



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 179 **OSC Ref. C. 6210/S5²⁰**

21st May, 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 the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Payment Officer (FMG/AT 1) (Not Vacant) - Finance and Accounts Department**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Attendant (LMO/TS 1) (Not Vacant) - Administration and Office Management Department**, salary range \$18,647- \$25,078 per week.

1. Payment Officer (FMG/AT 1)

Job Purpose

The incumbent is responsible for assisting in the payment process by ensuring that all claims are settled in a timely manner and the disbursement of public funds are in keeping with the Financial Administration and Audit (FAA) Act, Regulations and Instructions, other Statutes and Guidelines. The incumbent will also maintain and secure records relevant to the portfolio responsibility.

Key Responsibilities

- Assists with discharging the payment process by:
 - ✓ Validating payment requests received from Management Accounts, Payments Manager/Senior Payments Officer;
 - ✓ Ensuring payment requests are promptly inserted to the system;
 - ✓ Ensuring foreign exchange requests are promptly inserted to the Foreign Exchange Request Portal;
 - ✓ Ensuring Payment Vouchers prepared are maintained in accordance with provision set-out for the payment of public monies;
 - ✓ Providing information to clients on the status of the processing of their claim, invoice, etc.
 - ✓ Validating and input client information on the system;
- Assists with the proper maintenance of the various registers;
- Exercises responsibility for the security of all records relevant to the payment process, by observing strict procedure for their control by:
 - ✓ Ensuring all files, vouchers, registers, etc. are properly labelled, indexed and secured in specially assigned storage cabinets
 - ✓ Ensuring the movement and return of all files, vouchers, unused cheques, cancelled cheques, etc. are adequately controlled;
 - ✓ Ensuring access to files, vouchers, registers, etc. are restricted to only authorized personnel;
 - ✓ Keeping a log of the movement of all records, securing by the signature of authorized recipient;
- Assists with the cashing function, as necessary;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in team
- Good interpersonal skills
- Ability to work on own initiative
- Good customer relations skills
- Good problem-solving
- Responsible and meticulous

Technical:

- Sound knowledge of the preparation of Payment Vouchers
- Proficient in the use the Government Financial Management System (GFMS)
- Knowledge of internal controls
- Knowledge of Accounts Payables and GOJ's payments process

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 ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution;
- Experience in Public Sector payments and accounts payable would be an asset.

2. Attendant (LMO/TS 1)**Job Purpose**

The incumbent is responsible for providing ancillary support services to the staff of the Ministry.

Key Responsibilities***Professional/Technical:***

- Cleans kitchen/pantry area and utensils on a daily basis;
- Assists in the preparation and serving of refreshments for visitors to the Ministry;
- Distributes files and mails to officers in the Ministry, as instructed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good customer service skills
- Good interpersonal skills
- Ability to interpret oral and written instructions and apply methods to effect same
- Basic culinary training

Minimum Required Qualification and Experience

- Secondary School Certificate;
- Training in Basic Culinary skills;
- Two to three (2 – 3) years previous experience;
- Valid Food Handlers' Permit.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd June, 2025 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**