



CIRCULAR No. 147
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6th May, 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/be assigned to the following posts in the **Ministry of Transport and Mining**:

1. **Senior Accounts Payable Officer (FMG/AT 3) – (Vacant)**, salary range \$1,091,031 – \$1,296,893 per annum and any allowance(s) attached to the post.
2. **Librarian (PIDG/LB 2) – (Not Vacant)**, salary range \$1,148,458 – \$1,365,156 per annum and any allowance(s) attached to the post.
3. **Library Assistant (PIDG/LA 1) – (Not Vacant)**, salary range \$620,579 – \$737,674 per annum and any allowance(s) attached to the post.

1. **Senior Accounts Payable Officer (FMG/AT 3)**

Job Purpose

The incumbent will be responsible for the processing of payments.

Key Responsibilities

- Receives invoices, claims, bills, etc. and prepares Payment Vouchers accordingly;
- Records all bills, claims, contracts, etc. and other pertinent particulars/information in the “incoming Bill Book”;
- Prepares Covering Payment Vouchers etc., for bills, claims, contracts etc. received;
- Batches and prelists payables for entry on the Government Financial Management Information System (GFMS);
- Tallies Payment Vouchers by each Head of Estimate and completes Batch Control Forms, which are intended to ensure that the control totals for the posted batches of bills agree with the generated system totals;
- Creates new client list on the GFMS;
- Inserts details of Payment Vouchers on the system, ensuring that they are posted to the relevant heads of estimates and that the correct Event codes are applied;
- Generates input list of posted transactions and verifies data entered on the system by comparing the posted transaction totals with the control totals for the batches of Payment Vouchers and corrects any errors found by way of the editing process;
- Re-runs Transaction list to ensure accuracy;
- Prints Transaction listings and submits along with Payment Vouchers and supporting documents to Supervisor for verification;
- Maintains Attendance Register and prepares monthly returns for submission to the Human Resource Department;
- Maintains files and leave records in respect of staff in Accounts;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent computing skills including GFMS data entry
- Knowledge in the preparation of Payment Voucher
- Knowledge of the Government of Jamaica’s (GOJ’s) regulations/instructions related to Public Sector payments and procurement
- Knowledge of GOJ’s Accounting code classification

Core:

- Good work attitude and team skills
- Good interpersonal skills

- Ability to cope well under pressure

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

2. Librarian (PIDG/LB 2)

Job Purpose

Under the supervision of the Director, Documentation and Access Services, the incumbent has responsibility for the supervision of the Library and Information Centres, ensuring accessibility and information to the Ministry as well as to the public upon requests and developing and maintaining links with other appropriate information centres.

Key Responsibilities

- Identifies the information needs of the Ministry and its clients and devises an Acquisition Plan and Collection policies to support fulfilment of the needs;
- Develops systems and procedures for the management of Library processes and materials;
- Develops User Manual to guide users in the use of the Library;
- Participates in the development of the Unit's Operational Plan;
- Participates in meetings pertinent to role and function;
- Develops Individual Work Plans based on alignment with Unit's Operational Plan;
- Develops an efficient Library Information System that facilitates ease of access;
- Promotes and develops systems for appropriate classification, cataloguing and indexing of Library material for the Ministry's Library;
- Develops and maintains an up to date computerized Library database;
- Monitors materials on loan and ensures adherence to retention guidelines;
- Undertakes on-going purging of outdated Library material;
- Monitors reproduction and editing of all materials to ensure compliance with the Intellectual Property and Copyright Laws;
- Develops a Collection Development Plan to guide the acquisition of Library material to ensure existence of a current and relevant Library catalogue;
- Maintains an up to date compilation of Newspaper Clippings;
- Promotes the services of the Library through brochures and other publications and the mounting of exhibitions;
- Initiates and maintains collaborative networks with other Libraries and Information Units;
- Develops and maintains special indexing systems and files for special collections;
- Guides Library users to effectively search the Library Catalogue, Internet and other electronic resources;
- Keeps abreast of current professional practices and developments, information technologies and research applicable to Library services and systems;
- Analyzes staff requests to determine needed information and assists in furnishing or locating that information;
- Reviews and evaluates resource materials, such as book reviews and catalogues, in order to select and order print, audio-visual and electronic resources;
- Compiles lists of overdue materials and notifies borrowers that their materials are overdue;
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends training and development needs where necessary, to improve performance;
- Participates in the recruitment of staff and recommends transfer, promotion and leave for Direct Reports in accordance with established Human Resource policies and procedures;

- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge of Library Operations and Management of Information Systems and Tools
- Knowledge of standard rules and procedures for the classifying and processing information
- Working knowledge of Intellectual Property and Copyright Laws relative to document retention and reproduction
- Knowledge of standard and specialized computer applications

Core:

- Possess strong organizing skills
- Excellent oral and written communication skills
- Methodical and thorough in work approach
- Client focused with good interpersonal skills
- Integrity and ethics
- Working knowledge of standard computer applications
- Ability to work in a team
- Possess initiative

Minimum Required Qualification and Experience

- Bachelor's Degree in Library Science;
- Certificate in Supervisory Management;
- Training in Records and/or Database Management;
- Three (3) years related working experience.

Special Condition Associated with the Job:

- May be subjected to dust and other elements from various books and literature to be catalogued.

3. Library Assistant (PIDG/LA 1)

Job Purpose

Under the general supervision of the Information/Public Education Supervisor (MCG/IE 4), the incumbent is responsible for providing Library and research services for the Organization. The incumbent also maintains the Library, its collections and ensures that information is accessible to the public upon request.

Key Responsibilities

- Assists in preparing estimates of expenditure for the Library;
- Sorts and indexes periodicals received;
- Accesses incoming material;
- Prepares Work Plans;
- Analyzes staff requests to determine information needed;
- Keeps abreast of current professional practices and developments in the field;
- Promotes and develops systems for appropriate classification, cataloguing and indexing;
- Maintains an updated computerized Library base;
- Undertakes on-going purging of Library material;
- Maintains a collaborative network with other Libraries and Information Units;
- Develops a Collection Development plan to guide acquisition of data;
- Maintains an up-to-date compilation of Newspaper Clippings;

- Cuts, mounts and assigns subject headings to Newspaper Clippings;
- Photocopies, binds and scans materials on behalf of clients;
- Generates reports;
- Mounts internal and external exhibitions;
- Sells maps and publications and records sales;
- Makes and sells Rock Cards;
- Implements Library policies and procedures;
- Develops convenient and accessible Library and Information Services;
- Reviews resource matters to determine needed information;
- Complies list of overdue material by borrowers;
- Prepares reports related to Library and Information Service;
- Provides effective access to Library collections and resources;
- Performs original cataloguing and classification of print, audio-visual and electronic resources;
- Develops and maintains special indexing systems and files for special collections;
- Maintains the organization of Library materials;
- Provides Library services in response to the information needs of Library users.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Good interpersonal skills
- Compliance

Technical:

- Excellent knowledge of Library Technical Operations (accessioning and cataloguing)
- Good knowledge of CDS/ISIS database
- Knowledge of standard rules for classifying information
- Knowledge of Intellectual Property Retention and Reproduction Laws
- Good research skills

Minimum Required Qualification and Experience

- Certificate in Library Technical Education;
- Four (4) CXC or GCE 'O' Level Certificate subjects inclusive of Mathematics and English Language;
- Two (2) years' experience in a Library Assistant post or related field.

Applications accompanied by résumés should be submitted **no later than Friday, 17th May, 2019 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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.



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