



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 9
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9th January, 2025

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 the following posts in the **Finance and Accounts Division, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Payroll Manager (FMG/PA 1) - (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Commitment Control Officer (FMG/AT 3) - (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. **Payroll Manager (FMG/PA 1)**

Job Purpose

Under the direct supervision of the Director, Accounts Payable and Payroll, the incumbent is responsible for the control and payment of salaries and wages, and ensuring that there is conformity in accordance with the FAA Act.

Key Responsibilities

Technical/Professional:

- Maintains earning record and other related salaries particulars;
- Checks and computes salaries;
- Maintains and balances salary control, and ensures that payroll balances with control or an activity-by-activity basis;
- Maintains records of salary particulars on each member of staff, and ensures that valid information is recorded;
- Verifies accounting records at outstation locations;
- Ensures that advances and overpayment of salaries are prompt;
- 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
- Good team skills
- Good interpersonal
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving and analytical skills

Functional:

- Good knowledge of FAA Act, other associated legislation, Circulars, directives and bulletins
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant computerized Payroll software and other software
- Sound knowledge of the preparation of Payment Vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook)
- Knowledge of Internal Controls
- Knowledge of Payroll processing and administration

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**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

Special Conditions Associated with the Job

- May need to work long hours to have the payroll completed;
- Travelling required to verify accounting records.

2. Commitment Control Officer (FMG/AT 3)

Job Purpose

The incumbent is responsible for co-ordinating and maintaining an effective cash management system, and ensure the proper planning and control of commitments/expenditures within the limits of the approved provision and warrant allocation.

Key Responsibilities

To assist in the Commitment Planning process:

- Identifies and classifies commitments according to categories, inescapable, priority and others;
- Ascertains from all sources, the total value of any unpaid bills brought forward from the previous year;
- Prepares Commitment Control Registers for all activities and projects of the Ministry on a Head/Programme/Project/Activity/Object basis;
- Approves the commitment requisition in accordance with stipulated procedures by:
 - ✓ Ensuring that commitment requisitions received are duly authorized by an appropriate officer;
 - ✓ Ensuring that expenditure is appropriate and funds are available under the categories to which the commitment relates;
 - ✓ Certifying the commitment, blocking funds and recording amounts in the Commitment Control Register;
 - ✓ Informing programme managers of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment Control Register for the Divisions of the Ministry, ensuring that warrant allocations and commitments are posted correctly and within the stipulated timeline;
- Monitors the timely reconciliation of Commitment Control Registers with the GFMS reports;
- Provides age analysis of outstanding bills;
- Submits monthly reports to the Director of Management Accounts on the number of un-discharged commitments.

To facilitate effective cash management and expenditure control system:

- Assists the Director of Management Accounts in planning the utilization of available cash based on the level and category of outstanding commitment;
- Monitors and advises the Director of Management Accounts of slow-moving programmes and activities from which funds can be vired to satisfy the needs of activities/programmes that are urgently in need of funds;
- Facilitates proper cash management and expenditure controls by making available to management, information on the discharged commitments and current cash position on a timely basis on a Head and Programme or Activity/Project basis;
- Advises the Director of Management Accounts on programmes/activities at risk of exceeding budgetary allocations.

Other:

- Inserts Payment and Journal Vouchers on GFMS;
- 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
- Good team skills
- Good interpersonal and influencing skills
- Good problem-solving skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills

Functional:

- Excellent knowledge of the stipulations of the FAA Act, Instructions and Regulations
- Experience in Government Accounting, budget and warrant system
- Competence in the use of spreadsheets and computer applications

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

Applications accompanied by résumés should be submitted **no later than Monday, 20th January, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**