



Office of the Services Commissions

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CIRCULAR No. 498 **OSC Ref. C. 6210/S5²⁰**

12th December, 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 **Ministry of Foreign Affairs and Foreign Trade**:

1. **Librarian (PIDG/LB 4) (Not Vacant) - Documentation Information and Access Services Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Audio Visual Technician (MCG/AVT 3) (Vacant) - Information and Communication Technology Unit**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Administrative Assistant (GMG/AM 3) (Vacant) - Corporate Service Division**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Public Procurement Administrator (GMG/AM 2) (Vacant) - Public Procurement Administrator**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **General Journal Officer (FMG/AT 1) (Vacant) - Final Accounts Unit**, salary range \$1,711,060 - \$2,301,186 per annum.

1. **Librarian (PIDG/LB 4)**

Job Purpose

The Librarian is responsible for planning, organizing and administering the operations of the Library in order to ensure the provision and maintenance of an up-to-date collection of reference material to service the information needs of the Ministry (Headquarters and 18 Overseas Missions).

Key Responsibilities

Management/Administration:

- Plans, organizes and administers the operations of the Library;
- Provides inputs for the Unit's Strategic and Operational Plan and Budget;
- Prepares Quarterly Reports and Special Reports on Library Service and Projects.

Professional/Technical:

- Assumes responsibility for the acquisition, organization and maintenance of the Reference Library collection at Headquarters, geared to meeting the information needs of the Ministry's clientele and the public;
- Catalogues and classifies incoming materials, including books, Ministry publications and periodical articles;
- Ensures that the Ministry's publications are deposited in the Library and maintained as a special collection;
- Liaises with librarians in other Agencies and tertiary institutions to ensure that the Ministry's Library collection supplements the information needs of students and other entities;
- Establishes and maintains policies and procedures for the retrieval, delivery and dissemination of reference material to staff at Headquarters and Overseas Missions;
- Produces and issues current awareness bulletins to inform staff of newly-acquired reference materials in the Library collection;
- Conducts searches to source information on current affairs issues for staff;
- Facilitates the delivery of information to students, the general public and other Agencies which require selective research material and information;
- Conducts periodic audits of the Ministry's Library Catalogue to identify materials that are overdue or missing;
- Secures and maintains a collection of Ministry artifacts.
- Implements and manages new technology to improve the operations and services of the Library.

- Assists with the preparation of displays for special exhibitions hosted by the Ministry;
- Participates in the activities of the Government Libraries and Information Network of Jamaica (GLIN) and Special Libraries Network;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

- Organizational awareness - knowledge of the Ministry's role and function. General awareness of Jamaica's foreign policy;
- Sound knowledge of the theories, principles and techniques of library and records management, including the Universal Decimal Classification System and Resource Description and Access (RDA) skills;
- Knowledge of KOHA and other library automation software;
- Good planning and organizing skills;
- Excellent research skills;
- Ability to communicate effectively in both oral and written format;
- Strong customer service skills;
- Familiarity with the provisions of the Access to Information Act;
- Proficiency in the use of relevant Computer Applications (MS Word, Desktop Publishing, PowerPoint);
- Knowledge of database management systems;
- Knowledge of preservation of materials an asset;
- Ability to conceptualize and mount Library expositions;
- Knowledge of intellectual property and copyright law relative to document retention and production.

Minimum Required Qualification and Experience

- First Degree in Library Science, Information Studies or related discipline;
- Certificate in Supervisory Management;
- Five (5) years' experience as a Librarian.

2. Audio Visual Technician (MCG/AVT 3)

Job Purpose

Reporting to the Director, Information and Communication Technology, the Audio-Visual Technician is responsible for the provision of audio and visual services during meetings, training, public relations/media briefing sessions and other functions hosted by the Ministry.

Key Responsibilities

- Sets-up and operates video, audio and lighting equipment used for live meetings and events;
- Produces and edits of video and audio clips;
- Trouble-shoots audio-visual malfunctions and performs basic repairs;
- Installs and maintains audio-visual equipment;
- Recommends the purchase of all audio-visual equipment;
- Assists in monitoring displays and exhibitions;
- Maintains and secures all audio-visual equipment;
- Uses up-to-date technology to provide audio visual services;
- Establishes and maintains an appropriate system of storage, filing and retrieving of audiovisual materials;
- Plays a critical role in recording damage and forms part of the rapid assessment team during emergencies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills;
- Strong customer relation skills;
- Good problem-solving and conflict management skills;
- Good interpersonal skills;
- Ability to work in a team;
- Strong integrity;
- Compliance;

- Effective time management skills;
- Critical thinking skills;
- Strong customer and quality focus skills.

Technical:

- Must be technically competent in audio-visual production and operations of audio-visual equipment and audio-amplification;
- Be highly disciplined with an organized approach to work;
- Excellent records management skills;
- Working knowledge of current audio-visual technology and editing software;
- Knowledge of audio-visual editing is a requirement;
- Team and results oriented.

Minimum Required Qualification and Experience

- Diploma in audio visual technology or a related field, such as digital media from an accredited institution with one (1) years' experience.
- OR**
- Certificate Diploma in audio visual technology or a related field, such as digital media from an accredited institution with two (2) years' experience.

Special Condition Associated with the Job

- The incumbent ideally should own a vehicle.

3. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direct supervision of the Director, Corporate Services, the Administrative Assistant is required to manage, organize, monitor and execute administrative duties functions pertaining to the operations of the Division, including liaising with the Departments/Units that fall under the responsibility of the Division.

Key Responsibilities

Management/Administrative:

- Schedules and organizes all internal and external meetings for the Director;
- Maintains calendar of activities, meetings, and various events for the Director;
- Manages all incoming and outgoing correspondence addressed to the Director;
- Receives and screens visitors and ensures that they are directed to the relevant officers or Department/Unit;
- Assists in the preparation of the Operational and Strategic Plans for the Division, as well as Unit and Individual Work Plans for signing and submission;
- Manages the leave cards for the Directors that fall under the responsibility of the Division;
- Participates in the co-ordination of Special Projects assigned to the Director;
- Ensures the ease of access to up-to-date information and speedy retrieval;
- Ensures the security of official and confidential records.

Technical/Professional:

- Types, formats, edits, revises, proofreads and processes a variety of documents and forms including general correspondence, notices, reports, applications, memos, agreements, statistical charts and other documents from rough draft or verbal instructions;
- Composes routine correspondence; copies, disseminates, and posts documents and information as appropriate;
- Responds to routine and other correspondence;
- Compiles and prepares data from various sources including accounting, statistical, and related documents;
- Creates and maintains a computer-based tracking system for information and reports sent to and received from the Department/Units under the purview of the Division; institutes and manages follow-up mechanisms to ensure follow-through on action items and efficiency of the Division;
- Assists in the compilation of monthly, quarterly and annual reports and periodic statistical reports;
- Attends meetings hosted by Director to record Minutes and reproduces same for circulation;
- Establishes and maintains a system for the control of confidential files;
- Conducts research and collates information for the Director;

- Provides support for the planning of events hosted by the Division;
- Accesses, sends and manages e-mails on behalf of the Director;
- Directs telephone calls and messages to relevant persons in the Division;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Knowledge of the operations of Government;
- Good knowledge of the Ministry's policies, practices and procedures;
- Good oral and written communication skills;
- Ability to use judgement and work on own initiative;
- Good interpersonal skills;
- Good problem-solving skills;
- Excellent time management, planning and organizational skills;
- Good customer service skills (good at managing internal and external relationships);
- High level of integrity;
- Good with teamwork and co-operation;
- Ability to work under pressure;
- Good social skills.

Technical:

- Sound knowledge of administrative principles and practices;
- Sound knowledge of modern office processes and procedures;
- Knowledge of protocol procedures and practices;
- Proficiency in shorthand (100 - 120 wpm) and typewriting (50 - 55 wpm);
- Proficient in Microsoft Suite (Word, Excel, Outlook and PowerPoint).

Minimum Required Qualification and Experience

- Diploma or Associate in Degree in Administrative Management or Business Administration/Business Studies from an accredited institution;
- Four (4) years' experience in working in the Public or Private Section in the administrative field or related environment.

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Ministry;
- Maintains records in accordance to the FAA Act, etc.;
- Disseminates, in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings;
- Ensures that all Purchase Requisitions are channeled through the proper system before generating the purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions are in place e.g; prices, quotations, necessary signatures are affixed. If necessary, return to originating Department of Purchase Requisition for authorized signature or other information required;
- Ensures that all Purchase Orders are generated;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Commitment Requisitions correctly;
- Maintains Proper records management for Purchase Requisitions, Purchase Orders and C.O.D. letters;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department.
- Answers the telephones and screens calls and directs callers to the appropriate person or uses initiative to assist callers where possible;
- Performs any other related duties that may be assigned from time to time by the Director, Public Procurement.

Required Knowledge, Skills and Competencies

- Sound interpersonal;
- Good oral and written communication skills;
- Good organizational skills;
- Ability to take own initiative and be a self-starter;
- Ability to maintain confidentiality;
- Competent in: -MS Excel, MS PowerPoint, MS Word and Report Writing;
- Good command of the English language;
- High degree of integrity and diplomacy.

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related Field;
- One (1) year of working experience in the related field.

5. General Journal Officer (FMG/AT 1)

Job Purpose

The General Journal Officer is responsible for assisting and ensuring the preparation of monthly Financial Statements and the Annual Appropriation Account in accordance with the Financial Administration and Audit (FAA) Act, its regulations and instructions. The incumbent is also responsible for preparing and posting Journal Vouchers, as well as preparing and maintaining Subsidiary Ledgers in respect of advances and deposits.

Key Responsibilities

To properly and accurately prepare and post Journal Vouchers:

- Receives documents and prepares/facilitates the preparation of Journal Vouchers for the following:
 - ✓ Expenditures for the missions overseas
 - ✓ Expenditure adjustments
 - ✓ Advance adjustments
 - ✓ Advance clearance
 - ✓ Deposit account entries
- Ensures proper filing of Journal Vouchers according to the number sequence assigned.

To maintain up-to-date Subsidiary Ledgers containing the details of all individual transactions in respect of advance paid/recovered, as well as deposits received/disbursed:

- Abstracts details of transaction from relevant supporting documentation e.g. bills invoices, claims, receipts etc., and post to the relevant subsidiary ledgers;
- Reconciles the Subsidiary Ledger totals with the financial control total from Government Financial Management Systems (GFMS).

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and customer service skills;
- Ability to work in team and on own initiative;
- Attention to detail;
- Good oral and written communication skills;
- Ability to work under pressure.

Technical:

- Knowledge of established accounting principles and practices;
- Ability to analyze and solve accounting problems;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

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 Level 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.

Applications accompanied by résumés should be submitted **no later than Friday, 27th December, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**