



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 35
OSC Ref. C.6123³

29th January, 2019

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 the vacant post of **Case Officer (Level 4)** in the **Administrator-General's Department**, salary range \$985,794 - \$1,782,629 per annum.

Job Purpose

The incumbent will effectively administer assigned portfolio of estates in accordance with the law.

Key Responsibilities

Technical/Professional:

- Conducts investigations on all new cases assigned including identifying and verifying assets liabilities and beneficiaries; develops case plan and refer to Case Attorney for review and approval; reviews plans regularly to ensure they remain relevant, discusses proposed changes with Case Attorney and makes adjustments to the plan as approved;
- Co-ordinates the collection of assets (including attending banks and other Financial Institutions to preside over the opening of Safety Deposit Boxes as necessary); settles liabilities and carries out any other activities necessary;
- Refers matters to Legal Services and Property Sections for action related to the Estates; ensures required information and documents are provided in order to minimize delays; follows up to keep abreast of progress on matters;
- Conducts regular meetings with Property Officers to discuss course of action and status of properties within portfolio; conducts regular checks on the collection of rent/lease, payment of insurance, Property Tax and other standard liabilities as well as the state of maintenance of properties; initiates action to address areas of concern and escalates to the Case Attorney for attention where necessary;
- Conducts periodic visits to monitor the welfare of beneficiaries (in particular minors and the elderly) and the assets of the Estate as may be necessary; refers cases of concern to the Social Worker for intervention; follows up to keep abreast of progress and provides necessary support within the scope of authority; prepares and submits reports on visits;
- Conducts regular checks on the financial status of estate and makes requests from beneficiaries/institutions and any other relevant party to initiate action (such as sale of property), where necessary, to generate funds to facilitate further administration of the Estate;
- Computes and submits for review, gratuity for dependants; processes other requests from beneficiaries and makes recommendation(s) to Case Attorney as appropriate, in response to request;
- Attends Court as may be required in respect of assigned cases.

Other:

- Participates in Public Education/Relations Programmes, such as road shows, expos and conferences as directed;
- Represents the Section internally at meetings and other activities as required;
- Represents the Administrator-General's Department at meetings and on other occasions as required;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Excellent Analytical and Problem Solving skills
- Excellent Oral and Written Communication skills

- Excellent Interpersonal skills with ability to effectively interact with persons at varying economic and social status
- Excellent Paralegal knowledge with specific emphasis on the Laws of Succession
- Ability to work under pressure and meet tight deadlines
- Working knowledge of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in a relevant discipline or Paralegal Diploma;
- Four (4) years related working experience.

Applications accompanied by résumés should be submitted **no later than Monday, 11th February, 2019 to:**

**Human Resource and Administration Executive
Administrator-General's Department
Office Centre Building
12 Ocean Boulevard
P.O. Box 458
Kingston**

Email: hadmin@agd.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.



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