



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

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16th January, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Ministry of Transport and Mining**:

1. **Network Manager (MIS/IT 6) – (Not Vacant)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Accountant, Final Accounts (FMG/PA 1) – (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
3. **Collections and Disbursement Officer (FMG/AT 1) – (Not Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Network Manager (MIS/IT 6)

Job Purpose

Under the direction supervision of the Director, Information, Communication and Technology (ICT), the Network Manager manages the Ministry's Local Area Network (LAN) and Wide Area Network (WAN) to ensure adequate availability of computing resources, smooth transfer of information, security of data and availability and access to productivity tools that allow users to do their job effectively.

Key Responsibilities

Management/Administrative:

- Represents the Organization at meetings, conferences and other functions related to ICT;
- Manages the staff of the Network Section to ensure that support is available to staff throughout the working hours;
- Participates as a member of the Management Team in planning, problem resolution and reviewing Department's performance;
- Provides guidance to the Director of Information Management and Managers on matters relating to ICT;
- Contributes to the preparation of the Department's budget and other administrative functions.

Technical/Professional:

- Designs a wide area network (WAN) linking the Ministry and its Agencies and portfolio entities to allow for the sharing of resources and services, including data, voice, security and personnel;
- Designs and implements SAN (Storage Area Network) infrastructure and consolidating;
- Designs, implements and manages virtual infrastructure utilizing full capacity of server hardware;
- Plans and directs the implementation of network infrastructure systems in the Ministry and its dependent Agencies;
- Leads the design/re-design, development and implementation of all network infrastructure projects;
- Implements and manages enterprise firewall solutions to support a more complex and robust network infrastructure;
- Plans, manages and participates in the installation and configuration of network devices including server boxes, operating systems, server software, routers, switches, firewalls, printers etc.;
- Designs and configures network infrastructure services including TCP/IP, DNS, DHCP, etc.;
- Researches and recommends new ICT technologies and services to improve and optimize the Ministry's network systems;
- Designs, develops and implements a comprehensive disaster recovery plan and strategies incorporating data and systems configuration backup, redundant devices and a test lab;
- Manages VOIP infrastructure, including adding and reconfiguring IP phones, configuring pick up groups and access control and backup of Call Manager System;

- Develops and maintains accurate documentation showing network infrastructure, platform(s), configuration and security;
- Evaluates the Ministry's network systems against established Industry benchmarks for performance, security, stability etc. and plans and implements the improvements of the systems, where necessary;
- Keeps meticulous records of all network upgrades, maintenance and inventory;
- Develops and implements network-wide security systems and strategies to protect the Ministry's ICT network and data from viruses, external intrusion and internal/unintentional harm;
- Manages the use of key equipment, such as photocopiers and printers, to prevent abuse;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems.

Human Resource:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Directorate and the Ministry;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Ability to use initiative
- Excellent problem-solving, decision-making and analytical skills
- Ability to work in a team
- Excellent people management skills

Technical:

- Knowledge and expertise to design, develop and implement LAN and WAN solutions
- Ability to install and configure Windows 2000/2003 Servers and active directory
- Knowledge and expertise to formulate, develop, implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Expert knowledge of in-house platforms such as Windows 2000/2003 Server, Exchange 2000/2003 Server, ISA 2004 Server
- Expert knowledge of networking services/protocol, such as TCP/IP, DNS, DHCP
- Expert knowledge of interconnecting Cisco networking devices such as routers, switches, firewalls
- Knowledge of SAN infrastructure – Fibre Channel/ISCSI
- Knowledge and expertise to design, implement and manage a Virtual Infrastructure such as VMware, XEN or Microsoft Hyper-V
- Knowledge of current technological developments
- Expertise in tools of the trade
- Ability to communicate with and understand the requirements of professional staff in area of speciality

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science, Telecommunication Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
 - Four (4) years' experience in related field;
- OR**
- Diploma in Computer Studies or equivalent from an accredited tertiary institution;
 - Four (4) years' experience in related field;
 - Professional certification (**MCSE, CCNA**) in computer networking is highly desirable.

2. Accountant, Final Accounts (FMG/PA 1)

Job Purpose

The incumbent will directly be responsible for the preparation of the Ministry's accounts on an accrual accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and Financial Secretary.

Key Responsibilities

- Ensures that all accounts receivables, accounts payable, income receivable, accruals, prepayments, receipts, lodgements, payments, depreciation provisions, other provisions etc., are accurately and properly brought to account in the period to which they relate;
- Ensures that all journal vouchers for salary, advance clearance and other adjustments in respect of the monthly Accounting have been correctly posted and are properly reflected in the accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought into account;
- Ensures that the Original Estimates, Supplementary Estimates and Revenue Estimates are properly brought to account under the relevant Heads of Estimates;
- Ensures that warrant issues, warrant transfers, warrant adjustments and cash advances are properly brought to account under the relevant Heads of Estimates;
- Prints and checks Reconciled Statements for accuracy and completeness in respect of all Heads of Estimates;
- Resolves all errors found when checking statements and transmits to Final Accounts Manager for review;
- Prints and signs all relevant Financial Statements for all Heads of Estimates, then submits same to Final Accounts Manager;
- Certifies Final Accounts and Payments related transactions on the Ministry's Government Financial Management System (GFMS);
- Certifies the reconciliation of the Central Payment Account;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Expertise in accrual accounting
- Excellent knowledge of GOJ Regulations related to Public Sector Accounting
- Experience in Public Sector Final Accounts procedures
- Skills in operating GOJ Computerized Accounting System

Core:

- Good organizing skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Ability to work in a team
- Excellent interpersonal and influencing skills
- Ability to cope well under pressure and to meet deadlines

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- ASc Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- BSc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

3. Collections and Disbursement Officer (FMG/AT 1)

Job Purpose

The incumbent will be responsible for the collection and lodgement of all monies, the dispatch of cheques and the maintenance of petty cash imprest.

Key Responsibilities

- Collects funds, issues receipts and makes lodgements to the relevant bank accounts;
- Receives cash/cheque payments, classifies funds received, then inserts details on the GFMS;
- Ensures that monies received are correct;
- Generates receipts for all collections;
- Lodges amounts received promptly to the relevant bank account;
- Balances receipts Cash Book on a daily basis;
- Maintains custody of cheques and other valuables;
- Issues cheques to payees upon presentation of proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;
- Classifies receipts using GOJ chart of accounts;
- Maintains petty cash imprest, making authorized petty cash payments and obtain petty cash reimbursements when necessary;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of GFMS, data entry and operational procedures
- Knowledge of GOJ accounts classification codes

Core:

- Good organizing and problem-solving skills
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in a team
- Good work attitude
- Ability to cope well under pressure and meet deadlines

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Friday, 27th January, 2023 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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