



## Office of the Services Commissions

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### **CIRCULAR No. 272** **OSC Ref. C. 5850<sup>17</sup>**

**14<sup>th</sup> August, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Director, Social Services (GMG/SEG 3) (vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Payment Officer (FMG/PA 1) (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Manager, Mortgage and Accounts Receivables (FMG/AT 3) (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Bank Reconciliation Officer (FMG/AT 2) (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **1. Director, Social Services (GMG/SEG 3)**

##### **Job Purpose**

Under the general direction of the Senior Director, Housing Management, the incumbent is responsible for directing, co-ordinating and managing the divestment of the Ministry's Housing Solutions, Compliance Monitoring and Community Development Programmes aimed at ensuring that purchasers obtain security of tenure.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Participates in the Ministry's Strategic Planning process;
- Prepares and monitors the Unit's Corporate and Operational Plans And Budget;
- Reviews and assesses the Unit's progress to determine adjustments or revisions of targets;
- Prepares Scheme Profile or Briefs, as required;
- Participates in meetings, seminars, international and local forums, conferences, and workshops, preparing reports, as required;
- Participates in Committee Meetings, HARC, LDC, PAC and PMC;
- Develops Individual Work Plans aligned with the Operational Plan and Strategic Direction;
- Prepares responses to the Integrity Commission and Auditor General concerning Divestment and Social Housing Programmes;
- Conducts appraisals for direct reports;
- Prepares annual, quarterly, monthly, and operational reports, as needed.

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

- Oversees and ensures the divestment of the Ministry's Housing Solutions in accordance with relevant legislation, guidelines and policies;
- Monitors Mortgage Accounts and implements strategies to reduce delinquency rates in alignment with established performance targets;
- Provides oversight for socio-economic, occupancy, and shelter audits to assess affordability levels;
- Conducts site visits;
- Develops and maintains Operational Manuals of the various portfolios under the Unit's management;
- Maintains inventories of sold and unsold Housing Solutions and ensures the inventory is current and up-to-date;
- Oversees and evaluates Community Development initiatives aimed at improving residents' living standards, including the establishment of management structures;

- Oversees compliance monitoring mechanisms to ensure adherence to the terms and conditions of agreements for sale;
- Administers the Social Housing Grant Assistance Programme and manages benefit distribution to approved applicants;
- Prepares Ministerial Submissions for social housing requests to the Housing Assistance Review Committee;
- Oversees the assessment and evaluation of applicants' housing conditions to ensure appropriate allocation and utilization of resources;
- Prepares award letters and denial letters, in accordance with the Minister of Housing decisions;
- Liaises with suppliers and beneficiaries to facilitate processing and disbursement of housing grants;
- Maintains an up-to-date database of grant beneficiaries;
- Monitors programme outcomes and evaluates effectiveness to support continuous improvement;
- Oversees the development and implementation of recovery initiatives to reduce delinquency rates;
- Ensures that scheme statuses are created and maintained.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, provide feedback, and initiates corrective actions, when necessary;
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching;
- Facilitates the welfare and development of Staff in the Branch;
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment;
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

***Other***

- Facilitates the administration of the CDF Programme;
- Performs other related duties as assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Planning and organisational skills
- Strong leadership skills
- Excellent communication and interpersonal skills
- Results oriented
- Team management
- Good judgement skills
- Ability to engage diverse stakeholders
- Good problem solving, analytical and decision-making skills

***Functional/Technical:***

- Excellent knowledge of Housing Policies and Legislation
- Knowledge of the Real Estate Industry
- Sound understanding of Community Development and Governance and Community Development practices
- Knowledge of Compliance and Credit Management
- Use of relevant computer applications – MS Word, Excel etc.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Social Sciences, Public Administration or any other relevant degree from an accredited tertiary institution
- At least four (4) years experience.
- At least two (2) years experience at the Middle Management level.

## **2. Senior Payment Officer (FMG/PA 1)**

### **Job Purpose**

To assist in payments and disbursement of cheques, effecting payment on priority basis given the status of cash flow at the point in time.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Organizes and participates in meetings, seminars and workshops;
- Prepares annual/quarterly/monthly and progress reports;
- Contributes to the Division's Strategic Planning process by developing Unit Plans and Individual Work Plans based on alignment to Division's strategic direction.

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

- Manages quick and accurate payment to clients in accordance with the FAA Act, its Regulations and Instructions;
- Establishes, in consultation with the Principal Finance Officer and the Director and Manager of Accounts Payable, the priority basis for determining Vouchers to be paid;
- Streamlines the payment operations by developing an appropriate schedule of specified day of the week for the payment of specified types of payments;
- Select Vouchers to be paid, based on priority policy and given the level of funds available;
- Oversee that Vouchers to be paid are batched and distributed to Certifying Officers for certification and subsequently to Authorizing Officers for authorization;
- Manages the updating of accounts with the Vouchers to be paid and oversees accurate printing of cheques;
- Ensures that cheques printed are properly secured, signed and delivered to the client as quickly as possible;
- Visits Outstations and provide support and advice;
- Authorizes Payment Vouchers;
- Checks that Payment Officers enter cheque numbers on all Payment Vouchers and that vouchers are properly filed;
- Checks Collection Officer's Lodgments and Cash Books.

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

#### ***Core:***

- Oral and written communication skills
- Team skills
- Good interpersonal skills

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

- Knowledge of Public Sector payments and accounts payable systems
- Excellent analytical and judgment skills
- Excellent planning and organizing skills
- Problem solving skills

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

- AAT Level 3;
- ACCA-CAT Level 3, **OR**
- ACCA Level 1, **OR**
- NVQJ Level 4; Accounting;
- Diploma in Accounting from an accredited University or Community College;
- Associate Degree in Business Studies/ Management Studies/Business Administration from an accredited tertiary Institution;
- Associate Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **OR**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University;
- Plus two (2) years related experience

### **3. Manager, Mortgage and Accounts Receivables (FMG/AT 3)**

#### **Job Purpose**

To develop and manage the accounting of proceeds from Ministry Mortgage and Divestment portfolios and ensures the generation of appropriate financials.

#### **Key Responsibilities**

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

- Develops and reviews systems and procedures for accounting the proceeds from the Ministry's mortgage and divestment portfolios;
- Formulates targets to guide the operations of the Mortgage and Accounts Receivables Unit;
- Delegates and oversees the functions of reports;
- Conducts and participates in meetings relevant to the role and function;
- Prepares operational reports;
- Ensures maintenance of complete financial records;
- Ensures maintenance of appropriate accounts for receivables from Mortgages, Divestments, and others;
- Oversees the preparation of periodic mortgage and receivable reports;
- Verifies and validates accounting reports and statements;
- Implements and ensures maintenance of internal systems of control in the administration of the Ministry's receivables;
- Provides quality customer service to Mortgagors and other Ministry customers;
- Ensures secure maintenance of accounting records and files;
- Liaises and collaborates with other Departments within the Ministry in the administration of Mortgages;
- Carries out Human Resource responsibilities;
- Performs any other duties assigned from time to time.

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

##### ***Core:***

- Excellent management and supervisory skills
- Good communication and interpersonal skills
- Knowledge of standard computer applications and spreadsheets
- Organized and meticulous

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

- Sound background in Financial Accounting, preferably Government Accounting
- Good knowledge of receivables management
- Knowledge of Mortgage Administration
- Knowledge of the Housing and Financial Administration and Audit (FAA) Acts

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

- AAT Level 3;
- ACCA-CAT Level 3, **OR**
- ACCA Level 1, **OR**
- NVQJ Level 4; Accounting;
- Diploma in Accounting from an accredited University or Community College;
- Associate Degree in Business Studies/ Management Studies/Business Administration from an accredited tertiary Institution;
- Associate Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **OR**
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University;
- Plus two (2) years related experience

#### **4. Bank Reconciliation Officer (FMG/AT 2)**

##### **Job Purpose**

To provide proper and timely reconciliation of the following bank accounts; Recurrent, Capital A, Capital B, Deposits and Salaries Bank Account.

##### **Key Responsibilities**

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

- Ensures that Bank Statements and cashed cheques are collected promptly from the Bank;
- Ensures that all cheques are properly checked off against the Bank Statements to determine any;
- Liaise with respective Banks when errors are found on Bank Statements and follow-up with Bank until errors are corrected;
- Ensures that Bank Statements are posted to the system;
- Ensures that bank charges, debit advices, credit advices stale cheques and other related documents are sent to the Journal Officer for the preparation of journal;
- Preparing and submitting completed bank statements to the Director, Final Accounts and Reporting;
- Examines Reconciliation Summary and Details and identify and resolve any errors found until the reconciliation is balanced and free from error;
- Prepares and submits completed Bank Reconciliation Statements to the Director Final Accounts and Reporting.

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

###### ***Core:***

- Excellent problem solving skills;
- Excellent interpersonal and customer service skills;
- Excellent written and oral communication skills;
- Ability to lead and work in a team;

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

- Excellent knowledge of Government Accounting policies and procedures;
- Knowledge of manual and automated Bank Reconciliation
- Sound Knowledge of the Financial Administration and Audit (FAA) Act
- Excellent working knowledge of relevant computer application;

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

- AAT Level 2 or;
- ACCA-CAT Level B/Level 2 **OR**;
- NVQJ Level 2, Accounting;
- Certification in Accounting from an accredited University;
- Completion of second year of the BSc Degree in Accounting or Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/Business administration/Management Studies;
- ASc. Degree in Accounting from the MIND; **OR**
- Certificate in Government Accounting Level 2

Applications accompanied by résumés should be submitted **no later than Wednesday, 27<sup>th</sup> August, 2025 to:**

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

**Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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 stroke extending to the right.

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