



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 397 **OSC Ref. C. 6272¹⁸**

3rd 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 be assigned to/fill the following posts in the **Office of the Prime Minister**:

- 1. Senior Payments Officer (FMG/AT 3) (Not Vacant) - Accounts Payable and Payroll Unit, Finance and Accounts Division**, salary range \$2,190,302 - \$2,945,712 per annum.
- 2. Systems Administrator (MIS/IT 3) (Vacant) - Jamaica Archives and Records Department**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Senior Payments Officer (FMG/AT 3)

Job Purpose

Under the supervision of the Payment Supervisor, the Senior Payments Officer is responsible for the Certification of payment vouchers, ensuring the availability of funds as per budget allocation and the maintenance of Utilities Registers.

Key Responsibilities

- Participates in the preparation of the Units Operational Plan and Work Plans;
- Prints settled reports for Ministries/Department/Agencies off-site and dispatches them by bearer and electronically;
- Generates client's history listings and provides internal and external customers with payment information;
- Reviews invoices, claims, bills and prepares payment vouchers for correctness of details;
- Certifies payment vouchers and submits for authorization;
- Reviews payment vouchers and verifies that they are correctly coded with appropriate classification relating to each Head of Estimates;
- Reviews payment vouchers and verifies that vouchers are filed in accordance with records management standards;
- Maintains all Utility Registers;
- Liaises with the Ministry's Banks, associated Departments/Agencies and other external associates as necessary;
- Maintains contact with MDA's, Accountant General's Department and Ministry of Finance and the Public Service (MOFPS) on matters relating to the Central Treasury Management System (CTMS);
- Checks Purchase Requisitions to ensure compliance with established guidelines;
- Checks and updates Purchase Orders on the GFMS, prints, signs and prepares for dispatch;
- Reviews attached invoices/bills to ensure they are properly approved and all relevant documents are affixed in keeping with the stipulations of the FAA Act before certifying for Heads 15000, 16000, 17000 and 46000 and submit for authorisation;
- Checks telephone bills processed for payment and verifies that Telephone Registers are properly maintained for the Office of the Prime Minister (OPM), Office of the Cabinet (OC), Ministry of Culture, Gender, Entertainment and Sport and Ministry of Tourism;
- Updates client's information electronically on Accounting System;
- Assists in the verification of online payments as requested by clients;
- Manages Cash Card Disbursement System for local currency and foreign exchange for Heads 15000,16000,17000 and 46000;
- Liaises with Departments/Agencies of the Office of the Prime Minister re: Payments of their utilities bills and consults with the Management Accounts Unit to ensure availability of funds as per their budget allocations;
- Prepares utility schedules for OPM, OC and their Agencies and submits them to Ministry of Finance and the Public Service after consultation with Management Accounts Unit;
- Liaises with the MOFPS and the utility companies re: payments;
- Prepares allocation for utility companies upon confirmation from the Accountant General's Department;

- Provides the requisite information to aid the processing of documents re Access to Information requests;
- Manages the welfare and development of direct reports through the preparation of Work Plans and performance appraisals and recommendations for required learning and development programmes;
- Provides effective leadership to direct reports through objective setting, delegating and communicating;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support, as needed;
- Sensitizes direct reports to ensure that they are aware of and adheres to the policies, procedures and regulations which guide the operations of the Ministry, Division and the Unit;
- Recommends leave for direct reports in keeping with established Human Resource policies/procedures;
- Conducts monthly meetings with direct reports;
- Assists in the preparation of reports, as requested.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent time management skills (organizing, planning and monitoring);
- Good presentation, oral and written communication skills;
- Excellent leadership and teambuilding skills;
- Excellent customer relations and interpersonal skills;
- Excellent analytical, problem-solving and decision-making skills;
- Ability to work under pressure and meet tight deadlines.
- Proficient in the use of current/relevant computer applications and information technology for the operations of the Unit; (Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams);
- Proficient in the use of spreadsheets and various computerized accounting systems. including computer applications;
- Knowledge of the laws, regulations, principles and practices relating to public sector accounting;
- Knowledge of the principles of public sector management and the operations of Government;
- Knowledge of Government of Jamaica (GOJ) Government Financial Management Systems. (GFMS) and the FAA Act;
- Knowledge of Quarterly Contractor General's (QCA) Reporting;
- Knowledge of Withholding Tax, Payroll and disbursement Management.

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**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting from MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Level 1, 2, & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any of the Bachelor's Degree programmes mentioned above.

Special Conditions Associated with the Job

- May be required to work outside of normal work hours.

2. Systems Administrator (MIS/IT 3)

Job Purpose

Under the general direction of the Manager, Information Systems, the Systems Administrator is responsible for the implementation and maintenance of an Information Technology System to support the needs of the Jamaica Archives and Records Department.

Key Responsibilities

- Conducts research to keep abreast of trends and developments in information technology and recommends their adoption/application, where appropriate, to increase the effectiveness and productivity of the Department;
- Maintains standards for general operation, systems and data security, backup and recovery;
- Participates in the development and implementation of a disaster recovery plan for the physical and electronic security of the Department's equipment, software and data;
- Assists in ensuring the Department is fully compliant with copyright requirements for all software;
- Assists with the selection of service providers and the procurement of equipment/supplies;
- Drafts user-friendly operational manuals and access guides for systems and programmes;
- Implements mechanisms to ensure systems security, access control, protecting vital equipment against power fluctuations, viruses etc.;
- Provides prompt user support and effective ticket management using the helpdesk application;
- Installs database applications on workstations relative to accessing data stored in respective databases;
- Performs data recovery, backups and the assignment of user privileges for systems access;
- Produces monthly operational reports to include statistical information on system performs, and existing issues;
- Assists in the maintenance of the website for the Jamaica Archives and Records Department.
- Provides support for, and maintains local area network (LAN);
- Assesses the physical layout of the organization to determine the needs of Units and appropriate physical network structure and topology;
- Creates user accounts and assigns access rights to appropriate network resources;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Good analytical and problem-solving skills;
- Excellent interpersonal and customer relations skills;
- Excellent judgment and decision-making skills;
- Knowledge of database management systems and database development life cycle;
- Demonstrated knowledge of various Windows server and desktop operating systems including Server 2008 R2, 2012 R2, Windows XP, 7 & 8.1, Microsoft Office, Linux, Java and Java Scripting, HTML Scripting, Internet based applications;
- Working knowledge of website development and maintenance;
- Knowledge of Local Area Network (LAN) System;
- Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project); Browsers (Google Chrome, Internet Explorer 8).

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science from an accredited tertiary institution.
- OR**
- Diploma in Computer Science or its equivalent from an accredited tertiary institution;
 - Certifications in, CCNA or Network+, Microsoft Server 2008 R2 or 2012 R2 is a distinct advantage;
 - Two (2) years' experience in related field;
 - Hands-on experience in troubleshooting network and hardware issues.

Special Conditions Associated with the Job

- Required to travel to and from the different Unit locations;
- Required to work beyond normal work hours and on weekends, as the need arises.

Applications accompanied by résumés should be submitted **no later than Wednesday, 16th October, 2024 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.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