



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. 67 **OSC Ref. C. 6664**

11th February, 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 fill the following **VACANT** posts in the **Ministry of Legal and Constitutional Affairs (MLCA)**:

1. **Auditor (FMG/AS 2) - Internal Audit Branch**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Quality Review Officer (GMG/SEG 2)**, salary range from \$4,266,270 - \$5,737,658 per annum.
3. **Performance Management and Appraisal Systems Officer (GMG/SEG 1) - Human Resource Management and Development Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Senior Human Resource Development Officer (GMG/SEG 1) - Human Resource Management and Development Branch, Corporate Services Division**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Proofreader (PIDG/RIM 4)**, salary range \$ 2,803,771 - \$3,770,761 per annum.
6. **Content Production Officer (MIS/IT 3)**, salary range \$2,190,302 - \$2,945,712 per annum.
7. **Records Officer (PIDG/RIM 2)**, salary range \$1,711,060 - \$2,301,186 per annum.
8. **Senior Secretary (OPS/SS 3) - Executive Office**, salary range \$1,711,060 - \$2,301,186 per annum.
9. **Bearer (LMO/TS 2)**, salary range \$ 18,647 - \$25,078 per week.

1. Auditor (FMG/AS 2)

Job Purpose

Under the general direction of the Senior Auditor, the incumbent is responsible for examination of transactions at all levels including project contracts and investment, and determine compliance with the provision of relevant laws, regulations, policies and rules on internal controls.

Key Responsibilities

Technical/Professional:

- Prepares risk-based audit work programmes and Audit Reports for assignments with moderate to intermediate complexities;
- Conducts operational audits, financial audits, technological audits and any special assignments in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
 - ✓ Following the relevant audit procedural programme;
 - ✓ Applying internal audit procedures and techniques.
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertains and evaluates operational processes and systems of internal control;
- Ensures that output of assigned audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements;
- Ensures that working papers are appropriately prepared, compiled and submitted for reviews;

- Compares, analyzes and interprets facts and figures promptly;
- Corresponds orally and in writing, with respect to the results of audits, to the Team Leader or according to established procedures;
- Consolidates overall audit findings and prepares working papers highlighting deficiencies, causes, implications and makes recommendations;
- Checks assigned financial statements according to defined procedures;
- Conducts pre-audit functions and activities involving the assessment of leave and pension calculations, resignations, gratuity payments and mandatory yearly pre-audits of all salary and payment vouchers in accordance with the FAA Act and Instructions;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attends related meetings to present audit findings and results, as instructed, and prepares relevant reports for the Audit Manager;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation of and conducts presentations on the role of Division/Unit for the Orientation and Onboarding Programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Excellent problem-solving, analytical and decision-making skills
- Excellent time management skills
- Excellent leadership skills
- Knowledge of Audit Principles and Techniques, ICT Auditing
- Knowledge of the Government of Jamaica's Accounting and Audit standards
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis

Minimum Required Qualification and Experience

- First Degree in Accounting, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or; equivalent and no experience;
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

2. Quality Review Officer (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Law Revision Secretariat, the Quality Review Officer is responsible for editorial and revision services, linguistic advice and ensuring quality control and assurance of all documents prepared by the Law Revision Secretariat. This includes formatting, editing legislation and rechecking documents before publication. The incumbent also assists with conducting legal research and oversees the maintenance of the Office Library and ensures that legal research publications are current and updated, as necessary.

Key Responsibilities

- Conducts editorial and quality control checks of revision work (Statutes and Subsidiary Legislation and supplemental documents) and writes editorial notes and annotations, as required;
- Maintains and conducts regular quality checks on the Law Revision (Amendment of Schedules) Order to ensure that it reflects Acts and/or provisions of Acts which are omitted from the Revised Laws;
- Tracks and logs all enactments of, amendments to, and repeal of legislation in the various databases maintained for that purpose;
- Conducts quality control checks on revision work to ensure:
 - ✓ New and Amendment legislation accurately reflect the wording and effective status of the provisions to be affected;
 - ✓ New/amendment legislation have been accurately incorporated in existing/consolidated amendments;
 - ✓ Appropriateness of marginal notes, page headings, page numbers and the like;
 - ✓ Formatting and printing errors and issues/problems in the consolidation of legislative amendments are identified;
 - ✓ Conformity with revising conventions and requirements;
 - ✓ Legislative materials for publication produced by other team members are checked and proofread;
 - ✓ Similar information in amendments and existing legislation are checked and cross references to ensure applicability and accuracy;
 - ✓ Preliminary review (proofreading and formatting) of the computerized pages of the Laws are conducted before formal proofreading sessions.
- Oversees the maintenance of the Office Library, ensures that legal research publications are current, in order and updated as necessary;
- Conducts extensive legal research for information, to confirm the accuracy of adjustments and references made during the revision exercise;
- Performs research integral to the editing and publication of legislation and, at the request of the Director, Law Revision Secretariat;
- Assists in the preparation for publication of the annual bound statutes, the loose-leaf statutes and subsidiary legislation and related Enactments loose-leaf set, and all materials incidental to those publications;
- Monitors/peruses the online platform to ensure that all legal information uploaded is accurate, documents uploaded are of acceptable quality and up-to-date;
- Conducts training and informative sessions on the Law Revision process as necessary;
- Monitors and makes recommendations in respect to the different stages of the Law Revision process as necessary;
- Provides technical support to the Director, Law Revision Secretariat as needed;
- Represents the Ministry at Conferences, Meetings and other functions as needed;
- Performs any other duties required from time to time.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills
- Teamwork and co-operation
- Ability to use initiative
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Customer and quality focus
- Excellent problem-solving and decision-making skills
- Good time management skills
- Excellent leadership and management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences or Arts with an emphasis in English Language/Linguistics;
- Three (3) years' experience in the legal support field with experience in performing editorial/quality control services.

3. Performance Management and Appraisal Systems Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Performance Management and Appraisal Systems Officer, is responsible for working collaboratively with all internal stakeholders (Line Managers, Staff and Strategic Planning Section) to support the development and monitoring of the Performance Management and Appraisal Systems (PMAS), within the Ministry of Legal and Constitutional Affairs.

Key Responsibilities

- Implements a performance management and improvement framework for the MLCA, that leads to the proper alignment of Individual Work Plans with the Divisional strategic Business Plans, to facilitate an increase in organizational effectiveness and efficiency;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the Ministry;
- Reviews and assesses the PMAS with a view to identify weakness and develop appropriate solutions;
- Co-ordinates performance management and quality improvement capacity building for all levels of employees;
- Designs and conducts PMAS Sensitization Sessions within the Ministry, ensuring knowledge and importance of the PMAS;
- Collaborates with Strategic Planning Branch in the MLCA to develop an annual work plan for the oversight of the operation of the PMAS in the Ministry;
- Examines the performance management and appraisal systems to determine systematic weaknesses e.g. subjectivity, lack of proper measurement tools as well as activities that do not add value to the process by;
 - ✓ Preparing comprehensive PMAS compliance reports;
 - ✓ Executing PMAS related initiatives in collaboration with other stakeholders;
 - ✓ Participating in the Corporate and Operational Planning activities of the Ministry to gain a full understanding of the Mission and Objectives so as to inform the activities of the HRM&D Branch in providing guidance to line managers and staff in completing their Individual Work Plans and other related requirements of the PMAS;
 - ✓ Reviewing the Work Plans and performance reports for the staff of the Ministry and ensures that Work Plans are properly prepared and reflect measurable performance indicators as well as align to Divisional plans;
 - ✓ Monitoring and evaluates the Ministry's Performance Management and Appraisal Systems to discern achievements and weaknesses;
 - ✓ Developing and maintaining an organization-wide competency framework to support performance management, recruitment and selection, and reinforce the Ministry's core values;
 - ✓ Reviewing Divisional Operational/Corporate Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
 - ✓ Providing feedback to Divisional Heads and recommends areas for improvements as it relates to Performance Management;
 - ✓ Reviewing and advising the Director HRM&D on the implementation of remedial and corrective action to address poor performance;
 - ✓ Reviewing and addressing all PMAS grievance that may arise;
 - ✓ Recommending PMAS corrective action and related procedures specific to situations that may arise;
- Recommends approaches to the execution of PMAS interventions;
- Develops customized PMAS material for employee Orientation Session;
- Provides training in collaboration with HRD Section for newly appointed manager, supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Designs and implements mechanisms that ensure staff eligible for an increment/award is identified, and the relevant personnel notified in the stipulated timeframe;
- Puts in place systems that will recognize employees' improvements;
- Generates the relevant reports that will facilitate employee increment payment, development and recognition;
- Plans and co-ordinates the performance Recognition and Reward activities/events for the Ministry;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Management/Administrative:

- Manages the development of the Section's Unit Plan, Budget and Individual Work Plans;
- Represents Director, Human Resource Management and Development at meetings, conferences, workshops and seminars.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development of succession planning for the Branch, to ensure adequate staff capacity;
- Ensures the well-being of staff supervised;
- Executes disciplinary measures in keeping with established guidelines/practices;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Excellent problem solving, analytical and decision-making skills
- Excellent time management skills
- Excellent leadership skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/ Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Three (3) years' experience in a Human Resource Management environment in the Public Service.

4. Senior Human Resource Development Officer (GMG/SEG 1)**Job Purpose**

Under the general direction of the Director, Human Resource Management and Development, the Senior Human Resource Development Officer is responsible for the development and implementation of training programmes aimed at improving the productivity levels of the Ministry.

Key Responsibilities

- Assists the Director, HRM&D in developing medium and long term training plans for the Ministry, by utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops;
- Assists the Director, HRM&D to develop training aids, such as training handbooks and reference works;
- Ensures that all members of staff are apprised of training opportunities and that each supervisor receives information that is relevant to the development of employees;
- Co-ordinates the education support programme by:
 - ✓ Evaluating applications to ensure that career objectives of employees and the Ministry's goals as stated in the Corporate Plan are aligned;
 - ✓ Preparing applications for presentation to the Career Development Committee consideration;

- ✓ Providing career counselling to employees to assist in identifying realistic career objectives and in determining required qualifications and training;
- Assists the Director HRM&D to organize planned annual training programmes by:
 - ✓ Determining the contents of some in-house training courses;
 - ✓ Scheduling training courses;
 - ✓ Selecting the most appropriate training methodology;
 - ✓ Identifying resource persons as session leaders;
 - ✓ Finding replacement whenever resource persons are absent;
 - ✓ Securing appropriate venues for sessions;
 - ✓ Making alternative arrangements for changes in venue;
 - ✓ Securing equipment and material required for courses;
 - ✓ Arranging with Division Heads for the release of staff to attend training programmes;
- Processes nominations for training courses offered by MIND and other local and overseas institution;
- Conducts training sessions covering specified areas such as those concerned with new employee orientation, on the job training;
- Evaluates trainees to measure impact on job performance and evaluates and monitors training programmes to ascertain the effectiveness of each programme in meeting objectives by:
 - ✓ Conducting course evaluation at the end of each course;
 - ✓ Conducting ongoing post course evaluation to assess improvement in job performance and programme results/outcomes;
- Participates in the development of the Budget/Corporate Plan for the Branch;
- Prepares monthly/annual report on training programmes, education programmes and scholarship programmes to be used in ongoing staff developmental programmes;
- Produces information on individual members of staff or groups, as required by the Director HRM&D;
- Updates records and compiles statistical reports to evaluate performance of instructors;
- Ensures that proper programmes documentation, record keeping and materials inventory are completed and kept current;
- Develops resource base of training opportunities and teaching materials and equipment for the Unit, and provides a system of dissemination;
- Makes administrative arrangements for staff who participate in training programmes;
- Attends meetings to obtain information useful to staff training;
- Performs any other related duties that may be assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Excellent problem solving, analytical and decision-making skills
- Excellent time management skills
- Excellent leadership skills
- Sound knowledge of new and diverse training trends
- Sound knowledge in the development of educational material and the conduct of educational programmes

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/ Management, Public Sector Management, Public/Business Administration, Adult Education or a related discipline;
- Diploma in Teaching along with the Certificate in Train the Trainer Course;
- Three (3) years' work experience in a similar capacity and at a supervisory level;
- Experience in creating training modules for delivery.

5. Proof Reader (PIDG/RIM 4)

Job Purpose

Under the direct supervision of the Director, Law Revision Secretariat, the Proofreader will provide guidance and supervision to the proofreading assistants, with the ongoing task of proofreading the new pages generated (digitally), to enable the continual updating of the official (loose-leaf) pages of the Revised Laws of Jamaica, for both Statutes and Subsidiary Legislation.

Key Responsibilities

- Conducts and leads all proofreading sessions and facilitates editorial checking of revised legislation (Statutes and Subsidiary Legislation);
- Monitors proofreading activity of the computerized pages of other documents attendant to the Law Revision process (i.e. Supplemental documents);
- Peruses laws and documents to be proofread and liaises with the relevant officers to make corrections, if necessary;
- Ensures that all laws and documents to be proofread are readily accessible and organized before proofreading session;
- Ensures that accurate checks are made and all previous amendments have been incorporated into legislation (Statutes and Subsidiary Legislation) that have been typeset, before proofreading session;
- Ensures appropriateness of marginal notes, page headings, page numbers and the like;
- Monitors the scanning and secure storage of the proofread pages;
- Monitors the work of proofreading assistants and ensures that proofread material is prepared and finalized within a timely manner and according to schedule;
- Maintains pertinent records and reports and tracks documents related to proofreading activities;
- Ensures that both hardcopy and softcopy revised legislation and supplemental documents are kept organized in chronological order for easy retrieval;
- Resolves queries directly with the content production officer, such as style and formatting inconsistencies;
- Conducts extensive legal research for information to confirm the accuracy of adjustments and references made during the revision exercise;
- Assists with departmental reports;
- Conducts Performance Evaluation Appraisals;
- Represents the Department at meetings, conferences ,etc., as necessary;
- Assists with any other activities necessary to aid in, and tracks, the progression of the proofreading component, and the wider Law Revision process;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Good interpersonal skills;
- Excellent customer relations and quality focus skills;
- Excellent problem-solving and decision-making skills;
- Excellent time management skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences or Arts with an emphasis in English Language/Linguistics;
- Three (3) years' experience in the legal support field, with experience in performing editorial services;
- Experience within a publishing environment/editorial service.

6. Content Production Officer (MIS/IT 3)

Job Purpose

Under the general direction of the Director, Law Revision Secretariat, the incumbent is expected to guide the collection and preparation of the documents that are to be posted on the portal. The Content Production Officer is also expected to have intimate knowledge of the sources and discrete characteristics of all the Website's content.

Key Responsibilities

- Identifies the sources of the content required to be acquired and uploaded to the portal;
- Manages all electronic content and publications, the strategy and positioning of electronic content and publications, from initiation to completion;
- Layouts images, graphics and artworks for all web pages;
- Co-ordinates with the Records Officer for the preparation of Web Page Content;
- Tracks and analyzes website traffic and responds to feedback from stakeholders and users;
- Supervises the layout, images, graphics and layout of web pages;
- Liaises with production team to ensure highest quality of user experience;
- Assists in training of staff in web editing techniques;
- Assists the JLIP team to ensure the constant updating of published material;
- Researches, designs and implements the appropriate technologies to support and improve corporate communications, access to information, and end-user productivity;
- Creates status reports, as required;
- Plans end-user training, as required;
- Integrates images, embedding videos, and adding plugins;
- Troubleshoots and tests prototypes, as well as monitors the live deployment of the product;
- Performs Common Gateway Interface (CGI) and code checks to optimize website performance;
- Monitors portal traffic statistics to identify possible problems and opportunities for improvement;
- Monitors portal analytics and performance, making recommendations for improvements, as needed;
- 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 interpersonal skills
- Strong analytical and problem-solving skills
- Strong client relations skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- B.Sc. in Computer Science, Information Technology or related field;
- Two (2) years' experience in Database Administration, Development and Web Management.

7. Records Officer (PIDG/RIM 2)

Job Purpose

Under the supervision of the Director, Law Revision Secretariat, the incumbent provides general record-keeping services to the office by ensuring the proper filing, storage and retrieval of documents. In addition, the incumbent proofreads the appropriate documents, as the need arises.

Key Responsibilities

- Prepares and maintains indices for Statutes and Subsidiary Legislation;
- Keeps the Guide to Subsidiary Legislation current, with ongoing updating;
- Recreates links in electronic pages of the Statutes and Subsidiary Legislation;
- Assists with the sorting and distribution of the Jamaica Gazettes;
- Organizes general filing for closed files, Jamaica Gazettes, pages removed from law books, Statutes and Subsidiary Legislation, etc. (Develops filing system for easy retrieval);
- Scans annual revised pages of Statutes and Subsidiary Legislation relative to the updating of the online version of Laws of Jamaica;
- Assists with proofreading the computerized pages of the Revised Laws with the senior members of staff to ensure correct reproduction;
- Proofreads the pages relative to the preparation of a loose-leaf Guide in hard copy and electronic form;

- Assists with the final review of the Revised Pages (Statutes and Subsidiary Legislation), and preparation of supplementary documents, for delivery to the printers, as needed;
- Assists with the creation of digital links to appropriate sections of documents on the Laws of Jamaica database, as needed;
- Conducts research in order to provide requested information;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal and skills
- Strong problem-solving skills
- Strong client relations skills
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

8. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction of the Executive Assistant to the Permanent Secretary, the incumbent is responsible for providing secretarial support to the Permanent Secretary's Office.

Key Responsibilities

Technical/Professional:

- Types letters, forms and reports for supervisor's review and signature;
- Takes, transcribes notes and reproduces documents;
- Monitors incoming calls/clients, routes and directs accordingly;
- Schedules appointments, conferences and briefs the Executive Assistant to the Permanent Secretary on the matter before confirming the meetings;
- Records incoming and outgoing mail and distributes accordingly;
- Re-routes correspondence to relevant officers/Departments;
- Receives, date stamps, records, sorts and dispatches all incoming correspondences;
- Proofreads document for accuracy, completeness and conformity to established formats;
- Prepares attendance and punctuality report monthly;
- Establishes and maintains a filing system for correspondence and files;
- Makes photocopies, sorts and faxes documents to the relevant Agencies;
- Provides general information to internal and external customers/clients;
- Responds to customers' queries on matters relating to the areas of responsibility in keeping with the Citizens Charter guidelines;
- Performs any other relates duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent problem solving and analytical skills
- Ability to compose and edit written material
- Ability to record Minutes and transcribe meeting notes
- Good time management skills

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Might be required to work beyond normal office hours from time to time.

9. Bearer (LMO/TS 2)**Job Purpose**

Under the direction of the Transport Manager, the incumbent will have overall responsibility to distribute documents/packages. He/she will support the Transport and Fleet Management Section, Administration Branch in operational tasks and in activities such as delivery while abiding by the safety rules and regulations of the GOJ.

Key Responsibilities

- Sorts, collects and delivers mails, packages, documents and other items;
- Conducts transactions at parish collectorates, as assigned;
- Maintains a log of items collected or delivered;
- Observes and maintains strict adherence to established GOJ safety policies and practices;
- Provides appropriate customer service, internally and externally;
- Develops and maintains good relationship with customers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of GOJ safety policies and guidelines;
- Knowledge of the Road Code;
- Knowledge of the operation of a motor bike.

Minimum Required Qualification and Experience

- Secondary level Education;
- Two (2) years related experience;
- Valid licence to operate a motor bike.

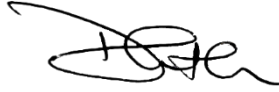
Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Monday, 24th February, 2025 to:**

**Director, Human Resource Management and Development
Ministry of Legal and Constitutional Affairs
1A Fairway Avenue
Kingston 10**

Email: careers@mlca.gov.jm

Please note that only shortlisted applicants will be contacted. Persons who previously applied need not to re-apply.

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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**