



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 166
OSC Ref. C.6272¹²

22nd June, 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 fill the vacant post of **Financial Analyst/Controller (Level 6)** in the **Anti-Dumping and Subsidies Commission**, salary range \$2,955,921 – \$3,897,079 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will:

- Investigate and analyze Financial and Management Accounting and related information about Jamaican and Overseas Companies and Industries;
- Prepare written analysis as basis for action by the Commission under the Customs Duties (Dumping and Subsidies) Act (CDDSA) 1999 and Safeguard Act 2003, as amended, for determination of dumping and subsidy margins; and material or serious injury or the threat thereof;
- Maintain the Commission's Accounting Records, Budget, Cost Systems and controls in accordance with prevailing Accounting principles and the requirements of the Government of Jamaica.

Key Responsibilities

- Analyzes Financial documentary evidence and reconstructs Financial transactions in order to determine if the evidence is adequate and accurate;
- Investigates and conducts Financial Accounting verification, including at the premises of stakeholders;
- Studies Legislation and Jurisprudence related to the work and presents on the Commission's functions and methods to educate Industry personnel and the general public on the work of the Commission;
- Plans and collaborates on major research studies to evaluate Industries' practices, policies, market structures and performance;
- Writes clear and reasoned reports with analysis and results;
- Provides Financial Management, Accounting and Financial Controller services, within applicable laws and guidelines.

Required Knowledge, Skills and Competencies

- Knowledge of Government/Public Body Accounting and Government Circulars
- Well able to quickly navigate the steep learning curve in the dynamic environment of international trade, modern Government and a growth-oriented Private Sector
- Forensic Accounting, Research, Audit or other relevant Investigatory skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work in a team

Minimum Required Qualification and Experience

- Master's Degree in Accounting **or** First Degree in Accounting with Level III ACCA/CPA;
- Three (3) years or more sound Accounting and Accounting Management and Supervisory experience.

Applications accompanied by résumés should be submitted **no later than Monday, 9th July, 2018 to:**

**Executive Director
The Anti-Dumping and Subsidies Commission
18 Trafalgar Road
Kingston 10**

Email: antidump@jadsc.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 (acting)**