



Office of the Services Commissions

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CIRCULAR No. 198 **OSC Ref. C. 6276¹⁴**

3rd 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 be assigned to/fill the following posts in the **Ministry of Local Government and Community Development**:

1. **Records Officer 2 (PIDG/RIM 3) – (Not Vacant) (May 26, 2025, to August 8, 2025) Human Resource Management and Development Division**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Accounting Technician 3 (FMG/AT 3) - (Not Vacant) (July 4, 2025, to August 22, 2025) Parochial Revenue Fund Branch**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Senior Commitment Control Officer (FMG/AT 2) - (Not Vacant) Finance and Accounts Division**, salary \$1,711,060- \$2,301,186 per annum.
4. **Commitment Control Officer (FMG/AT 1) (Vacant) -Finance and Accounts Division**, salary range from \$1,711,060 - \$2,301,186 per annum.
5. **Senior Secretary (OPS/SS 3) (Vacant) – Central Administration**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Records Officer 2 (PIDG/RIM 3)

Job Purpose

Reporting to the Human Resource Officer, Leave & Records Management, the incumbent is responsible for maintaining an effective Human Resource Registry.

Key Responsibilities

Technical/Professional:

- Classifies correspondence and creates new files;
- Encloses correspondence on files;
- Places files on shelves;
- Delivers files on request;
- Establishes and maintains a “bring up” system;
- Dispatches bring-up files to the respective officers;
- Maintains a current index of the Department’s personnel files and General files created by the Unit;
- Respond to job applicants;
- Retrieves files for officers as requested;
- Stores files and tracks cards after usage;
- Arranges for dispatch of personnel files to other Divisions within the Ministry.
- Performs other such duties and responsibilities, as may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relations skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of Leave Regulations
- Good problem-solving skills
- Good planning and organizing skills

- Good judgment and initiative
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject.
- Training in Records and Information Management Systems, Procedures and Practices and Automated Technologies;
- Five or more (5+) years' experience in the particular field.

2. Accounting Technician 3 (FMG/AT 3)

Job Purpose

Reporting to the Financial Controller, the incumbent is responsible for preparing payments, Journal Vouchers and special reports in keeping with the objectives of the Ministry and the guidelines of the FAA Act.

Key Responsibilities

Technical/Professional:

- Receives, lodges and prepares cheques for dispatch and maintain Cash Books;
- Prepares Payment and Journal Vouchers;
- Prepares monthly reports on collection and disbursement of revenue for the Local Government Authorities;
- Participates in researching documents and other materials to provide information to the relevant officers;
- Prepares Local Authorities consolidated monthly Income and Expenditure Statement for Budget Review;
- Files and maintains records for the department;
- Receives, files and disseminate incoming mails to relevant officers.
- Any other duties and responsibilities assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good customer relation skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional:

- Technical skills;
- Excellent use of technology;
- Excellent planning and organizing skills.

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.

3. Senior Commitment Control Officer (FMG/AT 2)

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is directly responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital A and B heads.

Key Responsibilities

Technical/Professional:

- Participates in the allocation of carry-on warrant based on inescapable expenditure participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment control register in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from programme managers against available cash and commitment planning and enters in registers if commitment is in order. If otherwise return to source stating reason(s) for non-acceptance;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances under the Financial Management Information System;
- Submits monthly or weekly analytical reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Return of funds;
- Advises the Director of budget off-track situations and recommends where virement can be exercised;
- Alerts the Director of imminent excesses on voted provisions;
- Periodically reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant;
- Prepares monthly and quarterly statement for submission to the Ministry of Finance and Planning and the Director, Budget and Commitment Control.
- Assist in the commitment planning process and in the determination and classification of commitments according to the following categories such as, inescapable, priority and other;
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in needs of funds;
- Receives commitment requisition from Programme Managers;
- Ensures the proper maintenance of the Commitment Control Register for the ministry's Recurrent, Capital A and B heads by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director of Management Accounts on the position un-discharged commitments;
- Posts commitments, warrant allocation and other Journals on the FINMAN for all Heads of Estimates;
- Checks the monthly departmental status reports and monthly reports for undischarged commitments prior to submission to Director of Management Accounts;
- Other such duties and responsibilities assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional

- Excellent technical skills;
- Excellent planning and organizing skills;
- Skilled in operating a computerized accounting system

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

4. Commitment Control Officer (FMG/AT 1)

Job Purpose

Reporting to the Director, Management Accounts, the incumbent is responsible for the preparation of the Commitment Control Register.

Key Responsibilities

Technical/Professional:

- Participates in the allocation of carry-on warrant based on inescapable expenditure and participates in the allocation of the approved budget in accordance with initial commitment plans;
- Maintains a detailed commitment control register for programmes/activities within the Ministry in two parts to indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment and the balance available on the voted provisions and on the warrants;
- Blocks figures to various activities as required;
- Examines commitment requisition from programme managers against available cash and commitment planning and enters in registers if commitment is in order or advises the Director of insufficient funds when necessary;
- Enters discharge when payment of commitments are processed and posts all expenditure vouchers to register, providing progressive balances;
- Submits monthly or weekly analytical reports to the relevant officers to enable the review of un-discharged commitment (including unpaid bills) against the warrant issued to date and against likely future warrant releases based on the pattern of releases to date;
- Assists with inserting information on FINMAN, to generate commitment vouchers;
- Inserts Vote-on to generate journal vouchers;
- Assists with return funds to various activities when balances remain on the FINMAN System and amounts will not be utilized;
- Assists with posting of commitment and warrant allocations on FINMAN for all Heads of Estimates;
- Advises the Commitment Control Officer when a payment needs to be directly paid;
- Prepares monthly departmental status reports for Programme Managers on the funds available under their respective programmes to facilitate decision making;
- Inserts cash on FINMAN/current capital A and B;
- Prepares monthly reports of undischarged commitments to Programme Managers in order to ascertain the need of returning funds to the relevant activities;
- Posts the commitments, warrant allocations and other journals on the FINMAN for all Heads of Estimates.
- Other such duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties.

Functional

- Excellent technical skills;
- Excellent planning and organizing skills;

- Skilled in operating a computerized accounting system

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting Level 1; **or**
- Completion of first year in B.Sc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of A.Sc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

5. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Permanent Secretary the incumbent is responsible for providing secretarial services and managing the routine functions of the office.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Maintains an electronic data retention and tracking system;
- Types letters and memoranda for the Permanent Secretary;
- Types letters for distribution;
- Prepares response from correspondence for signature;
- Maintains an appointment diary/calendar to facilitate smooth and effective communication between the Permanent Secretary, and internal/external customers;
- Develops and maintains a filing system to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the office;
- Researches files for data relevant to Local Government Authorities and prepares status report;
- Takes and transcribes minutes of meetings and distribute to the relevant officers;
- Takes/screens and make telephone calls;
- Provides prompt, efficient and effective delivery of support services;
- Request stationery for all officers in the Unit.
- Other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent customer relations skills;
- Good interpersonal skills.

Functional:

- Excellent knowledge of protocol for meetings;
- Excellent shorthand and typing skills;
- Proficiency in the relevant computer applications;
- Good knowledge of filing systems and methods;
- Sound planning and organizing skills;
- Sound judgment and initiative.

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.

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

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.jm

ONLY PERSONS WITH THE REQUISITE QUALIFICATIONS AND EXPERIENCES ARE TO APPLY.

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**