



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 345** **OSC Ref. C. 4664<sup>18</sup>**

**25<sup>th</sup> November, 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 **Accountant General's Department (AGD)**:

1. **Network Engineer (MIS/IT 5) – Information and Technology Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Payroll Control Officer (FMG/AT 3) - Pensions Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Payroll Officer (FMG/AT 3) - Pensions Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Administrator (GMG/AM 3) - Pensions Unit**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Network Engineer (MIS/IT 5)**

##### **Job Purpose**

Reporting to the Manager Infrastructure Operations, the Network Engineer is responsible for designing, developing, implementing, maintaining and supporting scalable and highly available network architectures/communication networks that support the operations of the AGD.

The incumbent monitors and maintains network performance as well as configure switches and network appliances for optimal performance and troubleshooting network problems. He/she will also be responsible for maintaining all Voice Over IP (VOIP) infrastructure, identifying and defining network related requirements to ensure consistency in the reliability, performance and quality of network systems.

##### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To establish a reliable networking environment by ensuring that connecting nodes within the network are performing optimally;
- To maximize network efficiency by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with Network Architects on network optimization;
- To secure network systems by establishing and enforcing policies and defining and monitoring access;
- To report network operational status.

##### **Key Responsibilities**

###### ***Technical:***

- Configures and installs network devices (e.g., routers, switches, firewalls, load balancers);
- Assesses system requirements and designs Local and Wide Area Network Infrastructure;
- Designs, develops and implements safe, effective and reliable communication networks.
- Ensures network connectivity of all servers, workstations, telephony equipment and other network equipment;
- Ensures bandwidth availability for application systems;
- Selects and implements security tools, policies, and procedures in conjunction with the Company's Security Team;
- Ensures that security levels are adhered to based on security policy and guidelines
- Performs network maintenance and system upgrades including service packs, patches, hot fixes and security configurations;

- Monitors network performance and troubleshoots problem areas, as needed;
- Monitors and tests network performance and provides and analyses network performance statistics and reports to ensure system availability and reliability;
- Provides Level-2/3 support and troubleshoots to resolve issues;
- Liaises with vendors and other IT personnel for problem resolution;
- Liaises with vendors of various information technology systems in determining relevant technologies and their suitability;
- Assists in the technical evaluation of bids from vendors/contractors for the supply and/or installation of products and/or services;
- Liaises with contractors for the proper installation and servicing of communication networks;
- Monitors and manages the implementation activities of vendors/suppliers;
- Tests network systems to ensure that a quality solution is accepted;
- Conducts research on technology trends and submits reports and recommendations on significant findings for follow-up evaluation;
- Monitors and captures relevant network statistics and resource utilization using available tools;
- Monitors network utilization trends;
- Prepares Capacity Plans based on network trends;
- Builds and maintains relationships with all internal Units;
- Works together with other Units and Divisions within the Organization to identify any process improvements and improve standards, efficiency and effectiveness;
- Ensures awareness, approval and success of changes made to the network infrastructure, to include documentation and training;
- Prepares periodic reports, as required;
- Signs Job Description and Individual Work Plans;
- Performs any other related duties that may be required from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity

#### **Technical:**

- Good knowledge of Information Technology Principles
- Good knowledge of Legislations, Policies and Procedures
- Demonstrated ability to apply technology solutions to business problems
- Deep understanding of networking protocols
- Hands-on experience with monitoring, network diagnostic and network analytics tools.
- Experience in Data Centre Operations, telecommunications, network engineering, client/server computing, and production operations support
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience, and training/education
- Sound understanding of Project Management principles and their application to Infrastructure Projects and Teams

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

- Bachelor of Science Degree in Computer Science OR equivalent from a recognized Tertiary Institution.
- Training in Network and Systems Management;
- Cisco Certified Network Associate (CCNA) or equivalent certification in Network design and troubleshooting;
- Four (4) years' experience, in Network Engineering or a related technical IT position;
- Proven experience in technology enhancement and vendor management
- Experience in WAN/LAN design, configuration and maintenance;
- Experience in related IT disciplines such as data management, network administration and outsourced systems.

### **Special Conditions Associated with the Job**

- Working under pressure with numerous critical deadlines.

## **2. Payroll Control Officer (FMG/AT 3)**

### **Job Purpose**

Reporting to the Senior Payroll Officer - Pensions, the Payroll Control Officer – Pensions supports the accurate processing of pensions and statutory deductions for public sector pensioners. The incumbent is responsible for recommending the requisite internal controls; independent verification of the data for pension payroll processing, reconciliation of the pension payroll with the on and off control; and resolution of any payroll discrepancies.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To provide assurance of the accuracy of pensions, deductions and other payments to pensioners;
- To develop, implement, and monitor the relevant internal control policies in compliance with the FAA Act and the Pensions Act;
- To monitor the payroll process for continuous improvement and for the identification and resolution of any discrepancies;
- To co-ordinate the reconciliation of the Public Sector Pensioners' Payroll;
- To establish checks and balances in the processing of information for pensions payment.

### **Key Responsibilities**

#### **Technical:**

- Participates in the development of appropriate internal control policies compliant with the FAA Act;
- Monitors and provides advice to the Senior Payroll Officer regarding procedural deficiencies observed within the processing of pensions;
- Monitors monthly payroll edit to identify all financial and other changes and ensure all the changes are accounted for on the Payroll Register;
- Analyses each change item to ensure that all the differences are accounted for and to ensure that the payroll is not over or understated;
- Oversees and coordinates all payroll reconciliation activities with each Payroll Officer;
- Spearheads the investigation and follow up of all outstanding items on the payroll reports;
- Identify and investigate payments generated on the Exemption Reports with significant variations;
- Ensures accuracy of computation and maintenance of control is achieved by reconciling the Payroll Register with the Net Pay, Statutory Deduction, and Incremental Listings, the Bank Reconciliation Reports, and the Payroll Register Signing Sheets;
- Prepares monthly reports on the progress of 'on and off controls';
- Ensures controls are completed before payments are made;
- Assists with the certification of Payment Vouchers prepared in accordance with the FAA Act;
- Assists with the verification and initialing of all memos, minutes and letters written by officers in the Pensions Section;
- Any other related duty that may be assigned from time to time.

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

- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.

- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Unit in a consistent, effective and efficient manner.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting.
- Working knowledge of relevant computer system and applications
- Good knowledge of Pensions and the FAA Acts.
- Knowledge of public treasury operations.

### **Minimum Required Education 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 Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.
- Required up to 10% travel locally.

## **3. Payroll Officer (FMG/AT 3)**

### **Job Purpose**

The Payroll Officer - Pensions supports the processing of Pension Payments from the Consolidated Fund to Public Sector Pensioners.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- Process and effect the payment of monthly pensions to eligible Government Pensioners.
- Facilitate the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Comply with financial regulations and standards in effecting pension payments.

### **Key Responsibilities**

#### ***Technical:***

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners;
- Verifies accuracy of pension payment against pensioner's file/records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or agent etc.
- Updates pensioners' payment cards in relation to restoration of full pension, health insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;
- Checks payment cards audit trail for accuracy and submits to Supervisor for verification;

- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to pensioners based on circular received from the Ministry of Finance & the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for pensioners whose contributions were deducted beyond the cessation dates;
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspapers for deceased pensioners
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased pensioners to ensure balance;
- Submits returned cheques for deceased pensioners, for lodgement to the relevant bank account;
- Requests that cheques lodged to Treasury Deposits be re-issued once pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies pensioners' personal data e.g. (date of birth and address)
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System;
- Checks list prior to dispatching to Healthcare Provider;
- Mails cheque along with Listing to the Health Insurance Administrator;
- Assists in dispatching monthly payroll for pensioners;
- Any other related duty that may be assigned from time to time.

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

#### **Core:**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail.**
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance.
- **Ability to work effectively under pressure.**
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in face- to- face.
- **Integrity:** The ability to consistent demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department in a consistent, effective and efficient manner.

### **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 Conditions Associated with the Job**

- Required to meet numerous critical deadlines from time to time

## **4. Administrator (GMG/AM 3)**

### **Job Purpose**

The Administrator is responsible for providing clerical and administrative support to the Financial Resources Division by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To prepare reports, and fulfil information requests.
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

### **Key Responsibilities**

#### ***Technical:***

- Reads and analyses incoming memos, submissions and reports in order to determine their significance and plan their distribution, as per directives;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screen callers, and takes and relays messages;
- Receives, greets and directs visitors to the Unit;
- Prepares responses to correspondence for which authorized;
- Dispatches outgoing mail;
- Responds to requests, inquiries and complaints from staff, other divisions, organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues;
- Prepares reports, memos, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the division;
- Prepares agendas and makes arrangements for committee, and other meetings attended by the Director, as required;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for staff as required;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring departmental reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' office and the various units;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of meetings;
- Provides administrative support to AGD's committee meetings;
- Any other related duty that may be assigned from time to time.

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

- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, to build long term internal and external relationships, and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Collaboration and Team Work:** The ability to be a collaborative and inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility;
- Ability to work effectively under pressure
- Typing 50 – 60 wpm; Shorthand at 120wpm
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite

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

- Certificate in Administrative Management Level 2, **OR** equivalent
- Associates Degree in Administrative Management/Business Administration **OR** equivalent
- Certified Professional Secretary Designate
- At least four (4) years secretarial experience

### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines

Applications accompanied by résumés should be submitted **no later than Monday, 8<sup>th</sup> December, 2025 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
21 Dominica Drive  
Kingston 5**

**Email: [careers@treasury.gov.jm](mailto:careers@treasury.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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal line extending to the right.

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