments for services contracted by the RPD, are carried out in accordance with the Financial Administration and Audit (FAA) Act, its Regulation and Instructions, Staff Orders, other Regulations as well as applicable Circulars.

The Senior Payments Officer delivers his or her responsibilities using ethical business practices, due diligence and commitment, with high levels of accountability, responsibility as well as productivity.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in meetings, seminars, workshops and conferences, as required.
- Prepares reports, as required;
- Prepares and delivers presentations, as needed,

##### ***Technical/Professional***

- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Ensures that payments are processed with dispatch while having regard to policies laid down by the FAA Act, its Regulations and Instructions, Staff Orders, other Regulations and applicable circulars;
- Develops and implements a schedule to coincide with the days of the week and specific payments related to each day;
- Identifies and processes outstanding amounts to be paid, based on policy priority and availability of funds and ensure that accounts are updated and corresponding payment requests uploaded to the Government Financial Management System (GFMS) accordingly;
- Ensures arithmetic accuracy, the application of correct rates, and the deduction of all amounts deductible including withholding tax;
- Ensures the timeliness and accuracy of all payments, and ensure that all records of payments and contractual obligations are accurate and up to date;
- Verifies the Cashier's deposits and that Cash Books are in accordance with the policies and procedures of GoJ;
- Reconciles credit card transactions to ensure legitimacy, in accordance with the rules and guidelines of the FAA Act, and ensures that balances are paid in a timely manner;
- Monitors and maintains Imprests in accordance with the FAA Act;
- Assists with research for responses to audit queries/observations;
- Participates in the development of the Individual Work Plan;
- Maintains and upholds all service excellence principles, standards, deliverables and responsibilities;
- Delivers on customer enquiries at all times.

#### **Required Knowledge, Skills and Competencies**

- Sound knowledge of:
  - ✓ Accounting Principles and Practices as well as Public Administration;
  - ✓ The Government of Jamaica's (GoJ's) Accounting Standards;
  - ✓ The Financial Administration and Audit Act and Regulations;
- Expert knowledge and experience of GOJ's Budget preparation process.
- Knowledge of:
  - ✓ Related GoJ Financial systems;
  - ✓ Related GoJ operations and Public Sector matters.
- Proficiency in Microsoft Office and other applications;
- Excellent organising, planning and interpersonal skills;
- Possesses high ethical conduct, and integrity;
- Critical thinking/analytical skills;
- Teamwork;
- Excellent oral and written oral communication skills.

### **Minimum Required Qualifications 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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Asc. 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.

### **Special Conditions Associated with the Job**

- This is a typical office environment; however, travelling may be required;
- There can be stress especially when meeting deadlines;
- May be required to work outside of normal working hours.

## **4. Senior Payroll Officer (FMG/AT 3)**

### **Job Purpose**

Under the general direction of the Manager Payments, the Senior Payroll Officer has overall responsibility for the processing and payment of salaries and wages in accordance with the FAA Act and its Instructions, Regulations, Staff Orders for the Public Service and applicable Circulars.

### **Key Responsibilities**

#### ***To ensure the operation of an effective and efficient payroll system:***

- Receives all correspondence in respect of salary, notes and dispatches them to the relevant Payroll Officer, along with any necessary clarification or explanation on any technical matter;
- Ensures that the Unit is compliant with the proper procedures and guidelines regarding the payment of salaries;
- Trains members of staff in all the complexities and intricacies regarding the computation of salaries and allowances;
- Develops and implements mechanisms to reduce and eliminate the number of instances of overpayment and underpayment of salaries and ensures that proper controls exist for the early detection of errors;
- Ensures that the relevant salary information is submitted to the Accountant General's Department within the stipulated timelines;
- Ensures that salaries and all deductions are paid on time in accordance with the FAA Instructions;
- Deals with any technical issues relating to salary;
- Responds to and resolves queries and provides information in relation to salaries;
- Implements a system which allows for the filing, storage and retrieval of payroll records;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Ensures the proper maintenance of a continuous record of salary particulars of each employee;
- Ensures all relevant information in connection with the payment of salaries is entered on the payroll system.

#### ***Manage Payroll Deductions and Returns:***

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that annual returns such as Income Tax, N.I.S. and N.H.T are made promptly after the end of the year;
- Contributes to the preparation of the Personnel Emoluments budgets by providing information to the Management Accounts Unit;
- Confirms staff's ability to honour payments regarding deduction letters to financial institutions.

#### ***To be responsible for the supervision of the Payroll Unit ensuring that the Unit's objectives are achieved:***

- Monitors the progress of payroll preparation to ensure that all deadlines are met.



- Ensures that the Unit provides a consistently high level of service to its clients.
- Participates in evaluating performance of members of staff of the Unit.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of:
  - ✓ Accounting Principles and Practices as well as Public Administration;
  - ✓ The Government of Jamaica's (GoJ's) Accounting Standards;
  - ✓ The Financial Administration and Audit Act and Regulations;
- Expert knowledge and experience of GOJ's Budget preparation process
- Knowledge of:
  - ✓ Related GoJ Financial systems;
  - ✓ Related GoJ operations and Public Sector matters;
- Proficiency in Microsoft Office and other applications;
- Excellent organising, planning, and interpersonal skills;
- Possesses high ethical conduct, and integrity;
- Critical thinking/analytical skills;
- Teamwork;
- Excellent oral and written communication skills.

### **Minimum Required Qualifications 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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Asc. 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.

### **Special Conditions Associated with the Job**

- This is a typical office environment; however, travelling may be required.
- There can be stress especially when meeting deadlines.
- May be required to work outside of normal working hours

Applications accompanied by Résumés should be submitted **no later than Friday, 25<sup>th</sup> October, 2024 to:**

**Commissioner  
Revenue Protection Department  
1 Shalimar Avenue  
Kingston 3**

Email: [rpdjobs@mof.gov.jm](mailto:rpdjobs@mof.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**

