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**CIRCULAR No. 44**  
**OSC Ref. C. 6222<sup>13</sup>**

**31<sup>st</sup> 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 fill the following **vacant** posts in the **Postal Corporation of Jamaica**:

1. **Senior Human Resource Officer (GMG/SEG 1) - Human Resource Management and Administration Unit**, salary range \$3,501,526 – \$4,709,163 per annum.
2. **General Accounting Supervisor (FMG/AT 3) - Expenditure Section/Unit**, salary range \$2,190,302 – \$2,945,712 per annum.

1. **Senior Human Resource Officer (GMG/SEG 1)**

**Job Purpose**

Under the direct supervision of the Director, Human Resource Management and Administration, the Senior Human Resource Officer assists in the implementation of human resource management and administration programmes, as well as strategies for the Postal Corporation of Jamaica.

**Key Responsibilities**

***Management/Administrative:***

- Collaborates with Supervisor in the preparation of Individual Work Plan for signing and submission;
- Makes recommendations to human resource management policies and strategies based on the impact of implementation;
- Implements appropriate communication mechanisms for the dissemination of HR information.

***Technical/Professional:***

- Assists with the management and administration of the recruitment and selection procedures of the Corporation;
- Prepares and refers advertisements to the Director, Human Resource Management and Administration for review, and circulate approved document to the Office of the Services Commissions or other medium for appropriate action;
- Prepares letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates;
- Verifies the authenticity of employment documents submitted by candidates;
- Ensures the co-ordination of activities of assessment centres such as ensuring logistics arrangement (meeting room, refreshment, online platform, etc.) and properly notifies participants;
- Ensures the preparation of interview assessment sheets and packages for panel members; serves as interview panellist internally and externally for the Corporation and the Post and Telecommunications Department, and also externally within other Ministries/Departments/Agencies;
- Liaises with candidates, informing them of the date and time of interviews, as well as providing them with the relevant information to facilitate easy access to the interview;
- Tallies results from interviews and assessment centres and submits final report to the Director, HRM&A for review and directives on next step;
- Requests Referee Report and follows-up with requests;
- Submits requests to the Director, Safety and Security (PTD) for vetting/background checks to be conducted on prospective employees;
- Ensures that employment contracts are properly signed and witnessed;
- Co-ordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Processes staff leave and payment of gratuity;

- Prepares leave records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and easily retrievable;
- Prepares Departmental and Vacation Leave Rosters;
- Processes applications for loans and benefits, and ensures that requirements for these benefits are met in accordance with the Corporation's policy;
- Develops and maintains a database of workplace injuries to identify trends and makes recommendations to enhance safety in the workplace;
- Prepares reports on the causes of work related injuries and work related fatalities;
- Creates and maintains personal files for new and current staff;
- Participates in Orientation Exercises for new staff;
- Requests Performance Evaluation Reports for all staff;
- Participates in managing performance management and appraisal for staff in the Corporation;
- Advises the Accounting Section regarding staff fix term contracts, assignments, transfers and separations related to portfolio assignment;
- Assists with the maintenance and updating of Master Control Records for inventory management;
- Monitors the maintenance of the Attendance Register for the Corporation;
- Ensures that all absences are duly recorded and approved;
- Maintains the Corporation's Human Resource Management Information Systems database;
- Maintains a Motor Vehicle Register database to track submission of motor vehicle documents for the payment of mileage claims to eligible officers;
- Provides guidance to supervisors and managers in the development of Unit Plan and Individual Work Plans;
- Provides advice and guidance to staff, in the interpretation and application of the Staff Orders and the Public Service Regulations;
- Seeks advice from the Ministry of Finance and the Public Service on conditions of service matters not covered by the Regulations;
- Participates in the execution of the Rewards and Recognition Programmes;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Methodical
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Impact and influence
- Ability to use own initiative
- Goal/results oriented
- Integrity
- Compliance
- Adaptability
- Good interpersonal skills
- Good analytical thinking skills
- Good planning and organizing skills
- Good leadership skills

#### ***Functional/Technical:***

- Strategic vision
- Financial and business acumen
- Use of technology
- Technical skills
- People management skills
- Managing partnership
- Change management
- Managing the client interface
- Managing external relationships
- Good knowledge of GOJ's Human Resource Management and Development Framework and Regulations
- Knowledge of the Public Procurement Regulatory Framework
- Knowledge of Government/Department's Policies and Procedures
- Knowledge of Records Management principles and practices
- Working knowledge of the Post Office Act, Universal Postal Union guidelines and Customs Act and Regulations

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Business, Operations Management or equivalent qualification;
- Two (2) years' work experience as Operations Manager or similar role.

**OR**

- Associate Degree or Diploma in Public Administration/Management Studies, Business Administration or equivalent;
- Certificate in Customer Service;
- Four (4) years' work experience, one (1) of which should be in a similar field.

## **2. General Accounting Supervisor (FMG/AT 3)**

### **Job Purpose**

The incumbent has primary responsibility for managing the operation of the remittance service, ensuring that remittances are paid out in the accordance with the contractual agreements entered into with the Postal Corporation of Jamaica's Business Partners and in keeping with the Bank of Jamaica's Regulations.

The incumbent is also responsible for providing oversight to officers delivering remittance services, accounting for revenue from all commercial ventures (wholly, owned or joint). The General Accounting Supervisor is also responsible for ensuring the accuracy and completeness of information gathered and recorded in the Accounting System, in keeping with the Accounting Policies and Procedures of the PostCorp.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Directs the work of the Section, including overseeing the creation of the Section's Corporate and Operational Plans and Budgets and monitoring the Section's achievement against them;
- Participates in the development of the Department's Corporate/Operation Plan and strategies; provides the Management Team with sound financial advice;
- Develops the Unit's plans to reflect the operational objectives/target/goals for the Unit;
- Collaborates with direct supervisor in the preparation of Individual Work Plans for signing and submission;
- Advises the Director of Finance on the financial performance of the Department and on its financial status;
- Advises the Senior Director/Management Team on the cost of each postal product;
- Compares operational costs against revenue and makes recommendations for increase, where necessary.

#### ***Technical/Professional:***

- Ensures the pay-out of remittance to beneficiaries from all Post Offices islandwide in adherence with all agreements and regulations;
- Processes the Cash Float received from Alliance Investments;
- Monitors electronic reports or other database to ascertain when 50% of location float has been expended;
- Ensures that all locations are adequately funded to provide remittance services thereby preventing any cash outage occurrences;
- Prepares Monthly Commission Statement/Invoice;
- Acts as the PostCorp Remittance Compliance Officer;
- Conducts the compliance review of payments operations;
- Reconciles the T-Epins sales, Main Registered Section (MRS) and Value and Nil Value items;
- Requests Zip Mail payments from the Post and Telecommunications Department;
- Replenishes float accounts of locations meeting usage threshold, using established and predetermined distribution channels;
- Resolves any discrepancies related to transactions;
- Liaises with representative of Remittance Agent, as required, to facilitate the efficient operation of services;
- Reviews transaction documents to ensure compliance with Anti-Money Laundering procedures;
- Reviews pay-out history to make adjustment to location float;
- Prepares performance report and cash float reconciliation report;
- Reviews return copies of transaction documents;
- Disburses funds to T-Epins PC locations;
- Processes JUTC, Bill Express and T-Epins lodgments;

- Prepares Location Cash-out Reports, E-pins Reconciliation Report Main Registered Section (MRS) E-pin Reconciliation Report;
- Analyzes reconciliation of cash distribution and pay-out report and prepares report;
- Ensures that locations are provided with adequate stationery supplies.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and or initiates corrective action, where necessary to improve performance and or attain established personal and/or organizational goals through the development of Work Plans;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Division, assists with the development and implementation of a succession planning programme for the Division/Unit 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/Unit 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 any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Integrity
- Good oral and written communication skill
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Adaptability
- Customer and quality focus
- Teamwork and co-operation
- Goal/Results oriented
- Compliance
- Good planning and organizing skills
- Analytical thinking skills

***Functional/Technical:***

- Financial and business acumen
- Managing external relationships
- Methodical
- Impact and influence
- Use of technology
- Technical skills
- Knowledge of Accounting Principles and Practices, as well as Public Administration
- Knowledge of GOJ Budget preparation process (as well as experience)
- Knowledge of the GOJ's Accounting Standards
- Knowledge of the Financial Administration and Audit (FAA) Act and Regulations
- Knowledge of the Post Office Act
- Knowledge of the PostCorp's products and services
- Knowledge of the Public Bodies and Management Accountability Act
- Knowledge of negotiation principles and practices
- Knowledge of Government procurement policies
- Knowledge of proficient in Computer Application (Microsoft Suite; Excel, Access, Word)
- Knowledge of Accrual Accounting Principles, International Financial Report Standard requirements
- Knowledge of Management Accounting Principles

**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

**Special Condition Associated with the Job:**

- Required to travel to postal point across the island.

Applications accompanied by résumés should be submitted **no later than Thursday, 13<sup>th</sup> February, 2025 to:**

**Director, Human Resource Management and Administration  
Postal Corporation of Jamaica  
6 – 10 South Camp Road  
Kingston CSO**

Email: [hrma@jamaicapost.gov.jm](mailto:hrma@jamaicapost.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**