



## MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

### CAREER OPPORTUNITY

Applications are being invited from suitably qualified officers to fill the following position in the Finance and Accounts Division – Housing Fund Accounts of this Ministry:

**Mortgage Officer (FMG/AT 1) (Band 4) (VACANT)**  
**for the period July 30, 2025 to September 12, 2025**  
**Salary Scale: \$1,711,060 to \$2,301,186 p.a. and any allowance(s) attached to the post.**

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#### **Job Purpose**

- To assist in the accounting of the proceeds from the Ministry's mortgage and divestment portfolios and the preparation of related accounting statements and reports.

#### **Key Responsibility Areas**

- Prepares receipt vouchers to facilitate the payment of mortgages
- Enters and updates mortgage information on the computerized mortgage account system
- Processes and reconciles remittances received through collection agencies
- Generates status reports and account statements
- Provides customer service to mortgagors and other Ministry customers
- Responds to queries coming in from the outstations
- Participates in the preparation of the Unit's monthly performance report
- Maintains lease cards
- Records sale of lots
- Assists the monitoring and assessment of the operations of the mortgage accounting system. Reports on observations and proposes recommendations where appropriate
- Performs any other related duties that may be required.

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

##### ***Core***

- Good communication and interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Team- oriented with excellent interpersonal skills
- Organized and customer focus

##### ***Technical***

- Knowledge of government accounting
- Knowledge in receivables and/or mortgage administration

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

- AAT Level 1 or;
- ACCA-CAT Level 1 or;
- Certificate in Public Administration, UWI or;
- Certificate in Management Studies, UWI or;
- Diploma in Business Administration from a Community College or;
- Certificate in Accounting from a recognized University or;
- Certificate in Government Accounting i.e. level 1 Modules 1-5 or;
- Completion of first year in B.Sc. in Accounting / Management Studies or BBA at a recognized University or
- Completion of first year of ASc. in Accounting from a recognized tertiary institution PLUS Two (2) years related working experience

**Please note that only shortlisted applicants will be contacted.**

Applications accompanied by résumés should be submitted on or before, **April 25, 2025** to:

Senior Director, Human Resource Management & Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5

Or e-mail: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)

**Subject: Mortgage Officer (FMG/AT 1)**