



OFFICE OF THE SERVICES COMMISSIONS
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Permanent Secretaries/Heads of Department

The Tax Administration Jamaica has recently advertised its Tax Audit and Revenue Administration (TARA) Post Graduate Diploma with a closing date of **October 31, 2014**.

Please see the following links for additional information:

http://www.jamaicatax.gov.jm/ads/tara_ad_2014.jpg

http://www.jamaicatax.gov.jm/forms/tara/tara_app.pdf

Civil Servants interested in this programme should submit their applications through their Permanent Secretaries/Heads of Department and addressed to:

**The Chief Personnel Officer
Office of the Services Commissions
Ministry of Finance and Planning Complex
“G” Block, 2nd Floor
30 National Heroes Circle
Kingston 4**

It is important that applicants take note of the following:

1. All applicants must apply for paid study leave for thirteen (13) months in order to pursue this programme. This should be sent simultaneously with the TARA application. The Study Leave Form is available at www.osc.gov.jm.
2. A minimum of three (3) years permanent appointment to the Government Service is usually required for pursuit of a full-time study leave programme.
3. Each applicant should have at least one (1) year's vacation leave to his/her credit.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department and brought to the attention of all eligible officers.

J. Mendez (Mrs.)
for Chief Personnel Officer