



Office of the Services Commissions

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CIRCULAR No. 417 **OSC Ref. C. 6276¹⁵**

18th 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/be assigned to the following posts in the **Ministry of Local Government and Community Development**:

1. **Technical Quality Assurance Officer (SOG/ST 8) (Vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Assistant Attorney General (JLG/LO 4) (Vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
3. **Crown Counsel (Regional) (JLG/LO 3) (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
4. **Communications/Public Relations Officer (MCG/IE 4) (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Senior Final Accounts Officer (FMG/AT 3) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
6. **Access Officer (GMG/SEG 1) (Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
7. **Human Resource Officer (GMG/AM 4) (Leave) (Vacant)**, salary range \$2,803,771 - \$3,770,761 per annum.
8. **Public Procurement Officer (GMG/AM 3) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
9. **Senior Commitment Control Officer (FMG/AT 2) (Not vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
10. **Accounting Technician (FMG/AT 1) (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
11. **Customer Service Officer (GMG/AM 1) (Vacant)**, salary range \$1,439,455 - \$1,935,907 per annum.
12. **Secretary 2 (OPS/SS 2) (Vacant)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Technical Quality Assurance Officer (SOG/ST 8)

Job Purpose

Reporting to the Director, Project Monitoring, the incumbent is responsible for monitoring and co-ordinating islandwide assessments/audits of infrastructural activities to include road, bridge and building construction works undertaken on behalf of the Public Bodies of the Ministry of Local Government, to ensure consistency/compliance with the related Regulations, Acts and Policy guidelines.

Key Responsibilities

- Collaborates with Internal Audit, Project Architect, Urban/Regional Planning and Development Unit, and the Local Authorities for the development/review/implementation of policy and procedures for inclusion in the Technical Audit System;

- Provides technical advice to the Permanent Secretary, Departments, portfolio entities and other relevant personnel on quality standards and other issues related to Construction Management;
- Collaborates with Internal Audit, Communication and Public Relations stakeholders and representatives of the Local Authorities in the development of programmes for the effective communication of new development, policies, and standards in Construction Management;
- Liaises with managers and staff of respective entities to ensure that a Quality Assurance System is in place and functioning properly;
- Provides technical advice to the decision making processes by identifying and recommending areas that need to be investigated;
- Monitors and reviews contracts to ensure that the delivery of service is in keeping with policies, regulations and guidelines, and makes recommendations where necessary;
- Represents the Permanent Secretary/Department at the local/international meetings and conferences;
- Ensures that briefs are prepared and referred to the Permanent Secretary;
- Leads quality assurance audits to determine adequacy, efficiency and effectiveness of the current mechanisms in place, and prepares and submits reports, recommending corrective measures wherever necessary;
- Conducts sites inspections to ensure that projects are in adherence with design specifications and quality standards;
- Reviews project requirements and schedules, to ensure project completion within required timeframe, and prevents/minimizes costs overruns;
- Ensures that appropriate corrective/preventive measures are applied to resolve non-conformances;
- Develops resource and material relating to Technical Management issues, including training, techniques, rates (works), promotion or other general information to address specific needs where necessary to achieve quality;
- Prepares technical and other specialized reports as required; documents and submits findings and recommendations to improve performance;
- Liaises with the Procurement Staff to establish and maintain quality requirements for material from suppliers;
- Monitors the water quality for Entomb Springs and Catchment Tanks;
- Inspects pipelines for leaks/damages;
- Monitors civil related works for all attributes relating to minor Water Supply System;
- Responds to reports or complaints of irregularity in relation to construction of any infrastructure;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent analytical thinking skills;
- Excellent problem-solving and decision-making skills;
- Excellent planning and organizing skills;
- Excellent teamwork and co-operation.

Functional:

- Excellent technical skills (current auditing principles, standards and techniques);
- Excellent use of technology;
- Excellent strategic vision;
- Excellent integrity exercised in the carrying out of duties.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering **or** Construction Management from a recognized tertiary institution;
- Six (6) years related experience with or in-depth understanding of Building/Roads Construction;
- Training and experience in Project Management, Auditing Techniques and Technical Report Writing;
- Membership in a related professional organization.

2. Assistant Attorney General (JLG/LO 4)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney-General provides advice and guidance on a range of legal matters to support the work of the Minister and the Permanent Secretary in the strategic management of the Ministry of Local Government and Community Development.

Key Responsibilities

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its Departments and Agencies;
- Provides legal support to the Ministry and its Departments and Agencies during all aspects of the legislative process, commencing at the development of the policy;
- Assists in the review of Bills that are to be tabled in the Houses of Parliament and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its Departments and Agencies;
- Drafts or reviews agreements, contracts or memoranda of understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG, to whom the Head of the LSU reports;
- Prepares briefs to the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions, prepares of draft legislation and provides feedback on draft legislation;
- Liaises with the Legal Reform Department on Law Reform matters;
- Provides legal advice on draft legislation or draft policy papers submitted by other Ministries or its Departments and Agencies;
- Responds to queries or provides information, as necessary, or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its Departments and Agencies;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Recommends remedies to rectify identified deficiencies and breaches;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competency gaps and contributes to the development and succession planning for the LSU to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Excellent legal research skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law;
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and Ministry;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ;
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Five (5) years progressive experience at the Bar.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

3. Crown Counsel (Regional) (JLG/LO 3)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of the Minister and the Permanent Secretary in the strategic management of the Ministry of Local Government and Community Development.

Key Responsibilities

Technical/Professional:

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and drafting instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development, in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, contracts or memoranda of understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant Attorney General for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provides information, as necessary, or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Provides legal advice to Ministry on all areas of Law;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources:

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry;

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Excellent legal research skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Law or practice relating to Constitutional and Legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and assigned LSUs;
- Excellent knowledge of the English legal system and the legal framework of Government;
- Excellent written and verbal communication, including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

4. Communications/Public Relations Officer (MCG/IE 4)

Job Purpose

Reporting to the Director, Corporate Communications, the incumbent is responsible for the management of the Public Relations/Public Education Programmes of the Ministry and provides oversight and technical guidance to Local Authorities and the Agencies in the implementation of their Public Relations Programmes.

Key Responsibilities

Technical/Professional:

- Participates in the development of the Operational and Work Plan for the Division;
- Manages the release of information flow to the various media houses by screening, editing and composing to protect and promote the image of the organization;

- Develops damage control measures, to protect/restore the image of the organization;
- Conducts daily content analysis of news items and develop appropriate responses;
- Coordinates press briefings, media launches and events;
- Develops and implements the Public Education Programmes geared at stimulating interest in the work of the Ministry;
- Researches, prepares and reviews speeches, statements and press releases for the Honourable Minister;
- Provides the periodic reports on portfolio responsibility;
- Provides advice on the most appropriate and effective means to communicate;
- Provides technical advice and guidance on the production of promotional material;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Excellent problem-solving and organizing skills;
- Excellent decision making and judgment skills;
- Excellent customer relations skills;
- Excellent integrity and ethics exercised in the performance of duties.

Functional:

- Excellent knowledge of Public Relations strategies;
- Sound knowledge of government communication policies and protocols;
- Strong research and analytical skills;
- Proficient in the relevant computer applications.
- Excellent strategic planning skills;

Minimum Required Qualification and Experience

- Bachelor's Degree in Mass Communication from a recognized institution plus three (3) years of professional experience in a similar capacity; **or**
- Diploma in Mass Communications plus five (5) years media experience;
- Training in the field of either Print, Electronic, Advertising, Marketing or Public Relations would be a distinct advantage.

5. Senior Final Accounts Officer (FMG/AT 3)

Job Purpose

Reporting to the Final Accounts Manager, the incumbent is responsible for preparing the Ministry's accounts on an accrual accounting basis, 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:

- Ensures that all accounts receivable, accounts payable, income receivable, accruals, prepayments, receipts, lodgments, payments, depreciation provision, other provisions, etc. 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 all manual cheques and cheque cancellations have been properly brought to account;
- 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 and cash advances are properly brought to account under the relevant Heads;
- Prints and checks the financial accounts and management accounts for accuracy and completeness;
- Resolves all errors found and gives to Final Accounts Manager for checking;
- Prints, signs and submits relevant financial statements for all Heads then submits in respect to the closed periods;

- Posts direct bank debit and direct Bank Credit Journal Vouchers to the FINMAN System in relation to payments paid by Real Time Gross Settlement (RTGS) on a monthly basis for Grants to the Municipal Corporations and other expenditure in excess of the RTGS threshold;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Customer quality focus skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Excellent technical skills;
- Excellent use of computerized accounting systems.

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, 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.

6. Access Officer (GMG/SEG 1)

Job Purpose

Reporting to the Director, Documentation Information and Access Services, the incumbent is responsible for administering the provisions of the Access to Information Act and ensuring that declassified and or non-sensitive/non-exempt documents are made accessible to the public in a timely manner.

Key Responsibilities

Management/Administrative:

- Participates in the deliberations of the Organization's Records Management Committee and acts as Recording Secretary at these meetings;
- Maintains knowledge of laws affecting records and Information Management;
- Advises on documents which should not be released because they fall in the exempt category;
- Holds dialogue with/interview members of the public to ensure proper definition of data/information requested;
- Keeps members of the public fully informed on the status of requests;
- Participates in ensuring that documents and information can be identified and retrieved in various formats when required, by promoting within the Unit, best practices in relation to records maintenance, storage, appraisal, archival and disposal in accordance with accepted Records Management;
- Collaborates with the Information Technology Division/Section in providing content for maintaining the Department's Website and cross-reference database for the Local Authorities and Agencies;
- Maintains documentation on all referred requests and all requests satisfied or denied;
- Participates in ensuring that adequate resources, equipment, technology, accommodation, staff are in place in the Unit, its Agencies and Local Authorities to support the Records

Management function, thereby facilitating the successful implementation of the Access to Information provisions;

- Participates in ensuring adherence to legal requirements that affect retention, dissemination access and storage of information maintained by the organization;
- Maintains an up-to-date statistical record of requests received and responses for input in the quarterly and annual reports;
- Prepares quarterly and annual reports for the Minister on:
 - ✓ The number of applications for access received, granted, deferred, refused or granted subject to deletion;
 - ✓ Which sections of the Act were relied on to refuse in part or full, requests for information;
 - ✓ The categories of exemptions claimed and the numbers of each category;
 - ✓ Applications for internal review of relevant decisions;
 - ✓ Appeals against relevant decisions and the rate of success or failure thereof
 - ✓ Liaises with the Access to Information Unit of the Jamaica Archives and Records Department from time to time on problems arising with the implementation of the Act;
 - ✓ Transfers requests for documents which are not in the possession or control of the Department to the relevant Ministry, Agency or Department and advises applicants accordingly;
- Serves as the central contact for enquires, complaints and queries from the public regarding the ATI Act;
- Implements a process for receiving, documenting, tracking, investigating and taking action on complaints concerning the policies and procedures in relation to the ATI;
- In consultation with the Director, facilitates and promotes programmes to foster awareness, within the organization of the provisions of the ATI Act/legislations;
- Participates in the conduct of annual inventory, survey and audit of records to ensure that records are arranged in a way that Divisions are able to retrieve information quickly and efficiently, and facilitates implementation of authorized disposal arrangements;
- Represents the Department at national and international fora in areas related to Access to Information.

Technical/Professional:

- Provides public access to non-exempt Government Records through the systematic reviewing and controlling of recorded information;
- Participates in record inventory and retention schedule projects;
- Assists with the implementation of all decisions in accordance with the ATI, and other relevant legislation e.g. The imposition of charges on access to documents;
- Conducts an initial review of all requested documents under the ATI legislation to determine whether they should be released;
- Assists with the implementation of all decisions in accordance with the ATI and other relevant legislation e.g. the imposition of charges on access to documents;
- Reads documents requested to determine whether they contain any information which should be deleted because it falls into one of the exempt categories;
- Develops data capture and analysis systems for statistics necessary as input to annual report of the Permanent Secretary;
- Participates in the implementation of an Information Policy in relation to the review, appraisal, retention, disposal, storage, maintenance and other aspects of Record management;
- Implements procedures, reporting requirements and formats for monitoring policies, procedures and practices for administering the Act;
- Participates in the development of procedures aimed at accurate and timely response to requests by reviewing all requests for records and makes a determination to:
 - ✓ Grant access to documents;
 - ✓ Refuse access to documents;
 - ✓ Grant access only to some documents specified in the application;
 - ✓ Deletes exempt content from otherwise non-exempt documents;
 - ✓ Defer the grant of access to documents;
- Prepares, on behalf of the Director General, submissions relating to appeals of the Tribunal
- Keeps abreast of national, regional and international laws and regulations relating to Access to Information and their applicability to our local situations;
- Participates in the implementation of a performance measurement scheme for the Records Management system to identify whether or not the information is being managed efficiently and demonstrates value and accountability;
- Participates in ensuring that a Disaster Preparedness and Recovery Plan is in place;
- Researches and prepares documentation for special assignment such as speeches and conferences;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skill;
- Good leadership and supervisory skills;
- Good analytical and problem-solving skills;
- Good planning and organizing skills;
- Good integrity/ethics exercised in the performance of duties.

Functional:

- Good judgement and initiative;
- Good research skills;
- Through knowledge of procedures, techniques and resources of strategic Information management;
- Through knowledge of Archival theory and practice;
- Through knowledge of laws and regulations relating to access and retention of records;
- Proficiency in the relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Library/Archival Studies/Records Management or equivalent;
- Knowledge in the field of Public Administration;
- Training in customer Service;
- Five (5) years' experience in the related field.

7. Human Resource Officer (GMG/AM 4)

Job Purpose

Reporting to the Director, Records Management, the incumbent administers leave and records management activities in relation to the Acts regulations required.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Unit Operational and Work Plans;
- Ensures that Leave regulations are properly applied and the necessary Laws are adhered to;
- Supervises the development and maintenance of employee records to facilitate easy retrieval and decision making;
- Coordinates the work of the Human Resource Management Information System;

Technical/Professional:

- Facilitates the calculation, updating and maintenance of vacation leave computation within the Ministry and the Local Authorities;
- Oversees the processing of Leave applications (Vacation, Maternity, Accumulation, No-Pay, Sick and Departmental);
- Ensures the HRMIS is efficient and reliable;
- Directs the updating and maintenance of retirement register;
- Seeks approval for special sick leave for staff in both the Ministry and Local Authorities from the Chief Medical Officer;
- Verifies staff members vacation leave accumulation and payment in lieu of leave for officers in both the Ministry and Local Authorities;
- Checks leave eligibility for officers who have been re-assigned or transferred to the Ministry;
- Ensures submission of vacation, sick and departmental leave information to Ministries/Departments and Local Authorities;
- Checks pension documents to ensure conformity with the Pensions Act;
- Ensures the updating and maintenance of period of service records for staff members;
- Directs and administers the updating of vacation leave computation for staff members;

- Provides guidance/support to pre-retirees;
- Identifies and advises employees attaining age fifty-nine (59) years;
- Oversees the preparation and timely submission of pension documents to the Ministry of Finance and the Public Service;
- Provides guidance/support/training to the Local Authorities and Agencies on leave administration;
- Verifies vacation leave computation for staff members within the Local Authorities and the Ministry;
- Ensures the preparation of vacation leave computation for the staff and seeks verification on the quantum of from the from the Ministry of Finance and the Public Service (Strategic Human Resource Management Division);

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective actions wherever necessary, to improve performance and/or established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Develops and implements in collaboration with the Human Resource Department, a programme of Succession Planning for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills.
- Excellent oral and written communication skills
- Excellent leadership skills;
- Good integrity/ethics exercised in the performance of duties.

Functional:

- Excellent knowledge of the Public Service Regulations and Pension Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Management Studies or Public Administration;
- Experience in Pension AND Leave Administration and Records Management;
- Three (3) years experience in the related field.

Special Conditions Associated with The Job:

- Pressured working conditions;
- Travel to the Ministry of Finance and Local Authorities.
- Critical delivery deadline

8. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the general supervision of the Director Public Procurement, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

Key Responsibilities

- Prepare tender notices and advertisements
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return or all relevant documents;

Procurement Process Management

- Prepares and reviews technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.

Vendor Management

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time's ect.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment;
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skills
- Good interpersonal relations
- Team work and cooperation
- Initiative
- Good problem solving and decision making skills
- Time management skills.

Technical:

- Extensive Knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts

- for award;
- Knowledge of office management principles, practices and procedures;
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

9. Senior Commitment Control Officer (FMG/AT 2)

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is directly responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital A and B heads.

Key Responsibilities

Technical/Professional:

- Participates in the allocation of carry-on warrant based on inescapable expenditure;
- Participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment control register in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from programme managers against available cash and commitment planning and enters in registers if commitment is in order. If otherwise return to source stating reason(s) for non-acceptance;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances under the Financial Management Information System;
- Submits monthly or weekly analytical reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Advises the Director of budget off-track situations and recommends where virement can be exercised;
- Alerts the Director of imminent excesses on voted provisions;
- Periodically reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant;
- Prepares monthly and quarterly statement for submission to the Ministry of Finance and the Public Service and the Director, Budget and Commitment Control.
- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories such as, inescapable, priority and other;
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in needs of funds;
- Receives commitment requisition from Programme Managers;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B heads, by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position un-discharged commitments;
- Posts commitments, warrant allocation and other Journals on the FINMAN for all Heads of Estimates;
- Checks the monthly departmental status reports and monthly reports for undischarged commitments prior to submission to Director of Management Accounts.
- Other such duties and responsibilities assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

Technical:

- Excellent technical skills;
- Excellent planning and organizing skills;
- Skilled in operating a computerized accounting system

Minimum Required Qualification and Experience

- AAT Level 2 Certification and ACCA – CAT Level 2
OR
- Certificate in Accounting from a recognized Institution;
OR
- Associate degree in Accounting or Government Accounting 2 (MIND) plus
- At least one (1) year experience in a related field.

10. Accounting Technician (FMG/AT 1)

Job Purpose

Reporting to the Accounts Payable and Disbursement Manager, the incumbent is responsible for preparing payment vouchers and the maintenance of registers in keeping with the relevant Acts and regulations.

Key Responsibilities

Technical/Professional:

- Generates payment vouchers in the accounting system;
- Dispatches Withholding Tax Certificates to suppliers
- Prepares payment advices for submission to suppliers
- Updates payment files with payment information
- Ensures original invoices for “Cash on Delivery” (COD) payments are received from relevant officers and attached to payment vouchers
- Assists with the filing of payment vouchers
- Assists in the preparation of monthly subvention letters;
- Maintains a telephone bill payment register
- Prepares detailed listing of telephone bill payments
- Conducts payment research as required
- Other duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good customer relation skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Technical skills;
- Excellent use of technology.
- Knowledge of Financial Management System (FINMAN)

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**

- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

11. Customer Service Officer (GMG/AM 1)

Job Purpose

Reporting to the Asset and Office Manager, the incumbent is responsible for providing and maintaining effective and efficient service to the Ministry's customers, in accordance with the Citizens Charter.

Key Responsibilities

Technical/Professional:

- Logs visitors in and out of the Ministry and issues security pass;
- Screen and directs customers and calls to the relevant officers;
- Resolves complaints and refers grievances to the designated Divisions for investigation;
- Follows-up on complaints received by the Ministry to ensure that issues are resolved;
- Responds to customers' enquiries regarding the services provided by the Ministry, or directs queries to the relevant Departments, Agencies or Local Authorities;
- Resolves customers' enquiries as it relates to service standards;
- Monitors Suggestion Box to ensure that complaints/suggestions are noted and dealt with;
- Participates in conducting customer service survey to ascertain the quality of service which is being extended to the public;
- Attends Customer Service workshops organized by the Public Sector Modernization Unit for Customer Service Officers within the Local Authorities.
- Performs other duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Good customer quality focus;
- Good integrity/ethics exercised in the performance of duties;

Functional:

- Good knowledge of the services provided by the Ministry, and its portfolio responsibilities;
- Sound knowledge of the Citizen's Charter;
- Proficiency in the relevant computer applications;
- Good decision-making skills;
- Good judgment and initiative

Minimum Required Qualification and Experience

- Certificate/Diploma in Customer Service from a recognized Tertiary Institution;
- One (1) year experience in a similar capacity.

12. Secretary (OPS/SS 2)

Job Purpose

Reporting to the Director, Facilities Management and Administration, the incumbent provides general secretarial support services to attain efficient day to day operations of the Unit. Execute routine secretarial assignments including dictation, written or composed correspondence.

Key Responsibilities

Administrative/Professional:

- Prepares requisition for stationeries for the Personnel Unit and ensuring that stock are in place at all times;
- Assist with the security of stationery and office supplies;
- Drafts letters and prepares memoranda from drafts and handwritten notes;
- Transcribes and compiles relevant reports;
- Receives and processes incoming mails;
- Maintains incoming/outgoing correspondence register;
- Types letters and memoranda;
- Schedules appointments and responds to queries;
- Performs any other duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to work under pressure and to meet tight deadlines.
- Good oral and written communication skills.
- Good interpersonal and customer relations skills.
- Excellent knowledge of filing system and methods.
- Excellent knowledge of protocol for meetings.
- Proficient in the relevant computer applications.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

Applications accompanied by résumés should be submitted **no later than Friday, 1st November, 2024 to:**

**The Senior Director,
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email address: hrd@mlgcd.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**