



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 297

OSC Ref. C. 6272¹⁸

17th September, 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 post of **Payment Officer (FMG/AT 2) (vacant)** in the **Finance and Accounts Division, Office of the Prime Minister**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Senior Payments Officer and following general acceptable accounting principles, the Payment Officer prepares and posts Payment Vouchers and generates Purchase Orders for the procurement of goods and services.

Key Responsibilities

Technical /Professional

- Checks and codes bills;
- Prepares Payment Vouchers according to the correct code classification and submit for checking /certifying;
- Posts data on Payment Vouchers and Purchase Orders to Government Financial Management System (GFMS);
- Checks Purchase Order requisitions to ensure they are authorized and complies with established procedures;
- Contacts relevant personnel for clarification/verification of information, where necessary;
- Enters prepared Purchase Orders in the Register for distribution to suppliers;
- Conducts research and provides response pertaining to customer queries;
- Assists with the processing of documents re Access to Information requests;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core:

- Integrity/Confidentiality
- Excellent time management and organisational skills.
- Excellent presentation, oral and written communication skills.
- Excellent interpersonal and customer relations skills.

Technical:

- Excellent research, analytical and problem-solving skills.
- Excellent judgement and problem-solving skills.
- Ability to work under pressure and meet tight deadlines.
- Proficient in the use of relevant computer applications especially Microsoft Office Suite (Word, Excel, Power Point) and accounting systems (GFMS).
- Knowledge of the laws, regulations, principles and practices relating to GOJ Accounting.
- Knowledge of the Finance, Administration and Audit Act (FAA Act).

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA – CAT Level 2; **or**
- Certificate in Accounting from a recognised University; **or**
- Completion of Second Year in B.Sc. in Accounting or Management Studies at a recognised University; **or**
- Associate Degree in Accounting, MIND; **or**
- Government Accounting Level 2;
- Minimum of two (2) years' experience in Government Accounting.

Special Conditions Associated with the Job

- Required to work beyond normal working hours and/or on weekends, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 30th September, 2025 to:**

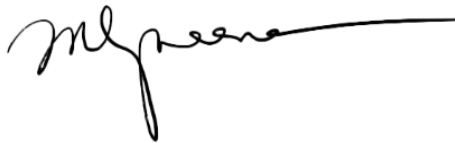
Senior Director
Human Resource Development & Management
Office of the Prime Minister
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted.

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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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)