



## Office of the Services Commissions

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### **CIRCULAR No. 210** **OSC Ref. C. 6210/S5<sup>20</sup>**

**17<sup>th</sup> June, 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 posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Director, Mission Accounts (FMG/PA 3) (Vacant)**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Public Procurement Administrator (GMG/AM 2) (Vacant)**, salary range \$1,711,060 – \$2,301,186 per annum.

#### **1. Director, Mission Accounts (FMG/PA3)**

##### **Job Purpose**

Under the direction of the Principal Finance Officer, the incumbent ensures the accurate, timely and complete maintenance of the Mission accounts, and the preparation of financial statements/reports for the Missions, in keeping with established performance standards.

##### **Key Responsibilities**

###### ***Management/Administration:***

Plans, directs and controls the work activities of the section;

- Formulating Work Plans;
- Representing the Ministry at conferences, meetings and other functions, as directed;
- Assigning duties and responsibilities to all officers supervised;
- Liaising with other accounting units;
- Ensuring that there are adequate systems for scheduling and monitoring work;
- Instructing and guiding staff on the technical aspect of the work.

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

- Ensures the security of accounting records;
- Ensures compliance with accounting policies and procedures;
- Co-ordinates maintenance of the Missions' general and subsidiary records and other accounting records;
- Co-ordinates and supervises reconciliation of bank accounts;
- Monitors the finance and accounting carried out by the Missions;
- Plans and organizes quarterly reviews to ensure that utilization of budgetary allocation within the Missions, complements the established priorities;
- Ensures that there is a proper system of authorization and expenditure control under which each item of expenditure is subject, and which must be in accordance with prescribed conditions of regularity and propriety;
- Supervises preparation of monthly expenditure reports versus budget and annual appropriation accounts of Mission's, and reviews same for accuracy and completeness;
- Provides periodic financial analyses and projections to guide the overseas Missions' planning and budgeting exercises;
- Responds to requests for special reports and information;
- Assists with responses to audit queries;
- Advises and makes recommendations on Missions accounting matters;
- Reviews monthly returns of accounts from Missions;
- Provides explanation for variation between budgetary allocation and expenditure;
- Ensures accurate and complete financial information is maintained;
- Oversees the production of statements/reports;
- Checks financial reports before submitting them to the Principal Finance Officer;
- Performs any other duties assigned.

### ***Human Resource Management***

- Supervises direct reports, reviews staff performance and recommends training and development programmes.
- Manages the welfare and development of direct reports through coaching, mentoring, performance appraisals and training.
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities.
- Participates in the recruitment of staff for the department.
- Ensures that staff are aware of and adhere to policies, procedures and regulations of the Ministry.
- Performs any other duties assigned.

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

- Comprehensive knowledge of Government Accounting principles and practices.
- Excellent knowledge of the organization's policies and procedures.
- Excellent planning and analytical skills.
- Excellent interpersonal and customer service skills.
- Excellent presentation, oral and written communication skills.
- Ability to lead and work in teams.
- Working knowledge of the relevant computer application software.

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

- Bachelor's Degree in Accounting/Management Studies with Accounting from an approved institution; or
- ACCA Level 2; or
- Associate Degree in Accounting – MIND, along with the Diploma in Government Accounting MIND; and
- Three (3) years' experience at the management level.

## **2. 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 with 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, screens calls and directs callers to the appropriate person or use initiative to assist callers, where possible;
- Performs any other duties assigned by the Director, Public Procurement.

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

#### **Core:**

- Good oral and written communication skills
- Good interpersonal skills

- Good organisational skills
- Takes initiative
- 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.
- At least one (1) year working experience in the related field.

Applications, accompanied by résumés, should be submitted **no later than Monday, 30<sup>th</sup> June, 2025, 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](mailto: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