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7th March, 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 vacant posts in the **Tax Administration Jamaica**, as detailed in the attached Vacancy Notice:

Management Services and Operations Divisions

1. **Technical Specialist (Level 8)**; (1 position – Legal Support Division, Kingston)
2. **Manager, Data Management (Level 7)**; (1 position – Information and Communication Technology, Kingston)
3. **Performance Analyst (Level 6)**; (1 position – Kingston)
4. **Senior Human Resource Management Officer (Level 6)**; (1 position – Kingston)
5. **Accountant (Checking) (Level 4)**; (2 positions – Kingston)
6. **Collections Officer (Level 4)**; (5 positions). **(Kindly note that applicants for this post will only be accepted from persons who are appointed in the Public Service)**
7. **Supervisor, Mail Management (Level 4)**; (1 position - Kingston)
8. **Application Administrator (Level 4)**; (5 positions)
9. **Document Control Officer (Level 3)**; (1 position – Kingston)
10. **Computer Technician (Level 3)**; (2 positions)
11. **Bank Reconciliation Officer (Level 3)**; (1 position – Kingston)
12. **Electronic Processing Officer (Level 3)**; (1 position – Kingston)
13. **Revenue Verification Officer (Level 3)**; (2 positions – Kingston)
14. **Payroll Control Officer (Level 3)**; (1 position – Kingston)
15. **Stock/Asset Management Officer (Level 3)**; (7 positions). **(Kindly note that applicants for this post will only be accepted from persons who are appointed in the Public Service)**
16. **Cash Book Officer (Level 2)**; (1 position – Kingston)
17. **Imaging Technician (Level 2)**; (1 position – Kingston)
18. **Revenue Payments Processing Officer (Level 2)**; (1 position – Kingston)
19. **Secretaries (Level 2)**, (34 positions - islandwide)
20. **Caretaker/Landscaper (Level 1)**; (1 position – St. Andrew Revenue Service Centre)
21. **Driver /Courier (Level 1)**; (4 positions: 3 Kingston; 1 Montego Bay Revenue Service Centre)

Applications accompanied by résumés should be submitted **no later than Friday, 23rd March, 2018 to:**

The Recruitment Officer
Tax Administration Jamaica
NCB South Towers
2 Oxford Road, 9th Floor
Kingston 5

Applications will also be accepted *via email*: sara.hr.recruit@taj.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.



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