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**CIRCULAR No. 58**  
**OSC Ref. C.6567/S7<sup>6</sup>**

27<sup>th</sup> February, 2018

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the following posts in the **Passport, Immigration and Citizenship Agency (PICA)**, as detailed in the attached Vacancy Notice:

**Finance and Planning Unit**

- **Accounting Manager (Level 7)**, salary range: \$2,478,050 - \$2,973,659 per annum and the applicable allowance(s) attached to the post;
- **Payroll Manager (Level 6)**, salary range: \$1,977,167 - \$2,372,601 per annum and the applicable allowance(s) attached to the post.

**Information, Communication and Technology Unit**

- **Software Support Technician (Level 3)**, salary range: \$932,112 - \$1,104,526 per annum and the applicable allowance(s) attached to the post;
- **Database Administrator (Level 6)**, salary range: \$1,977,167 - \$2,372,601 per annum and the applicable allowance(s) attached to the post;
- **Manager, Technical Services (Level 7)**, salary range: \$2,478,050 - \$2,973,659 per annum and the applicable allowance(s) attached to the post.

**Customer Services Unit**

- **Customer Services Operations Supervisor (Level 5) – (2 posts)**, salary range: \$1,581,948 - \$1,898,081 per annum and the applicable allowance(s) attached to the post.

**Investigations and Surveillance Unit**

- **Senior Director (Level 8a)**, salary range: \$3,295,279 - \$3,954,335 per annum and the applicable allowance(s) attached to the post.

**Immigration Services Unit - Kingston**

- **Immigration Supervisor (NMIA) (Level 5)**, salary range: \$1,581,948 - \$1,898,081 per annum and the applicable allowance(s) attached to the post.

**Passport Services Unit - Kingston**

- **Operations Supervisor (Document Management) (Level 5)**, salary range: \$1,581,948 - \$1,898,081 per annum and the applicable allowance(s) attached to the post.

**Administration Unit**

- **Driver/Bearer (Level 1)**, salary range: \$558,073 – \$659,799 per annum;
- **Office Attendant (Level 1)**, salary range: \$558,073 – \$659,799 per annum.

If you believe you possess the above qualities and a strong desire to help the Agency fulfill its mandate, you are invited to visit the website at: [www.pica.gov.jm/http://picajobs.picaserv.com](http://www.pica.gov.jm/http://picajobs.picaserv.com) for details. Submission of applications, accompanied by detailed résumés, including the names of two (2) references, should **be submitted via the web** no later than **Monday, 12<sup>th</sup> March, 2018**, to:

**Director, Human Resources  
Passport Immigration and Citizenship Agency  
8 Waterloo Road  
Kingston 10**

**Please note that no hand delivered application will be accepted and 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.**



M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)