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**CIRCULAR No. 179**  
**OSC Ref. C.4858<sup>28</sup>**

9<sup>th</sup> July, 2018

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/fill the following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**:

1. **Budget Officer (FMG/AT 2) – Finance and Accounts Division – (Not Vacant)**, salary range \$839,821 – \$998,284 per annum and any allowance(s) attached to the post.
2. **Gardener (LMO/TS 2) – Public Gardens Division – (Vacant)**, salary range \$9,030 – \$10,216 per week.
3. **Gardener Attendant (LMO/TS 1) – Public Gardens Division – (Vacant)**, salary range \$8,613 – \$9,745 per week.

1. **Budget Officer (FMG/AT 2)**

**Job Purpose**

Reporting to the Senior Management Accountant (FMG/PA 3), the incumbent assists with the preparation and monitoring of the Ministry's Budgets.

**Key Responsibilities**

**Technical/ Professional:**

***Budget Preparation***

- Co-ordinates and compiles data for the preparation of the Finance and Accounts Annual Estimates of Expenditure.

***Budget Monitoring***

- Prepares Journal Vouchers for entering Budget data on the Financial Management System FinMan;
- Makes adjustments to Accounts with respect to approved Virements;
- Prepares and monitors Journal Vouchers for posting all budget related data such as Warrant Allocation, approved budget etc. on to Financial Management System (FinMan);
- Prepares and post Journal Vouchers for Budget up-date on FinMan;
- Prepares Journal Vouchers for Miscellaneous revenue estimates and assists in posting to FinMan;
- Researches and re-allocates funds across activities and objects as directed;
- Assists in journalizing utility payments and taxes paid by the Accountant General's Department.

**Cash Management:**

- Assists in the preparation of Recurrent Cash Flow for Finance and Accounts Division;
- Checks cash flow requests from Programme Managers/Agencies ensuring conformity with agreed priorities and the trend in fund availability;
- Prepares Consolidated Cash Flow requested for review by the Senior Management Accountant and submission to the Ministry of Finance and the Public Service;
- Co-ordinates Quarterly Reviews of the Cash Flows to determine the requirement for the remainder of the budget period.

**Other:**

- Assists in preparing Annual Wage Bill Data;
- Assists in preparing costings for revision of salary and allowances for officers paid from Head Office;
- Assists in preparing/generating statements and reports for the Ministry of Finance and the Public Service;
- Assists in preparing Reconciliation Statements for Income and Education Taxes;
- Performs 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 teams
- Good Interpersonal skills
- Ability to work on own initiative
- Good Customer Relations skills
- Good Problem-Solving and Analytical skills
- Good Time Management skills

**Technical:**

- Good knowledge of the Financial Administration and Audit (FAA) Act, other associated legislation, Circulars, directives and bulletins.
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Proficiency in the relevant/ applicable computerized Accounting System
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook, Power Point)
- Knowledge of Budget processes

**Minimum Required Qualification and Experience**

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND **or**;
- Government Accounting Level 2 – Modules 1 – 5

**2. Gardener (LMO/TS 2)**

**Job Purpose**

Under the supervision of the Facilities Manager, the Gardener (LMO/TS 2) is responsible for the general maintenance of the Gardens.

**Key Responsibilities**

- Cuts, fertilizes and maintains lawns and verges;
- Establishes and maintains flower beds;
- Prunes and maintains trees and hedges;
- Sprays hedges, trees and flower beds with pesticides;
- Cleans and maintains sanitary facilities
- Cleans and rakes walkways and gazebos

**Required Knowledge, Skills and Competencies**

**Core:**

- Good Interpersonal skills
- Good Oral and Written Communication skills
- Strong Customer Relations skills

**Technical:**

- Sound knowledge of lawn and garden maintenance
- Basic knowledge of landscaping

**Minimum Required Qualification and Experience**

- Graduate from Ebony Park NCT/VET Level I with one (1) year's practical experience as a Gardener or Farm Assistant;
- OR**
- Secondary education with two (2) years' experience working as a Gardener in a Botanic Garden;
- OR**
- Secondary education with two (2) years' experience working as a Farm Assistant.

**3. Gardener Attendant (LMO/TS 1)**

**Job Purpose**

Under the supervision of the Senior Gardener (LMO/STS 4), the Gardener Attendant (LMO/TS 1) is responsible for the general maintenance of the Gardens.

**Key Responsibilities**

- Assists in establishing flower beds by lining, forking, planting and mulching;
- Assists with the maintenance of flower beds by watering, weeding and fertilizing;
- Assists with pruning trees and hedges;
- Cleans and rakes lawns, walkways and gazebos;
- Cleans and maintains sanitary facilities.

**Required Knowledge, Skills and Competencies**

**Core:**

- Good Interpersonal skills
- Good Oral and Written Communication skills
- Strong Customer Relations skills
- Good Problem-Solving and Conflict Management skills

**Technical:**

- Sound knowledge of lawn and garden maintenance
- Basic knowledge of landscaping

**Minimum Required Qualification and Experience**

- Graduate from Ebony Park NCT/VET Level I;
- Two (2) years practical experience as a Gardener or Farm Assistant.

Applications accompanied by résumés should be submitted **no later than Friday, 20<sup>th</sup> July, 2018 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)

Please note that only short listed 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 be 'Merle I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer (acting)**