



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. 161 **OSC Ref. C.6593⁴**

5th May, 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/be assigned to the following posts in the **Ministry of Tourism**:

1. **Administrative Assistant (GMG/AM 4), (Not Vacant) - Legal Services Unit**, salary range \$2,803,771 - \$3,770,761 per annum.
2. **Administrative Assistant (GMG/AM 3), (Vacant) – Strategic Planning Performance & Project Management Division**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Administrative Assistant (GMG/AM 3), (Vacant) – Corporate Services Division**, salary range \$2,190,302 – \$2,945,712 per annum.
4. **Public Procurement Officer (GMG/AM 3), (Not Vacant)** salary range \$2,190,302 – \$2,945,712 per annum.
5. **Accounting Technician, Accounts Payable and Payroll (FMG/AT 3), (Not Vacant) -** salary range \$2,190,302 – \$2,945,712 per annum.

1. **Administrative Assistant (GMG/AM 4) – Legal Services Unit**

Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant provides administrative support, paralegal and secretarial services, that enhance the operations of the Legal Services Unit (LSU) in general.

Key Responsibilities

Administrative/Management:

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

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations, as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews, as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders, as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's budget, corporate and operational plans, individual work plans, performance appraisal reports, leave schedules and training needs analysis, to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these submissions;
- Ensures Cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly, on behalf of the Senior Assistant AG, to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;

- Functions as a liaison for smooth communication between the Senior Assistant AG and internal Divisions of the Ministry, in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Legal Services Unit are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules, and follows up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters, at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU, to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained, in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity, and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures, practices and protocols, to be able to respond appropriately to enquiries, requests or issues.

Paralegal Duties

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles and relevant documents.
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations.
- Keeps and monitors law volumes to ensure that law library is up-to-date, and volumes updated/annotated;
- Liaises, on an on-going basis, with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles, to ensure expeditious retrieval of files;
- Performs all other related duties and functions, as may be required, from time to time.

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 customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislation, regulations, policies and procedures that guide the operations of the Unit
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including commercial law, public law and Civil Proceedings.

- Good knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of public sector issues.

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science.
- Paralegal qualification OR training.
- Three (3) years' experience in a related field

2. Administrative Assistant (GMG/AM 3) - Strategic Planning, Performance & Project Management Division

Job Purpose

Under the general direction of the Senior Director, Strategic Planning, Performance & Project Management, the Administrative Assistant is responsible for providing general technical administrative and secretarial support to the Branch. This will be achieved by managing, organizing and co-ordinating the workflow of the Branch; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Senior Director.

Key Responsibilities

Administrative/Management:

- Contributes to the development of the Division's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required;
- Assists with the preparation and compilation of reports, divisional budget and project documents, as required.

Technical/Professional:

- Provides administrative support to the Senior Director, Strategic Planning, Performance and Project Management;
- Manages calendar for the Senior Director and Division, which includes, but is not limited to scheduling appointments, co-ordinating meeting rooms and other preparations including refreshments, where applicable;
- Maintains office workflow, analyses operating practices and systems, and recommends improvements; implements agreed changes to increase efficiency in the Division;
- Provides support to members of the Team on specific projects, as agreed with the director;
- Prepares and modifies documents including correspondence, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports, and other complex documents;
- Assists with the logistical operations of the Division with respect to the duties assigned including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions; and undertakes associated research and follow-up actions as required;
- Provides offsite logistical support for retreats, seminars, conferences and other events that are organized by the Strategic Planning, Performance and Project Management Division;
- Conducts research and prepares draft summaries/presentations, as required;
- Screens incoming calls and correspondence and responds independently, when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files, and manages the Division's intranet filing system, performs data entry and scans documents;
- Liaises with the Corporate Services Division as it relates to travel arrangements, including researching and co-ordinating itineraries, visa requirements, accommodation and other related activities for the Division, and compiles documents for travel-related meetings;
- Schedules and attends divisional and committee meetings, prepares Minutes and ensures follow-up actions are done, reproduces, distributes and maintains records of Minutes accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Responds to and follow-up on correspondence and operational commitments, as per directives of the Senior Director.

- Provides responses to official enquiries about the Ministry/Division and, where necessary, refers these enquiries to the appropriate officers;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and faxes and updates Branch mail register;
- Attends meetings externally, as may be required, for the purpose of Minute taking, conducting research, compiling supporting documents and related tasks;
- Maintains office supplies for the Division by monitoring stock levels, placing and expediting orders through the Administration & Asset Management Branch, if required, and verifying receipt of supplies.

Human Resources:

- Participates in the preparation and implementation of presentations on role of Division for the Orientation/Onboarding programme;
- Contributes to and maintains a harmonious working environment;
- Performs all other related duties and functions, as may be required, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer & Quality Focus
- Teamwork & Co-operation
- Integrity
- Compliance
- Excellent Interpersonal Skills

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Excellent keyboarding dexterity
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the section
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports

Minimum Required Qualification and Experience

- Associate Degree in Office/Business Administration, Management Studies, Public/Business Administration, or related social sciences.
- Two (2) years' experience in a similar environment/capacity
- Training in Office Management and/or Customer Service principles and practices would be an asset.

OR

- Diploma in Office/Business Administration/Administrative Management
- Three (3) years' experience in a similar environment/capacity.
- Training in Office Management and/or Customer Service principles and practices would be an asset.

OR

- Any equivalent combination of qualification and experience.

3. Administrative Assistant (GMG/AM 3) - Corporate Services Division

Job Purpose

Reporting to the Director, Corporate Services, the incumbent is responsible for effecting all arrangements in respect of all official travels – both local and overseas, as well as delivering administrative support to include managing, organizing and co-ordinating the workflow of the Branch; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects, as determined by the Director.

Key Responsibilities

Management/Administrative

- Manages the calendar for the Division which includes, but is not limited to, scheduling appointments, co-ordinating meeting rooms and preparations, including refreshments, where applicable;
- Prepares and modifies documents including correspondence, reports, drafts memos and emails; takes and transcribes dictation, composes and prepares confidential correspondence, technical reports, and other documents;
- Collates quarterly reports from Branches;
- Assists in the research and preparation of audit responses;
- Provides administrative and secretarial support to the Director, Corporate Services;
- Screens incoming calls and correspondence, and responds independently when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Division's intranet filing system, performs data entry and scans documents;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and updates the Division's mail register;
- Attends meetings internally/externally as may be required for the purpose of Minute taking, conducting research, compiling supporting documents and related tasks;
- Provides offsite logistical support for retreats, seminars, conferences and events that are organized by other Divisions of the Ministry;
- Conducts research and prepares draft reports/summaries/presentations, as required;
- Maintains office supplies for the Division by monitoring stock levels, placing and expediting orders through the Public Procurement and Administration & Asset Management Branches, if required, and verifying receipt of supplies;
- Prepares and maintains project files and ensures that copies of relevant documentation are submitted to the Ministry's Registry;
- Liaises with Programme Managers, prepares and monitors all requests for payments in keeping with terms and conditions of contract.

Travel and Accommodation

- Participates in the drafting of the Annual Travel Schedule & Budget for the Ministry for each fiscal year, complete with cost estimates;
- Prepares particulars and submissions regarding overseas travel for the political directorate and senior officials of the Ministry;
- Liaises with the Ministry of Foreign Affairs and Foreign Trade and other relevant foreign embassies, local and overseas Missions, regarding the securing of needed documents - visas/visa requirements and protocols etc., to support upcoming travels;
- Manages and monitors the processing of foreign exchange with the relevant officers at the Office of the Prime Minister, issues foreign exchange, prepares documentation to the Office of the Prime Minister for the return of unspent cash, as necessary;
- Liaises with the Ministry of Finance and the Public Service and the Office of the Prime Minister (OPM), to provide clarification, as necessary, to ensure timely processing and necessary approvals and secures local and overseas accommodations and travel routes;
- Liaises with the Travel Agents in respect of travel times, routes and/or options for hotel accommodation, etc.;
- Secures invoices for airline tickets, hotel accommodation and/or ground transportation; where applicable, and follow up to ensure payment;
- Collaborates with the Jamaica Tourist Board for assistance with ground transportation and other protocol needs;
- Requests for purposes of reconciliation, receipts and/or cash in respect of foreign exchange approved as contingency advances;
- Liaises with the local hoteliers to secure accommodation for Ministry personnel;
- Requests the submission of Pro-forma Invoices or final Invoices for processing, in relation to air travel and accommodation secured.

Other

- Provides assistance in the Procurement and Human Resource Branches, as the need arises;
- Executes any other related duty that may be assigned from time to time by the Director, Corporate Services in all Divisional matters.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Customer and Quality focus

- Integrity and confidentiality
- Records and file management
- Critical attention to details
- Teamwork and cooperation
- Initiative and flexibility

Technical:

- Knowledge of travel industry
- Ability to conduct research.
- Knowledge of rules and regulations within the Public Sector pertaining to overseas travel
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Solid dictation and transcribing skills

Minimum Required Qualification and Experience

- Associate Degree in Office/Business Administration, Management Studies, Public/Business Administration, or related social sciences.
- Two (2) years' experience in a similar environment/capacity
- Training in Office Management and/or Customer Service principles and practices would be an asset.

OR

- Diploma in Office Administration/Administrative Management
- Three (3) years' experience in a similar environment/capacity.
- Training in Office Management and/or Customer Service principles and practices would be an asset.

OR

- Any equivalent combination of qualification and experience

4. Public Procurement Officer (GMG/AM 3).

Job Purpose

The Public Procurement Officer, under the general supervision of Director 3, Public Procurement, is required to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. 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

Technical/Professional:

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Maintains Procurement records in good order to facilitate audit and other reviews;
- Maintains a database of all bonds and insurances, and ensures that they are current at all times and takes responsibility for the safekeeping and return of all relevant documents.

Procurement Process Management

- Assists in the preparation and review of technical specifications in collaboration with stakeholders, refining terms of reference (TOR) and preparing requests for proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received, and assists with the process of engaging consultants and suppliers;
- Assists in the preparation and reviews of TORs and bidding documents for all required procurement activities;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance with mandated procurement guidelines;
- Maintains procurement filing system in a systematic manner;
- Updates contracts on GoJEP for closeout;
- Provides logistic co-ordination for Evaluation and Procurement Committee Meetings;
- Prepares evaluation matrix; compiles and dispatches documents for the Evaluation Committee;
- Compiles documents for the Procurement Committee;
- Drafts letters to suppliers (standstill, award, etc.);
- Maintains Procurement and Contract schedule/register;
- Updates GoJEP with orders below \$1.5m threshold;

- Performs any other duties as directed by the head of the Branch.

Vendor Management

- Maintains a list of vendors and contractors supplying various items and services;
- Checks invoices to ensure the correct price, follows through to ensure that materials ordered have been received, examine the condition of materials received.;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance.

Procurement Reporting

- Monitors and reports procurement 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 on and for procurement meetings;
- Prepares Procurement Committee Minutes, agenda, etc.

Required Knowledge, Skills and Competencies

Core:

- High levels of Integrity.
- Good Oral and Communication Skills.
- Good Interpersonal relations.
- Teamwork and Cooperation
- Ability to work on own Initiative.
- Good people Management Skills.
- Good problem solving, decision making and organizing skills.
- Good time management skills.

Technical:

- Knowledge of Government Procurement guidelines and procedures.
- Knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award.
- Knowledge of office management principles, practices and procedures.
- Knowledge of accounting practices, as applied to procurement procedures.
- Good knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Business Administration or other related field from a recognized tertiary institution.
- Certification in Public Procurement (e.g. INPRI- Level 2-3/UNDP/CIPS etc.)
- Two (2) years' related work experience.

5. Accounting Technician, Accounts Payable and Pay Roll (FMG/AT 3)

Job Purpose

Under the general direction and management of the Principal Finance Officer (PFO), the Accounting Technician - Accounts Payable and Payroll, is responsible for processing accounts payables and payroll for the Ministry of Tourism, in accordance with the stipulation of the FAA Act and Instructions.

Key Responsibilities

Management/Administrative

- Prepares payment vouchers;
- Receives invoices, claims, bills etc. and clears commitment to generate payment vouchers ensuring the correctness of details, regarding:
 - Payee
 - Amounts payable
 - Account codes
 - Purpose or description of payment
 - Authority or file reference
 - Invoices, claims, bills etc. duly certified and authorized for payment
- Ensures arithmetic accuracy e.g. the application of correct rates and the deduction of all amounts deductible;

- Checks contractual payments for valid verification of NCC certification and TCC to support procurement request;
- Enters all relevant information in connection with the accounts payables into payment system;
- Prepares utility matrix on a monthly basis;
- Prepares Digicel and LIME bills for payment;
- Maintains the following registers: -
 - Utility (Lime, Digicel, cable and internet)
 - Travel claims
 - Contracts
 - Rent
- Safeguards purchase order books;
- Prepares purchase order for the purchase of goods and services;
- Maintains an efficient accounting database/records and keeps all accounting records in a safe and secure condition and place;
- Assists in the preparation of estimates for the Annual Budget;
- Conducts checks on travel register and compares with relevant record in the HRM&D Branch, to ensure that claims submitted are supported with the correct information and documentation;
- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Assists with research for responses to Audit queries/observations;
- Verifies claims presented for checking, to ensure that they meet the guidelines of the externally funded agencies' procurement procedures;
- Develops Individual Work Plans based on alignment to the overall plan for the Division;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Prepares and delivers presentations as needed.

Human Resources

- Participates in the preparation and implementation of presentations on the role of Division for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions, as may be required, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer & quality focus
- Teamwork & co-operation
- Compliance
- Good interpersonal skills
- Good analytical and problem-solving skills
- High-level of personal ethics
- Integrity and respect for others
- Ability to always maintain confidentiality
- Proven ability to work autonomously

Technical:

- Good knowledge of government general payments and payroll processes and procedures
- Good knowledge of the stipulations of the FAA Act and other associated legislation
- Good knowledge of the Government Accounting
- Sound knowledge of the preparation of payment vouchers
- Knowledge of Internal Controls
- Knowledge of Accounts Payables and GOJ's payments process
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, PowerPoint)

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**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science 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.

Applications accompanied by résumés should be submitted **no later than Friday, 16th May, 2025** **to:**

**Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**