



JOB VACANCIES

Permanent Secretaries and Heads of Departments are asked to invite applications from suitably qualified officers in their Ministries/Departments to fill the following positions in the **Tax Administration Jamaica (TAJ)**, as listed below:

Management Services and Operations Divisions

1. **Technical Specialist (Level 8)**, salary range \$4,371,992 – 5,376,999 per annum and any applicable allowance(s); **(1 position – Legal Support Division, Kingston)**
2. **Manager, Data Management (Level 7)**, salary range \$3,385,552 – \$4,163,802 per annum and any applicable allowance(s); **(1 position – Information and Communication Technology, Kingston)**
3. **Performance Analyst (Level 6)**, \$2,621,680 – \$3,224,336 per annum and any applicable allowance(s); **(1 position – Kingston)**
4. **Senior Human Resource Management Officer (Level 6)**, \$2,621,680 – \$3,224,336 per annum and any applicable allowance(s); **(1 position – Kingston)**
5. **Accountant (Checking) (Level 4)**, salary range \$1,572,099 – \$1,933,484 per annum and any applicable allowance(s); **(2 positions – Kingston)**
6. **Collections Officer (Level 4)**, salary range \$1,572,099 – \$1,933,484 per annum and any applicable allowance(s); **(5 positions)**
 - Port Antonio **(1 position)**
 - Savanna-la-mar **(1 position)**
 - Montego Bay **(1 position)**
 - Morant Bay **(1 position)**
 - Spanish Town **(1 position)**

(Kindly note that applications for this post will only be accepted from persons who are appointed in the Public Service)

7. **Supervisor, Mail Management (Level 4)**, salary range \$1,572,099 – \$1,933,484 per annum and any applicable allowance(s); **(1 position – Kingston)**
8. **Application Administrator (Level 4)**, salary range \$1,572,099 – \$1,933,484 per annum and any applicable allowance(s); **(5 positions)**
 - Kingston
 - Lucea
 - Port Maria
 - Savanna-la-mar
 - St. Ann's Bay
9. **Document Control Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(1 position – Kingston)**
10. **Computer Technician (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(2 positions)**
 - Kingston
 - Montego Bay
11. **Bank Reconciliation Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(1 position – Kingston)**

12. **Electronic Processing Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(1 position – Kingston)**
13. **Revenue Verification Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(2 positions – Kingston)**
14. **Payroll Control Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(1 position – Kingston)**
15. **Stock/Asset Management Officer (Level 3)**, salary range \$1,217,391 – \$1,497,237 per annum and any applicable allowance(s); **(7 positions)**
- St. Andrew Revenue Service Centre
 - Port Maria
 - Falmouth
 - Savanna-la-mar
 - Mandeville **(2 positions)**
 - Christiana
- (Kindly note that applications for this post will only be accepted from persons who are appointed in the Public Service)**
16. **Cash Book Officer (Level 2)**, salary range \$942,714 – \$1,159,420 per annum and any applicable allowance(s); **(1 position – Kingston)**
17. **Imaging Technician (Level 2)**, salary range \$942,714 – \$1,159,420 per annum and any applicable allowance(s); **(1 position – Kingston)**
18. **Revenue Payments Processing Officer (Level 2)**, salary range \$942,714 – \$1,159,420 per annum and any applicable allowance(s); **(1 position – Kingston)**
19. **Secretaries (Level 2)**, salary range \$942,714 – \$1,159,420 per annum and any applicable allowance(s); **(34 positions – locations and units are listed below):**

Large Taxpayer Office (LTO)

- Montego Bay (**1 position**)
- Kingston **(2 positions)**

Administrative Services

- Property Manager (**1 position – Kingston**)
- Stores Manager **(1 position – Kingston)**
- Property Manager (**1 position – Mandeville**)
- Office Manager **(1 position – May Pen)**
- Office Manager (**1 position – St. Ann’s Bay**)
- Office Manager **(1 position – Spanish Town)**

Operations

- Spanish Town (**1 position – Audit Unit**)
- Montego Bay **(3 positions – Audit Unit)**
- Motor Vehicle Title Unit **(1 position – Kingston)**
- Intelligence, Investigations and Enforcement Unit **(2 positions- Kingston)**
- Lionel Town **(1 position)**
- Chapelton **(1 position)**
- Christiana **(1 position)**
- Black River **(1 position)**
- Santa Cruz **(1 position)**
- Mandeville (**2 positions**)
- May Pen **(1 position)**
- Moneague **(1 position)**
- Jackson Town **(1 position)**
- Lucea **(1 position)**
- Falmouth **(1 position)**
- Old Harbour **(1 position)**
- Linstead **(1 position)**
- Port Morant **(1 position)**
- Morant Bay **(1 position)**
- Port Antonio **(1 position)**
- Annotto Bay **(1 position)**

20. **Caretaker/Landscaper (Level 1)**, salary range \$730,013 – \$897,823 per annum and any applicable allowance(s); **(1 position – St. Andrew Revenue Service Centre)**
21. **Driver /Courier (Level 1)**, salary range \$730,013 – \$897,823 per annum and any applicable allowance(s); **(4 positions: 3 Kingston; 1 Montego Bay Revenue Service Centre)**

1. Technical Specialist (Level 8)

Job Purpose

To provide technical advice on a variety of issues including the development of TAJ's positions and strategies in respect of technical issues arising from tax measures, tax policies or the administration of the tax laws; draft Practice Notes and Private Rulings in collaboration with TAJ attorneys; assist in the negotiation of international tax agreements and provide technical advice and support to TAJ staff on programmes/projects in respect of tax matters.

Key Responsibilities

Technical/Professional:

- Provides expertise in connection with the interpretation and application of technical aspects of statutes governing all tax types;
- Performs the role of technical advisor to TAJ;
- Conducts research and responds to queries from internal and external stakeholders;
- Makes recommendations for the determination of technical issues arising from Objections and other interactions with taxpayers;
- Assists the Tax Policy Unit of the Ministry of Finance and the Public Service in the design and development of annual tax measures;
- Analyzes and assesses the potential administrative impact of new tax legislation, policies and measures;
- Collaborates with TAJ attorneys on review of draft legislation;
- Prepares the approval for Technical Notes for the guidance of stakeholders in respect of the implementation of tax measures;
- Collaborates with TAJ attorneys to develop research-based interpretations and administrative policies for the drafting of Practice Notes and Private Rulings;
- Prepares for Approvals, Circulars, Technical Bulletins, Advisories and other communication materials on legal and technical tax related issues;
- Drafts and maintains technical manuals and other publications as necessary;
- Assists in the development of model international tax agreements in preparation for negotiations;
- Provides assistance to various support and operational areas of TAJ through extended placements in Divisions/Branches/ Sections/Units in need of technical/institutional strengthening;
- Performs as advisor on technical issues relating to programmes in the respective functional areas;
- Determines and provides Programme Director of specific areas for programme development in accordance with TAJ's Strategic Objectives;
- Provides technical advice to the Operations Division with respect to the implementation of approved programmes/projects;
- Provides support in determining and recommending technical adjustments to programmes and projects based on the monitoring of results;
- Provides support to various operational areas of TAJ through targeted training and consultancy;
- Identifies weaknesses in TAJ's practices and procedures and recommends legislative or administrative solutions;
- Conducts research and special studies and makes recommendations to support the utilization of the most efficient and effective strategies in the implementation of programmes;
- Contributes to technical tax workshops for staff as well as taxpayer organizations and other stakeholders;
- Prepares and delivers presentations on tax related issues;
- Participates in tax related forums of various types;

- Makes recommendations for the development of new training programmes and assists in their development;
- Performs other related duties assigned by the Deputy Commissioner General, Legal Support.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Jamaica's Tax Laws and regulations
- Excellent knowledge of accounting principles, practices and procedures
- Excellent knowledge of Tax Administration Jamaica's operations and functions
- Comprehensive knowledge of commercial laws and practices
- Knowledge of double taxation, international tax laws and practices
- Sound knowledge of programme development and implementation
- Working knowledge of Customs Laws and regulations
- Working knowledge of computer systems and the relevant applications
- Excellent analytical, decision-making and problem-solving skills
- Excellent communication and interpersonal skills
- Good knowledge of training, presentation techniques and time management skills

Minimum Required Qualification and Experience

- Master of Science Degree in Accounting, ACCA Level 3 or the equivalent qualification;
- Post-graduate training in Accounting, Revenue Law or Tax Auditing;
- Training in International Taxation, Business Management or Financial Management would be an asset;
- Five (5) years' experience as an Audit Specialist or Senior Tax Administrator.

Special Conditions Associated with the Job

- Irregular and extended working hours at times;
- Required to travel up to 25-30%.

2. Manager, Data Management (Level 7)

Job Purpose

The incumbent will:

- Manage TAJ's data in a manner to optimize business usage and governance throughout the organization;
- Develop and implement standards and procedures necessary to create the proper framework for database management and for effective interaction with users, while promoting quality awareness among them.

Key Responsibilities

Management/Administrative:

- Provides leadership, support and guidance to all staff to ensure that the Unit is effectively managed;
- Develops the Operational and Work Plans with the supporting budget for the Unit, ensuring that all the relevant activities to be undertaken and required resources are considered;
- Plans, co-ordinates and directs all the activities of the functional areas;
- Establishes and enforces standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws, policies;
- Maintains effective working relations with external and internal stakeholders and customers, ensuring that the Unit provides a consistently high level of service to them.

Technical/Professional:

- Oversees the development and design of database strategies, system monitoring and improving database performance and capacity;
- Develops and implements standards and procedures necessary to create the proper framework for database management and for effective interaction with users;

- Monitors periodic systems audits conducted to ensure conformance with standards;
- Develops, manages and maintains a range of databases;
- Reviews transaction logs versus system/database modification to determine authenticity of transactions;
- Prepares and presents data from existing database systems for decision making;
- Represents TAJ in court on matters of fraud in defense of the authenticity of the organization's data and the processes surrounding its creation, use and storage;
- Oversees the quality assurance process surrounding new and existing systems within the organization;
- Identifies and introduces measures to improve data quality within the organization;
- Collaborates with the Programmer Analysts (Developers) and Business Analysts to design and create the database structure for new systems and existing systems;
- Conducts research on database technology trends and submits recommendations and/or reports on significant findings to supervisor for follow-up evaluation;
- Keeps abreast of trends and developments in information technology;
- Develops database dictionary and other related manuals and assists in the delivery of training in collaboration with the Human Resource Development (HRD) Unit;
- Manages the set up and testing of new database and data handling systems;
- Monitors database efficiency;
- Promotes data quality awareness across multiple staff profiles e.g. Managers and operational staff;
- Works in collaboration with the Business Users to develop protocols for data processing that ensures the greatest level of accuracy of data capture, processing and output;
- Creates query definitions that allow data to be extracted;
- Keeps abreast of contracts with data collection software vendors and maintains a close working relationship with them;
- Oversees the installation and roll-out of all database vendors' updates;
- Provides on-going consultation and technical assistance.

Human Resource:

- Develops and manages the Unit's HR plan that addresses staff requirements and succession planning and liaises with the Director, Shared ICT Services;
- Manages leave administration in respect of all staff within the Unit;
- Participates in the recruitment of staff for the Unit and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with the Work Plan;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures;
- Performs other related duties assigned by the Director, Shared ICT Services.

Required Knowledge, Skills and Competencies

- Excellent knowledge of relational database management systems
- Excellent knowledge of database design
- Excellent understanding of Structured Query Language (SQL)
- Excellent knowledge of database software/web applications
- Excellent knowledge of Tax Administration Jamaica operations, functions and Code of Conduct
- Excellent decision-making, planning and organizing skills
- Excellent negotiating and/or advocacy skills
- Excellent judgment and analytical skills
- Excellent oral and written communication, interpersonal and team building skills
- Very good time management skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science/Information Technology or the equivalent qualification;
- Specialized training in Database Management and Quality Assurance;
- Four (4) years' experience in Database Management or related area.

Special Conditions Associated with the Job

- May be required to work outside of normal working hours and in adverse working conditions;
- Required to travel 30% - 40%.

3. Performance Analyst (Level 6)**Job Purpose**

The incumbent will:

- Provide guidance and monitor the development of Operational and Work Plans for Branches/Sections and Units and assign collection targets to the relevant business units within Tax Administration Jamaica (TAJ);
- Observe, review and evaluate the performance of TAJ's business Units against the Operational and Work Plans to ensure conformance or identify divergence, as well as to compile data and maintain a database to support the formulation of policies and the development of programmes.

Key Responsibilities***Technical/Professional:***

- Provides guidance on the development of the Division's/Branches'/Section's Operational and Work Plans and performance indicators in line with TAJ's strategic direction and its planning and performance framework and guidelines;
- Reviews the Division's/Branches'/Section's Operational Plans to ensure that they are aligned to the overall Strategic Plan;
- Develops reporting systems/structures to effectively monitor the execution of the Operational Plan;
- Evaluates Operational and Work Plans to ensure that risk management components are incorporated;
- Monitors to ensure that operating budgets are aligned to the Operational Plans;
- Participates in the preparation and review of TAJ's Operational Plan;
- Monitors the achievement of objectives and targets of the Strategic Plan;
- Assists with the preparation of monthly, quarterly, annually and ad hoc reports for TAJ;
- Analyzes data collected by using various techniques and formulates recommendation to stimulate policy changes and programme development;
- Analyzes statistical data generated from RAiS using appropriate software;
- Designs and implements schedules of data collection to provide timely, relevant information for planning, performance monitoring and decision-making;
- Reviews performance reports and analyzes data to identify trends and areas where performance can be improved;
- Recommends remedial action where performance issues/weaknesses are identified;
- Develops performance indicators to measure and report on the effectiveness of Strategic and Corporate Plans;
- Assists with the preparation of performance reports;
- Develops a database of best practices, performance measures, and standards;
- Performs other related duties assigned by the Director, Planning and Review.

Required Knowledge, Skills and Competencies

- Excellent knowledge of corporate planning and performance management tools and applications
- Excellent knowledge of Tax Administration Jamaica's operations and functions;
- Excellent understanding of corporate planning and budgetary process in the Public Sector
- Working knowledge of computer systems and the relevant applications including the ability to interpret spread sheets and statistical data
- Excellent decision-making, planning and organizing skills
- Excellent judgment, and analytical skills
- Excellent communication and interpersonal skills
- Very good time management skills
- Excellent presentation skill

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Management Studies or the equivalent professional qualifications;
- Training in Strategic/Corporate Planning, Performance Evaluation and/or Performance Management;
- At least three (3) years related work experience.

Special Condition Associated with the Job

- Required to travel up to 40%.

4. Senior Human Resource Officer (Level 6)

Job Purpose

The incumbent will:

- Co-ordinate and monitor the recruitment and selection process to fill vacancies; arrange orientation exercises for new recruits; provide support for the Human Resource Executive Committee (HREC) through the supply of accurate information;
- Advise staff of and apply the provisions of benefits as well as to manage the activities of the team assigned.

Key Responsibilities

Management/Administrative:

- Provides leadership, support and guidance to all staff to ensure that the Team is effectively managed;
- Prepares and implements Work Plan for the Team;
- Manages and monitors the performance of the Team;
- Enforces the standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Develops and maintains effective working relations with external and internal stakeholders, ensuring that the team provides a consistently high level of service.

Technical/Professional:

- Reviews and signs-off on advertisements for recruitment;
- Co-ordinates recruitment of new employees and participates in recruitment panels and exit interviews;
- Arranges background checks on selected candidates;
- Vets or prepares submissions to HREC for consideration;
- Oversees the processing of the relevant documentation to facilitate the payment of increments;
- Verifies information and signs job letters requested by staff;
- Arranges and conducts orientation for the new recruits;
- Conducts site visits to interact with staff and to ascertain their concerns;
- Ensures staff is informed of the available benefits and the requirements for accessing them;
- Ensures staff is provided with the correct interpretation and are kept abreast of all Government related benefit policies, procedures and guidelines;
- Monitors the timely processing of all pension applications;
- Monitors the processing of leave computation and application of all leave entitlement;
- Ensures Service Records for all newly appointed staff members are prepared and the others are kept current with addition of the latest information;
- Monitors the preparation of the Annual Vacation Leave Rosters across TAJ and ensures they are distributed to the respective Office;
- Ensures the processing of loan applications (i.e. motor vehicle, motor vehicle insurance, motor vehicle repair, education, miscellaneous, computer and salary advance) are correctly done and submitted to the Ministry of Finance and the Public Service;
- Monitors the arrangement of medical examination for permanently appointed staff members;
- Vets all submissions to the HREC for consideration;
- Oversees the arrangement for new staff members to be registered for health insurance;
- Liaises with the health insurance provider on behalf of staff members;

- Ensures the Accounts Unit is advised of salary deductions to be made;
- Ensures all requisite benefit related application forms are readily available;
- Prepares all the required reports in the stipulated formats and submits by the due dates.

Human Resource Management:

- Manages the Unit's HR plan that addresses staff requirements and succession planning and liaises with the HR Manager;
- Conducts reviews of supervisees in accordance with the Work Plan;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Tax Administration Jamaica's operations and functions
- Excellent knowledge of policies and procedures governing pension processing
- Excellent knowledge of leave administration
- Excellent knowledge of Human Resource Management practices
- Comprehensive knowledge of TAJ's Code of Conduct and HR policy
- Knowledge of Government of Jamaica Labour Laws
- Working knowledge of computer systems and the relevant applications
- Excellent decision-making, planning, judgement, organizing and analytical skills
- Excellent communication, interpersonal and team building skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management or other related discipline or equivalent;
- Certificate in Counselling would be an asset;
- Three (3) years related experience.

Special Conditions Associated with the Job

- Required to travel 20%-25%.

5. Accountant, Checking (Level 4)

Job Purpose

The incumbent will check payment vouchers and ensure they are prepared in accordance with the Financial Administration and Audit Act (FAA) and upload payment information for funds to be transferred to payees' accounts via the Central Treasury Management System (CTMS).

Key Responsibilities

Technical/Professional:

- Checks Payment Vouchers to ensure they are accurately prepared and payments are charged to the appropriate objects and activities;
- Verifies amounts stated on Payment Voucher with source documents such as Contract, Petty Cash Voucher, Taxi, Supper and Refreshment Voucher, Morning Allowance Voucher and other Payment Vouchers and signs;
- Checks all utility bills for accuracy and certifies for payment;
- Ensures payments are being made to the correct payees;
- Uploads cheques from the Financial Management System (FinMan) for printing from the Imprest Account;
- Checks and validates entries in payment registers;
- Resolves queries, updates and maintains the Query Log Register;
- Performs any other related duties assigned by the Senior Accountant, Payments

Required Knowledge, Skills and Competencies

- Knowledge of the Financial Administration and Audit Act (FAA) and Ministry of Finance and the Public Service's circulars and guidelines
- Working knowledge of the functions and operations of the Department
- Working knowledge of computer systems and the relevant applications
- Excellent time management skills
- Good interpersonal, communication and team skills
- Ability to pay keen attention to details

Minimum Required Qualification and Experience

- Associate Degree in Accounts or Business Administration or professional equivalent qualification;
- Diploma in Government Accounting;
- At least two (2) years' experience in a related area.

6. Collections Officer (Level 4)

Job Purpose

The incumbent will process tax related transactions with the attendant fees, collect, receipt and account for revenue paid within the Tax Office directly or by mail.

Key Responsibilities

Technical/Professional:

- Checks and signs for high valued stock received from the Stock Officer;
- Examines documents presented by taxpayers/customers for the various transaction types (such as motor vehicle registration and fitness fee, applications for motor vehicle titles, plates and Trade Licence Certificate, etc.) ensuring completeness and authenticity of documentation;
- Advises taxpayer of and collects relevant amount to be paid for the specific transaction;
- Inputs Taxpayer Registration Number and/or other relevant information from the documentation to appropriate payment screen of the Integrated New Cash Remittance System(INCRS);
- Returns supporting documents to the taxpayer/customer;
- Stamps and signs receipt generated by the system and issues to the customer/taxpayer with the Motor Vehicle Registration Certificate (MVRC), sticker, plates and Trade Licence Certificate etc where applicable;
- Checks Tax Returns (i.e. for PAYE, Education Tax and Income Tax etc) filed by taxpayers and keys relevant information to the INCRS, ensuring;
- Endorses, stamps and signs Fact of Filing Receipt as well as general receipt generated by the system for any payment made and issues to the taxpayer;
- Processes Returns submitted via mail or the Drop/Deposit Box, ensuring where applicable that monies received (cash, cheques or money order) coincide with that recorded in the Value Book;
- Prepares relevant receipts and returns to Value Book Officer for transmission to taxpayer;
- Ensures payments of all Returns are credited to the appropriate Heads of Revenue;
- Prepares and issues Revenue Deposit Received to customers as change from cheques;
- Checks deposit accounts to verify accuracy of amounts presented on RDR to be used by tax/payers/customers;
- Prepares Refund Certificates;
- Checks and accounts for all cash, cheques, debit and credit card payments received;
- Disseminates information to customers;
- Secures and returns unused stock at the end of the work day;
- Batches credit and debit card receipts;
- Reconciles the revenue collected with that recorded on the system and the total for the receipts issued;
- Prepares lodgment slips and relevant documentation for deposit to HEART, NIS and TAJ's bank accounts;
- Performs other duties as assigned by the Collections Supervisor.

Required Knowledge, Skills and Competencies

- Good knowledge of the relevant tax laws and regulations
- Comprehensive knowledge of Tax Administration policies and procedures
- Comprehensive knowledge in ICTAS and INCRS
- Good knowledge of the FAA Act and Regulations
- Working knowledge of relevant computer applications
- Excellent time management skills
- Excellent communication, interpersonal and team skills
- Excellent customer relations skills
- High level of integrity and ethics

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting, ACCA Level 2 or equivalent qualification;
- Training in Integrated Computerized Tax Administration System (ICTAS) and Integrated Cash Remittance System (INCRS);
- Two (2) years related work experience.

Special Condition Associated with the Job

- Extremely long working hours at times.

7. Supervisor, Mail Management (Level 4)**Job Purpose**

The incumbent will be responsible for:

- Providing an efficient and effective mail management programme;
- Managing the timely receipt and dispatch of mails and correspondence;
- Safeguarding all mails and correspondence being transmitted through the Mail Centre.

Key Responsibilities***Management/Administrative:***

- Provides leadership, support and guidance to all staff to ensure that the Unit is effectively managed;
- Co-ordinates the development of the Work Plan and supporting budget for the Section ensuring that all the relevant activities to be undertaken and required resources are considered;
- Plans, co-ordinates and directs all the activities of the Section;
- Establishes and enforces standards and rules of professional conduct for staff within the Section;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders.

Technical/Professional:

- Prepares schedules for dispatch and retrieval of all mails and correspondences across TAJ;
- Oversees the recording and tracking process of all mails entering and leaving the mail Centre;
- Monitors the functions of mail management throughout TAJ;
- Collaborates with key stakeholders in the development of mail hubs within the Revenue Service Centres;
- Participates in developing mail management procedures;
- Monitors and updates mail dispatch book;
- Prepares registered and unregistered letters for dispatch to post office;
- Plans and schedules rotating staff for activities within the mail Centre;
- Organizes schedules to allow for smooth work flow and efficiency;
- Ensures that all incoming correspondences are opened, sorted, dated and stamped (with the exception of those that are personally addressed and those coming from select offices);
- Liaises with Fleet Manager in order to arrange dispatch and manages the retrieval of mails and other correspondences;

- Assigns Records Officers to travel with driver to offices where mail must be delivered;
- Ensures that all mails are dispatched and dispatch book signed by receiver;
- Monitors the funds available on stamping machine and makes requests for additional funds to be placed on machine through the office of the Chief Financial Officer;
- Stamps envelopes with relevant postal amount and dispatches for delivery;
- Prepares and submits reports;
- Performs any other duties as assigned by the Manager, Records.

Human Resource Management:

- Develops and manages the Section's Human Resource plan that addresses staff requirements and succession planning and liaises with the Manager, Records;
- Manages Leave Administration for staff within Unit;
- Participates in the recruitment of staff for the Section and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with the Work Plan;
- Completes final performance assessments of staff and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the section and implements corrective measures.

Required Knowledge, Skills and Competencies

- Expert knowledge of mail management policies and procedures
- Comprehensive knowledge of registry operations and records management
- Knowledge of the relevant mail management systems
- Sound knowledge in the use of Microsoft Office Suite
- Excellent time management and organizing skills
- Excellent communications and interpersonal skills
- Strong judgement and problem solving skills
- High levels of confidentiality

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Archives Studies, Records Management or equivalent qualifications;
- Three (3) years related work experience.

8. Application Administrator (Level 4)

Job Purpose

To maintain a reliable and efficient Information and Communication Technology (ICT) environment; update and maintain the computer system and related equipment in the Revenue Service Centres (RSCs) and Tax Offices.

Key Responsibilities

Technical/Professional:

- Resolves systems errors and maintains logs;
- Liaises with the Systems Administrator to effect complex changes resulting from computer system issues to prevent future occurrence;
- Maintains inventory of internal and external user accounts for all systems;
- Performs weekly back-up of the Stamp Office Information System and the users files stored on the server;
- Performs weekly back-up of the Motor Vehicle Title Tracking System (MVTTS), and the user files stored on the server;
- Monitors the automatic back-up of Motor Vehicle Driver's Licence System on a weekly basis;
- Maintains current log of all off site back-ups executed and transmits to the off-site's storage;
- Advises the relevant Heads of Sections of changes/new patches to the corresponding system and prepares as well as conducts training on the changes;
- Sensitizes users of ICT operational procedures;

- Sensitizes staff of and encourages their adherence to ICT security procedures;
- Informs the Systems Administrator and General Manager/Collector of Taxes of all breaches identified;
- Identifies and investigates misuse of users' access upon discovery;
- Updates and maintains detailed logs of all ICT equipment as well as the dispatch and receipt of the equipment (i.e. printers, copiers, PCs, UPS, fax machines etc.) leaving and entering the office;
- Configures printers and computers to operate on the network;
- Installs and tests software and configures applications to facilitate use by users;
- Creates and disables user accounts for INCRS, MVTTS, TCC Online and Tax Portal;
- Configures computer applications and hardware to facilitate use by users;
- Assists staff with using various computer applications and customers with e-filing;
- Provides assistance with identification of issues with the equipment which may hinder the Collections Officers from accurately balancing daily transactions;
- Keeps abreast of trends and developments in information technology in particular computer hardware and software;
- Participates in meetings, workshops and discussions regarding matters that will affect the operations of the Tax Office;
- Generates Management Information System (MIS) reports upon request;
- Prepares and maintains schedules for transmitting archive tapes for off-site storage;
- Conducts First level application and hardware trouble shooting exercises;
- Performs daily and weekly back-up of the Integrated New Cash Remittance System (INCRS) critical data for senior management;
- Creates user accounts for both internal and external users;
- Participates in User Acceptance Testing (UAT) to assure business rules are adhered to while verifying the integrity of the applications;
- Participates in system disaster and system failure recovery;
- Participates and assists Office Manager with Board of Survey (BOS) exercises;
- Participates in off-site collection programs (i.e. Property Tax Collection Drives at Community Centers);
- Participates in Internal System Hardware Maintenance (i.e. Assist Computer Operator with maintenance activities);
- Verifies and confirms maintenance activities of Service Providers (i.e. AIS Cashier Printer maintenance schedule, E-Gov Drivers Licence System);
- Monitors and assists Service Providers in resolving and troubleshooting problems;
- Monitors and assists with the maintenance of Anti-Virus services and definition files update;
- Conducts periodic and random checks to verify authenticity of application transactions;
- Liaises with Service Providers to ensure system reliability and continuity. (i.e. EGOV system INCRS);
- Provides technical support and input into System decision to Site Managers;
- Performs other related duties assigned by the Systems Administrator.

Required knowledge, Skills and Competencies

- Comprehensive knowledge of the operating systems and applications used by TAJ
- Comprehensive knowledge of computer architecture
- Comprehensive knowledge of the operations and functions of TAJ
- Working knowledge of the various tax laws, policies and procedures
- Excellent decision making, judgment, analytical and planning skills
- Excellent communication, team and interpersonal skills
- Excellent time management and organizing skills

Minimum Required Qualification and Experiences

- Bachelor's Degree in Computer Science or its equivalent;
- Two (2) years' experience in a related area.

Special Conditions Associated with the Job

- Highly confidential environment;
- Will have to do some lifting of computer equipment and other supplies from time to time;
- Long and irregular working hours;
- High stress working environment;

- May be exposed to low and/or cold temperatures due to the computers.

9. Document Control Officer (Level 3)

Job Purpose

The incumbent will manage, co-ordinate, implement and maintain the activities to assist in ensuring adherence to quality standards for scanned documents while also ensuring their timeliness, accuracy and integrity; strictly follow established procedures and policies needed to meet record retention policies, safeguard information and retrieve data more effectively.

Key Responsibilities

Technical/Professional:

- Administers and controls required documentation within the selected document management system;
- Maintains Specification/Procedural/Form administration within the Records Management System of the Department;
- Maintains quality control of electronic documents against hard-copy documents to ensure proper sequencing that achieves easy retrieval and up-to-date documentation system;
- Participates in the development of strategies for continuous improvement processes to the current document management system;
- Ensures all documentation records are correctly filed and stored as per archive procedures;
- Ensures all documentation referencing is consistent with internal and external procedural requirements;
- Ensures all amendments to policies, procedures and standard documentation are captured accordingly;
- Maintains a complete register of all procedures and associated documentation as a master file copy for the system's continual improvement and compliance;
- Ensures compliant document approval system to maintain document integrity at all times;
- Contributes to the maintenance, continual improvement and refinement of TAJ's Records System, associated procedures and documentation;
- Recommends removal or update of access codes as changes require and ensures users get appropriate level of access;
- Assists in upgrading content classification for easy referencing;
- Prepares reports and provides follow-up information to inquiries;
- Performs other related duties assigned by the Supervisor, Data Conversion.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Records Management
- Comprehensive knowledge of the Manual and Electronic Records Management System;
- Comprehensive knowledge of TAJ's operations and functions
- Knowledge of relevant computer systems and applications especially Microsoft Office Suite
- Strong analytical, planning and organizing skills
- Strong decision-making, judgment and problem-solving skills
- Strong communications and inter-personal skills
- Good time management skills
- Detail-oriented
- Good monitoring and evaluation techniques

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or equivalent qualification;
- Experience with electronic document control software and equipment would be an asset;
- Minimum of two (2) years related experience.

Special Condition Associated with the Job

- Will be required to stand, walk and sit for extended periods of time.

10. Computer Technician (Level 3)

Job Purpose

The incumbent will:

- Maintain computers and repair hardware components;
- Assist users with the use of the systems and respond to reports of malfunction of machines.

Key Responsibilities

Technical/Professional:

- Carries out routine diagnostic and physical checks on the equipment in various Communications rooms;
- Conducts preventative maintenance;
- Assists with the installation of computers and peripherals;
- Installs and tests equipment;
- Directs the unloading and un-crating of equipment;
- Verifies deliveries to ensure receipt of all items ordered;
- Ensures all network connections are in place for equipment;
- Performs scheduled backup of systems and data as well as keeping PC disk space available;
- Carries out periodic checks on equipment within TAJ;
- Effects simple maintenance on other computer equipment or maintains a presence when equipment are being serviced;
- Responds to users' report of equipment malfunctioning and, if necessary, assists users in understanding proper usage of equipment;
- Reports complex problems relating to equipment used;
- Manages and accounts for all dispatch forms;
- Assists in inventory control of all equipment inclusive of equipment dispatch;
- Keeps abreast of developments in the computer Industry;
- Monitors the servicing of equipment by service providers;
- Cleans all equipment and reports incidents of misuse or abuse;
- Ensures adherence to security policies;
- Demonstrates knowledge of disaster preparedness plan for ICT and executes same when necessary;
- Conducts software repairs as directed by the System Administrator;
- Participates in system failure recovery;
- Participates and assists Asset Management Manager with Board of Survey (BOS) exercises;
- Monitors and assist Service Providers in resolving and troubleshooting problems;
- Provides first level support for the maintenance of Anti-Virus services and definition files update;
- Liaises with Service Providers to ensure system reliability and continuity;
- Identifies and prepares hardware for disposal when appropriate;
- Ensures hardware is stripped and secured before disposal;
- Performs other related duties assigned by the System Administrator.

Required Knowledge, Skills and Competencies

- Expert knowledge of computer equipment maintenance
- Expert knowledge in computer system operation
- Comprehensive knowledge of hardware support and maintenance
- Comprehensive knowledge of computer architecture
- Good communication, team and interpersonal skills
- Problem solving skills
- Good time management skills

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification;
- COMPTIA A+ Certification would be an asset;
- At least one (1) year's experience in a similar capacity.

Special Conditions Associated with the Job

- High stress working environment;
- Exposure to low temperature due to computers;
- May be required to work outside the normal hours and on weekends;
- Will have to do some lifting of computer equipment and other supplies from time to time;
- Travelling across the island (20%-25%).

11. Bank Reconciliation Officer (Level 3)**Job Purpose**

The incumbent will:

- Balance all the Revenue Bank Accounts associated with Tax Administration Jamaica;
- Prepare Journal Vouchers and relevant Listings.\

Key Responsibilities***Technical/Professional:***

- Checks the E-care system daily to identify if the total on the lodgment detail report corresponds with the total in the Department's Bank Account;
- Checks the Collections Report from the Virtual Collector and records the amount collected, amount lodged and any variances;
- Gathers and submits all documents showing proof of variances received from the Tax Offices;
- Forwards all Charge Back requests made from the Banks to the Senior Bank Operations Officer;
- Reconciles the bank accounts for availability of funds and forwards information to the Payment Report Officer;
- Prepares a daily report identifying any discrepancies in the assigned Bank Accounts;
- Certifies Payment Vouchers upon request;
- Receives all Bank and Merchant Statements from the respective Banks and Debit and Credit transactions receipts from the Tax Offices;
- Reconciles the bank balance from the Cash Book against the balance shown in the Bank Statement;
- Checks the receipt and payments against the lodgments and payments in the bank accounts;
- Prepares the Outstanding, Erroneous Credit and Debit and Unidentified Listings and provides supporting documents for the individual transactions on the listing respectively;
- Forwards findings from listings to Manager, Bank Operations to facilitate the preparation and submission of letters to the Banks in relations to the various bank accounts;
- Prepares Journal Vouchers highlighting the errors detected in the accounts and provides the relevant documentations;
- Prepares a listing of all the bank charges and fees for reconciling and a draft of the reconciliation statement for submission to the Senior Bank Operations Officer;
- Verifies all payment invoices received from the Banks;
- Documents all the stale dated cheques from the Refunds Unit and posts them to the Bank of Nova Scotia account;
- Performs any other related duties assigned by the Senior Bank Operations Officer.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of the ICTAS
- Working knowledge of the Financial Administration and Audit Act
- Working knowledge of the Microsoft Suite (Word and Excel)
- Excellent oral and written communication skills
- Excellent interpersonal and team skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Associate Degree in Accounting, Business Studies or the equivalent qualification;
- Two (2) years' work related experience.

12. Electronic Processing Officer (Level 3)

Job Purpose

The incumbent will:

- Advise and confirm the transfer of funds to Tax Administration Jamaica's bank accounts done by the Direct Banking method;
- Communicate the amount being paid daily to the different entities in accordance with agreements and investigate "Charge Backs."

Key Responsibilities

Technical/Professional:

- Organizes the collections for the different entities (NHT, HEART/NTA, NIS, PICA) daily;
- Confirms and informs the Manager, Bank Operations of the daily collection of funds in TAJ's bank accounts by way of direct banking from taxpayers;
- Conveys information of the transfers received from the taxpayers to the Large Tax Offices (LTO) and other Tax Offices;
- Communicates to the different entities (HEART/NTA, NHT, NIS, PICA) daily, the funds collected on their behalf and the amount that is transferred to their respective bank accounts;
- Investigates errors reported by the Tax Offices;
- Investigates refunds that are due from NHT to TAJ in accordance with agreements made;
- Confirms each direct banking payment and sends information daily to direct banking representative's island wide;
- Prepares a daily listing of all Direct Banking Payment received and amounts lodged;
- Investigates "Charge Backs" received from the banks, and forwards responses along with corresponding documents to the Manager, Bank Operations;
- Contacts Tax Offices/clients to settle discrepancies with direct banking payments;
- Prepares a list of amounts that do not have a corresponding Direct Banking form for taxpayers who cannot be identified and submits to the Manager, Bank Operations;
- Performs any other related duties assigned by the Manager.

Required Knowledge, Skills and Competencies

- Knowledge of the Tax Administration operations and functions
- Working knowledge of the Unit's procedures and operations
- Working knowledge of the ICTAS and Direct Banking systems
- Knowledge of computer system and the relevant applications
- Excellent communication skills
- Excellent team and interpersonal skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Associate Degree in Business Studies or a related field or equivalent;
- At least one (1) year experience in a related position.

13. Revenue Verification Officer (Level 3)

Job Purpose

The incumbent will:

- Verify that the transaction receipts processed by the Collections Officers are documented and accounted for;
- Ensure that the total amount collected on behalf of the Government of Jamaica is recorded and deposited to the Revenue Bank Account in accordance with the requirements of the Financial Administration and Audit (FAA) and Revenue Administration Acts and is responsible for the compilation and submission of the Revenue Financial Information.

Key Responsibilities

Technical/Professional:

- Checks Tax Accounts for all documents received against the Advice Letters and confirms receipt;
- Verifies deposit slips against Revenue Cash Book information;
- Receives all transaction receipts and accounting documents such as Revenue Deposit Received (RDR), Revenue Deposits Paid (RDP), Deposit slips, transaction summary sheets and ensures the relevant stamps are affixed by the Tax Offices;
- Checks all transaction receipts and accounting documents, Tax Account documents against the Revenue Cash Book to verify accuracy;
- Ensures Cash Sheets received are signed and stamped by the Collector in Charge;
- Checks that all documents processed at the banks are endorsed;
- Classifies Tax Types under the relevant Revenue Heads;
- Verifies correctness of accounting records such as Direct Banking Advice, RDR, RDP and Refund Certificates;
- Reconciles Point of Sale receipts(slips) with Batch Report;
- Examines Cash Sheets for arithmetic accuracy, appropriate endorsement, signature and completeness;
- Verifies the authenticity of the cancelled documents and that all copies have been received;
- Submits copies of receipts for Levies law (Court matters), JCS Exams Fees, Nomination Fees and Betting Gaming and Lotteries Commission to the Supervisor, Revenue Verification;
- Sorts and batches documents received in date order according to Collectorate (Tax Office);
- Prepares and submits queries to Supervisor, Revenue Verification;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Working knowledge of the Financial Administration and Audit (FAA) Act and other financial regulations
- Knowledge of Tax Administration Jamaica operations, policies and procedures
- Working knowledge of relevant computer systems and applications
- Good organizing skills
- Good time management skills
- Good communication, interpersonal and team skills
- Keen eye for detail

Minimum Required Qualification and Experience

- Associate Degree in Business Studies/Accounting or equivalent;
- One (1) year's work related experience;
- Knowledge of operations at the Tax Collectorates would be an asset.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours.

14. Payroll Control Officer (Level 3)

Job Purpose

The incumbent will manage the monthly and fortnightly "On and Off" Payroll Control Register, identify and advise of discrepancies, ensure amendments are made and all payrolls are reconciled.

Key Responsibilities***Technical/Professional:***

- Prepares Payroll Control Register for permanent monthly, temporary monthly and fortnightly payroll;
- Verifies accuracy of salary information on each employee for the monthly and fortnightly Payroll Register;
- Calculates salary adjustments and updates the Payroll Control Register;
- Reconciles Payroll Register with Control Register;
- Informs Payroll Officers and Manager of variances;
- Prints and submits Payroll Control Register to the Payroll Manager;
- Receives signed Payroll Control Register and files according to payroll cycle (ie permanent, temporary and fortnight);
- Maintains the Leave Register for all employees of TAJ who proceeds on leave;
- Checks payroll vouchers;
- Prepares Bizpay payroll schedule for temporary monthly and fortnightly pay employees for submission to the Ministry of Finance;
- Prepares and submits Government Health Insurance Summary Report to the Manager, Payroll for temporary and fortnightly paid employees;
- Collaborates with Payroll Officers with the checking and verification of salary deductions for employees;
- Performs other related duties assigned by the Manager, Payroll.

Required Knowledge, Skills and Competencies

- Good knowledge of the Financial Audit and Administration (FAA) Act and other financial regulations and guidelines
- Working knowledge of the operations and functions of Tax Administration Jamaica
- Excellent knowledge of computer systems and the relevant applications i.e. (Bizpay, excel, word)
- Excellent time management skills
- Excellent interpersonal skills
- Very good oral and written communication skills
- Good team skills

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Accounting or ACCA Level 1 or the equivalent qualification;
- Government Accounting Level 2;
- Two (2) years' experience in a related position.

Special Condition Associated with the Job

- May be required to work outside of the normal working hours.

15. Stock/Asset Management Officer (Level 3)**Job Purpose**

The incumbent will:

- maintain, manage and report on the supplies and operations of the Stock assigned to the RSC/Tax Office to which assigned;
- Safeguard and effectively manage all incoming items from the Stores Unit.

Key Responsibilities***Technical/Professional:***

- Ensures the availability of stock on hand by forecasting, through previous issuing patterns, the amount of stock required so as to maintain the desired inventory level;
- Ensures that stock records are maintained in an efficient manner;
- Prepares list of stationery, office supplies and high valued items etc. needed and submits to the Supervisor, Stock/Asset Management for approval;

- Prepares order for the stationery, office supplies and high valued items etc. and transmits to the Supervisor, Stock/Asset Management;
- Receives goods supplied, checks the quantities received, signs delivery slips and arranges for their delivery to the storage area;
- Records in Register and updates system with in-coming and out-going stock;
- Maintains a current record of all unfilled orders;
- Maintains custody of Receipt Books, License Plates, Registration Certificates, all official stamps used by the Tax Office and all other official documents;
- Records and issues receipt books, license plates, Registration Certificates, other high value items and goods to authorized personnel;
- Conducts periodic checks in stock, verifies balances and compiles stock report as required;
- Identifies obsolete stock and advises Manager, Asset Management of the need to initiate disposal in accordance with the regulations and guidelines;
- Ensures that the security of stocks is not compromised by the entry of unauthorized personnel or other breaches of the rules applying to the operation of Stores and safeguard of valuable items;
- Performs any other related duties assigned by the Supervisor, Stock/Asset Management.

Required Knowledge, Skills and Competencies

- Very good knowledge of Asset and Supplies Management
- Knowledge of the Procurement guidelines
- Working knowledge of Financial Administration and Audit (FAA) Act
- Basic knowledge of computer systems and the relevant computer application
- Good organizing skills
- Good communication and interpersonal skills
- Good time management skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or equivalent;
- Certificate in Supplies Management or Asset and Inventory Management;
- Two (2) years' work related experience.

16. Cash Book Officer (Level 2)

Job Purpose

The incumbent will prepare the Cash Books for the various bank accounts for Tax Administration Jamaica which represents all financial transactions within the Authority and identify any gaps relating to payments.

Key Responsibilities

Technical/Professional:

- Receives all bank statements for the accounts associated with Tax Administration Jamaica from the respective commercial banks;
- Examines the transactions received from source documents such as Lodgment Slips, Point of Sale transactions, Stamp Revenue and Deposit transactions and the data from the E-payment which is uploaded from the E-Care Portal;
- Receives all emails relating to scanned copies of all lodgments, Point of Sale transactions and Stamp Duty transactions;
- Makes request from the respective Revenue Verification Officer and examines all files containing Lodgment, Debit Card and Credit Card slips, Detail Batch Summary Report, Debit and Credit Card memos and the Cash Sheets of the respective Collectorates;
- Posts requested files to the Electronic Cash Book by date, location, payment methods, amount and number of transactions;
- Checks entries made to the Cash Book with the Cash Sheets to ensure all entries were made;
- Posts all discrepancies identified during checking the details of the various slips and reports;

- Logs unto E-Payment website and generates report showing all E-Portal transactions;
- Prepares E-Portal Cash Book based on information generated;
- Performs any other duties requested by Senior Bank Operations Officer.

Required Knowledge, Skills and Competencies

- Working knowledge of the Financial Administration and Audit (FAA) Act
- Working knowledge of the functions and operations of TAJ
- Working knowledge of the relevant computer systems and applications
- Working knowledge of the E-Care system
- Excellent time management skills
- Good communication, interpersonal and team skills
- Ability to pay attention to detail

Minimum Required Qualification and Experience

- Associate Degree in Business Studies/ Accounting or the equivalent;
- One (1) year experience in a related field.

17. Imaging Technician (Level 2)

Job Purpose

To administer document imaging operations by validating, preparing, indexing, scanning and conducting quality checks on all documents.

Key Responsibilities

Technical/Professional:

- Prepares the paper record for the scanning process;
- Assesses records for proper document identification and collates for barcode identification;
- Scans documents into the database while continuously examining documents for legibility and quality;
- Deletes and/or rescans documents or batches as necessary;
- Assesses scanned images for verification of appropriate content and proper indexing;
- Identifies scanning and indexing errors, with immediate correction through rescanning of the batch and/or image;
- Prioritizes and processes daily records according to defined turnaround standards;
- Retrieves records from storage medium as requested;
- Prepares reports and provides follow-up information to enquiries;
- Performs other related duties assigned by the Supervisor, Data Conversion.

Required Knowledge, Skills and Competencies

- Working knowledge of relevant computer systems and applications
- Knowledge of the operations and functions of Tax Administration Jamaica
- Good time management skills
- Good communication and interpersonal skills
- Proper digital imaging techniques
- Keen eye for detail

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or the equivalent qualification;
- One (1) year's related experience.

Special Condition Associated with the Job

- Will be required to lift boxes and files.

18. Revenue Payment Processing Officer (Level 2)

Job Purpose

The incumbent will prepare Payment Vouchers, maintain payment records and process manual and electronic payments.

Key Responsibilities

Technical and Professional:

- Reviews applications for refund/approval for payments to ensure that all relevant supporting documents (such as refund certificates, claims, proof of original payment, letters) from taxpayers and memos are attached;
- Prepares a Payment Voucher after receiving the written approval or request from the Manager, Revenue Accounting and Verification;
- Prints and signs Payment Vouchers and attaches supporting documents;
- Submits signed Payment Vouchers and supporting documents to Manager, Revenue Accounting and Verification for certification;
- Creates online payment batches to effect electronic payments;
- Prepares cheques manually or electronically;
- Maintains Payment Register and Payment Voucher files;
- Logs prepared cheques for dispatch;
- Reviews supporting documents received and processes electronic payments for other Ministries, Departments or Agencies;
- Prepares and submits reports;
- Performs any other duties assigned by the Manager, Revenue Accounting and Verification.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of Government Accounting principles
- Comprehensive knowledge of the Microsoft Office Suite (Word and Excel)
- Good knowledge of the Financial Administration and Auditing (FAA) Act
- Working knowledge of Tax Administration Jamaica's functions and operations
- Excellent analytical and numeric skills
- Good time management skills
- Good communication, interpersonal and team skills

Minimum Required Qualification and Experience

- Associate Degree in Accounting or Business Administration or equivalent;
- Government Accounting Level 2;
- One (1) year's work related experience would be an asset.

19. Secretary (Level 2)

Job Purpose

The incumbent will provide secretarial and administrative support to facilitate the efficient operations of the Manager's office.

Key Responsibilities

Technical and Professional:

- Stamps and logs all correspondence received for the Senior Manager's Office;
- Types all letters, memoranda and other related correspondence;
- Screens visitors and telephone calls for the Senior Manager and assists with clients' request where possible;
- Responds to queries and makes contact with Taxpayer(s) where necessary;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of meetings;
- Schedules and confirms appointments for Senior Manager;
- Updates diary and reminds Senior Manager of appointments;

- Assists with the compilation of the budget;
- Updates the attendance register and prepares and submits the punctuality report;
- Photocopies, scans, faxes and e-mails relevant documents;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Updates staff leave cards and submits to HRM where necessary;
- Conducts research on behalf of the Senior Manager;
- Performs any other related duties assigned by the Senior Manager.

Required Knowledge, Skills and Competencies

- Working knowledge of TAJ's functions and operations
- Knowledge of TAJ's Code of Conduct
- Working knowledge of computer systems and all the relevant applications
- Excellent communication, interpersonal and team skills
- Excellent planning and organizing skills
- Excellent time management skills
- Ability to take initiative

Minimum Required Qualification and Experience

- Certificate in Business Studies or the equivalent;
- Certificate in Administrative Management, Level 2 (CAM 2);
- Two (2) years' work related experience.

20. Caretaker/Landscaper (Level 1)

Job Purpose

The incumbent will:

- Secure TAJ's premises and assets;
- Allow access and monitors activities of authorized personnel outside of working hours;
- Landscape and maintain the grounds, upkeep equipment used and safe guard door keys.

Key Responsibilities

Technical/Professional:

- Opens and closes the Office doors;
- Switches on and off Air Conditioning Units in the building;
- Switches on and off the lights in the building;
- Checks the oil level in the fuel tank and battery of the generator;
- Checks water level in water tank;
- Sweeps pavement and removes garbage;
- Trims lawns, waters, prunes, sprays, and weeds plants etc;
- Ensures proper upkeep and maintenance of lawn mower and other equipment used;
- Conducts landscaping beautification of grounds;
- Facilitates the work of external contractors outside of normal business hours by providing access to the offices and closing the office;
- Cleans grease traps;
- Cleans garbage receptacles and disposes of waste matters in a safe and hygienic manner;
- Assists with the relocation of furniture/equipment;
- Assists with minor building maintenance outside of normal business hours eg. changing light bulbs;
- Secures the keys for the buildings especially during the evenings after office hours;
- Performs any other related duties that are assigned by the Manager, Property Service.

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of landscaping
- Good knowledge of ground maintenance

- Good knowledge of gardening equipment
- Knowledge of plants and their maintenance
- Working knowledge of building maintenance
- Good communication and interpersonal skills
- Good time management skills
- Good work ethics

Minimum Required Qualification and Experience

- Grade 9 Level education;
- Vocational Training;
- One (1) year's gardening/landscaping experience.

Special Conditions Associated with the Job

- Outdoor environment;
- Irregular and long working hours;
- Live on premises.

21. Driver/Courier (Level 1)

Job Purpose

The incumbent will:

- Collect and deliver documents, supplies and equipment on behalf of the Department;
- transport officials and staff members on official assignments.

Key Responsibilities

Technical/Professional:

- Transports all **high valued items** from the Airport to the Revenue Protection Division (RPD) then to the Stores Office and further to the designated locations across the island;
- Collects mail from the post office;
- Delivers and collects mail, documents, supplies and equipment to and from assigned locations;
- Checks items received to ensure everything recorded is on hand and signs for same;
- Transports officials and staff members on official business;
- Maintains motor vehicle log on a daily basis in accordance with the Department's Motor Vehicle Policy, recording the date, odometer figures before and after the work day, destination, times of departure and arrival;
- Requests and signs for Advance Card (for petrol) and records quantity and cost of petrol taken when applicable;
- Checks motor vehicle every morning and reports any abnormality;
- Monitors servicing schedule of motor vehicle;
- Monitors motor vehicle registration and fitness certificates to ensure they are kept current;
- Reports all accidents and damages to the motor vehicle immediately to the Fleet Manager and prepares the relevant report;
- Checks all repairs done on the motor vehicle;
- Performs other related duties assigned by the Fleet Manager.

Required Knowledge, Skills and Competencies

- Knowledge of the Government's Motor Vehicle Policy
- Knowledge of basic auto mechanics
- Knowledge of Tax Administration Jamaica's operations and functions
- Good oral and written communication skills
- Good interpersonal and team skills
- Good time management skills
- Ability to take initiative and read road maps

Minimum Required Qualification and Experience

- Five (5) CXC subjects including Mathematics and English Language or Grade Nine Achievement certificate;
- General Drivers Licence;
- Two (2) years' experience as a commercial driver;
- National Works Agency Certificate.

Special Conditions Associated with the Job

- Extensive road usage (80 -90%);
- Exposure to dust, heat and hazardous road conditions;
- Expected to work after regular working hours and occasionally on weekends.