



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
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### **CIRCULAR No. 101** **OSC Ref. C.6528<sup>14</sup>**

26<sup>th</sup> May, 2026

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 Energy, Transport and Telecommunications (METT)**:

1. **Senior Performance Monitoring Officer (GMG/SEG 3) – Strategic Planning and Policy Services Division – (Vacant)**, salary: \$5,198,035 per annum.
2. **Senior Manager, Accounts Payable and Disbursement (FMG/PA 3) – Finance and Accounts Division – (Vacant)**, salary: \$5,198,035 per annum.
3. **International Transport Policy Officer (Maritime) (GMG/SEG 2) – Technical Services Directorate Division – (up to April 12, 2028)**, salary: \$4,266,270 per annum.
4. **Public Procurement Officer (GMG/AM 3) – Corporate Services Division – (3 vacant posts)**, salary: \$2,190,302 per annum.
5. **Public Procurement Administrator (GMG/AM 2) – Corporate Services Division – (Vacant)**, salary: \$1,711,060 per annum.

#### 1. **Senior Performance Monitoring Officer (GMG/SEG 3)**

##### **Job Purpose**

Under the direct supervision of the Director, Corporate Planning and Performance Monitoring, the Senior Performance Monitoring Officer participates in the development of operational and financial plans that will secure desired policy outcomes and guide the implementation of mechanisms to monitor and evaluate the performance portfolio Agencies against the plans and, where necessary, guide performance towards delivering these outcomes.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Monitors, evaluates and maintains corporate planning processes and procedures, in conjunction with the Senior Director, Policy Analysis Research and Development;
- Evaluates and maintains performance management processes and procedures, in collaboration with the Director, Corporate Planning and Performance Monitoring, Chief Technical Director, Office of the Cabinet, Ministry of Finance and the Public Service (MOFPS) and other key stakeholders;
- Defines and refines, in keeping with the policy guidelines of the Ministry, the Agencies' Missions, Visions, Strategic Objectives, key intermediate and final outputs, performance indicators and targets, for the short and long terms;
- Develops a structure for the monitoring of progress against targets;
- Monitors and evaluates the performance of Agencies and programmes weekly, monthly, quarterly, half yearly and annually;
- Analyzes the performance of the Agencies and uncovers any variance between planned and actual outputs, outcomes and impacts;
- Prepares and presents performance reports for Agencies, Ministry, Government and public usage;
- Reviews Annual Reports submitted by Agencies, to assess conformity and compliance with the requirements of the Public Bodies Management and Accountability Act, Cabinet Guidelines for reporting compensation for Boards and Senior Executives and other applicable guidelines, and makes recommendations suitable for tabling;
- Liaises with Agencies to address performance issues through a process of problem solving, enabling Agencies to improve the quality of their decision making, in relation to performance issues and the securing of desired policy outcomes;
- Assists in the implementation of information technology systems for performance assessment, monitoring, review and analysis;

- Collaborates with the Finance and Accounts Division to verify the inputs, priorities and the format of Agency's plans and performance criteria;
- Drafts sub-sector documents and papers as required, to support changes in policy, legislation and regulations for the sub-sector;
- Provides performance feedback to Agencies through oral and written reviews and reports;
- Provides input to the Director on staffing needs and makes recommendations for staffing or Budget changes or additions;
- Provides strong leadership role with Agencies in setting standards for work performance, safety and customer relations;
- Assists with the implementation, monitoring and development of quality standards and procedures, which includes those imposed by external bodies, for eg., the World Bank and IDB;
- Designs and undertakes surveys to elicit data, to inform policy decisions;
- Keeps abreast of comparative productivity and statistical data produced, including national (Private and Public Sector), regional and international benchmark data, for use in performance improvement initiatives;
- Participates in local, regional and international conventions, workshops and meetings, on energy, telecommunications and transport matters;
- Manages the development process of the Division's Annual Strategic and Operational Plans and Budget;
- Prepares quarterly publications.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent analytical thinking, problem solving and decision-making skills
- Excellent planning and organizing skills
- Excellent people management skills
- Teamwork and co-operation
- Ability to work on own initiative
- Attention to detail

#### **Technical/Functional:**

- Strategic visioning
- Excellent presentation skills
- Excellent IT Skills - Microsoft Word, Excel and PowerPoint, etc.
- Knowledge of output mapping and dashboard indicators and other performance management systems, such as Balance Scorecard and European Business Excellence Model
- Knowledge of Government Corporate Planning, Medium Term Financial Planning, Operational Planning and Budgeting processes and procedures
- Sound knowledge of Government policy formulation, monitoring and evaluation processes
- Excellent knowledge of performance management techniques and their application and alignment to Vision, Mission, Strategic Objectives, etc.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Public Administration, Business Administration or related field;
- Three (3) years' experience working in a similar capacity.

## **2. Senior Manager, Accounts Payable and Disbursement (FMG/PA 3)**

### **Job Purpose**

Reporting to the Director, Accounts Payable and Payroll, the incumbent will be responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate and in compliance with established regulations, instructions, practices and standards. The officer will also be responsible for establishing and maintaining the Ministry's expenditure, clearing, deposit, salaries, investment saving accounts and other special bank accounts; monitoring the daily cash balances and ensuring that the balances held are agreed on a regular basis with the relevant Government Financial Management System (GFMS) Report.

The incumbent will also be responsible for the day-to-day supervision of the Accounts Payable and Disbursement Unit, ensuring that the Unit's objectives are achieved.

### **Key Responsibilities**

#### ***Management/Technical:***

- Maintains records of all cyclical payments, as well as all routine or ongoing contractual obligations, e.g. utilities, janitorial services, security services, consultancy services, travel claims, etc.;
- Ensures that invoices, bills, etc., are received for all known cyclical and ongoing contractual obligations and that these are booked in the Accounts Payable;
- Ensures that payment requests are legitimate and ascertains measure and issues directives to account for prepaid and accrued expenses;
- Ascertains any new service for the acquisition of any goods, stores or assets which has or will give rise to a liability on the part of the Ministry;
- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers, etc.;
- Reviews on a continuous basis, the existing accounting system to ensure the proper application of financial procedures, so as to maintain the highest standards of integrity and where weaknesses exist takes the necessary action or makes recommendations to remedy same;
- Checks sample vouchers and claims before payments are made;
- Authorizes vouchers selected for payment on the Government Financial Management System (GFMS) in accordance with established Regulations, Instructions, practices and standards;
- Ensures that all payments are correctly classified according to fixed asset, expenses advance and settlement liability;
- Examines all incoming files, correspondence, claims and vouchers submitted to the Unit and assigned to the Senior Accounts Payable Officer for detail checking along with any note for their guidance;
- Monitors activities to ensure that all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- Ensures that an effective system is in place to prevent the incidence of overdraft on any bank account;
- Maintains an effective, fair and proper system for the prioritization and settlement of accounts payable;
- Ensures the preparation of journal vouchers for adjustments and correction of errors, where necessary;
- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other potential loss of public funds;
- Liaises with banks regarding any discrepancy on Bank Statements;
- Oversees the administration of mechanical cheque signing process to ensure that proper internal controls are in place and that they are functioning properly;
- Ensures the daily reconciliation of the Cheque Signing Register with the machine counter readings each day;
- Ensures the proper maintenance and security of all records e.g. Ledgers, Registers in respect of contracts, utilities, Imprest/Advances, etc.;
- Verifies or arranges for the following records to be checked; Value Book, Utility Registers, Rent Register, Attendance Registers, Asset/Inventory Registers, etc.;
- Vets/Signs cheques on behalf of PFO scrutinizing supporting documentation and vouchers to ensure that payment is in accordance with the Financial Administration and Audit (FAA) Act and other relevant instructions;
- Participates in the Ministry's Annual Budget Exercise;
- Ensures the timely remittance of all retention, Contractor's Levy, etc., made from contractors/suppliers, etc., and ensures that the related annual returns are made.

#### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements, in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training and mentoring;
- Maintains an effective working relationship with staff, and ensures that the Section provides a consistently high level of service to its customers/clients by hosting regular meetings with staff to discuss current work status and strategies for improving the delivery of services;
- Takes steps to address the welfare and developmental needs of staff in the Unit;

- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

### **Required Knowledge, Skills and Competencies**

#### ***Behavioural:***

- Excellent oral and written communication skills
- Teamwork and cooperation
- Excellent interpersonal skills
- Ability to work on own initiative
- Client and Quality Focus/Commitment to Service Quality
- Compliance
- Adaptability
- Sound integrity
- Excellent problem-solving and decision-making skills
- Excellent planning and organizing skills
- Excellent judgment, planning and organizing skills
- Confidentiality
- Excellent leadership and people management skills

#### ***Technical:***

- Good use of Information, Communication and Technology
- Knowledge of the required Legislation, Regulations and Policies
- knowledge and understanding of accounting and reporting practices
- Change Management
- Management Control (Internal Control)
- Knowledge of:
  - ✓ Financial Accounting (Cash Accounting)
  - ✓ Financial Accounting (Accrual Accounting)
  - ✓ Financial Analysis
  - ✓ Financial Systems (GFMS, BizPay)

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University, **or**;
- ACCA Level 2, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

## **3. International Transport Policy Officer (Maritime) (GMG/SEG 2)**

### **Job Purpose**

The International Transport Policy Officer (Maritime) will be responsible for developing and monitoring the implementation of policies related to Maritime Transport Systems. The officer will work with the relevant Sub-Sector Agencies, Transport Industry stakeholders and international organizations, to ensure the safe, efficient and sustainable movement of goods and passengers through waterways by monitoring maritime trends, formulating, reviewing and advising on Transport Infrastructural Policies.

### **Key Responsibilities**

#### ***Technical:***

- Reviews and researches Sub-Sector issues that require policy changes, including outcomes from international conventions, legislation, technology changes and other developments;
- Liaises with Government Ministries and Agencies, Industry Associations, Shipping

Companies, Port Authorities and other relevant stakeholders, to gather input, identify needs and build consensus around policy decisions;

- Collaborates with other countries and international organizations to exchange best practices, explore opportunities for cooperation and ensure harmonization of policies;
- Monitors and analyzes trends, developments and challenges in the Maritime Industry;
- Conducts research on emerging technologies, market dynamics and regulatory frameworks to inform policy decisions and support the growth and competitiveness of the Maritime Industry;
- Assists with the monitoring of the effectiveness of the Transport Plan and related policy;
- Drafts policy statements, documents and papers for submission, as required, to support changes in policy, legislation and regulations for the sub-sector;
- Prepares briefs, reports and meeting notes, as required, for the Ministers, Permanent Secretary or other Senior Officers, so as to provide policy advice to the policy process;
- Liaises with the Attorney General's Department, to obtain advice on legislation, policy changes and interpretation;
- Participates in the development of the National Transport Plan, including the development of policy and Action Plans and other documents for implementation, in collaboration with the key stakeholders and other Agencies, in keeping with the Ministry's Corporate and Operational Plans;
- Facilitates and encourages stakeholder participation in the formation of policy via Public Meetings;
- Provides information and assists in the preparation and review of the Units' Budget;
- Facilitates the tabling of Annual Reports and Audited Financial Statements for various portfolio Agencies in the Houses of Parliament;
- Liaises with Government Ministries and Agencies to achieve co-ordination, collaboration and integration of Government policies;
- Conducts environmental scanning to inform proposals relating to Transportation Projects;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Investigates and responds to the public queries regarding Maritime transport issues and problems;
- Supports the implementation of Maritime Policies by coordinating with relevant stakeholders, providing guidance on compliance and monitoring progress;
- Monitors the impact of implemented Transport Policies and proposes adjustments or improvements, as needed;
- Participates in Local, Regional and International Conventions, Workshops and Meetings on Sub-Sector Transport or Infrastructure policy issues;
- Participates in Working Teams and Committees that include the Ministry's and Agency's staff, Private Sector input and consultancy expertise; as required;
- Maintains accurate documentation of policy development processes, consultations and decisions.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent oral and written communication skills
- Excellent leadership skills
- Teamwork and co-operation
- Excellent analytical thinking, problem solving and decision-making skills
- Ability to work on own initiative
- Excellent planning and organizing skills
- Keen attention to detail

#### **Technical:**

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of transport policy objectives, operations and planning processes
- Understanding the legislative process
- Knowledge of prevailing social and economic factors impacting transport
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Extensive knowledge of Maritime Regulations, Policies and International Standards

### **Minimum Required Education and Experience**

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or Development related discipline;
- Training in Policy Formulation and Management would be an asset.
- Four (4) years professional experience in Policy Development and Analysis, in the Public Sector;
- Experience in the use of standard computer applications.

### **4. Public Procurement Officer (GMG/AM 3)**

#### **Job Purpose**

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica's Procurement Guidelines and Procedures (Public Procurement Act, 2015).

#### **Key Responsibilities**

- Prepares Tender Notices and Advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender Closing and Opening Exercises as Tender Officer;
- Maintains Procurement records in good order, to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times, and takes responsibility for the safe keeping and return of all relevant documents.

#### ***Procurement Process Management:***

- Prepares and reviews technical specifications, in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required Procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance with mandated Procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all wards and Departments for the procurement of goods.

#### ***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to Office and equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery times etc.) and communicates results internally and externally, as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains Procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica Office to be zero-rated.

**Procurement Reporting:**

- Monitors and reports on the Procurement implementation status and progress, as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed Contract Awards in a timely manner;
- Prepares reports of and for Procurement Meetings.

**Required Knowledge, Skills and Competencies****Core:**

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations and people management skills
- Ability to work in a team
- Ability to work on own initiative
- Good problem solving and decision-making skills
- Good time management skills

**Technical:**

- Good use of technology
- Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Excellent knowledge of Office Management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to Procurement

**Minimum Required Qualification and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years relevant experience.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- May be required to work long hours, including weekends and Public Holidays.

**5. Public Procurement Administrator (GMG/AM 2)****Job Purpose**

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

**Key Responsibilities**

- Co-ordinates reports on behalf of the Ministry by:
  - ✓ Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC
  - ✓ Assisting with the preparation of Monthly Reports for submission;
- Maintains records in accordance with the FAA Act, etc., by:
  - ✓ Organizing and maintaining filing system
  - ✓ Maintaining a correspondence logging system;
- Disseminates in a timely manner, all incoming and outgoing correspondences;
- Co-ordinating meetings by:
  - Arranging Department and Procurement Committee Meetings
  - Disseminating relevant documents for meetings
  - Recording and generating accurate and timely Minutes of meetings;
- Makes travel arrangements;
- Organises all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place, e.g., prices, quotations, necessary signatures are affixed. If

necessary, returns to originating Department of Purchase Requisition for authorized signature or other information required;

- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Ensures that all purchasing documents are organized;
- Assists to expedite movement of Purchase Orders from the Ministry to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper Records Management for Purchase Requisitions, Purchase Orders and C.O.D. letters.
- Prepares Purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate Invoices that have been submitted for payment;
- Prepares C.O.D. letters and Uniform Allowance letters; makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department, when the goods are supplied or the services are provided;
- Answers the telephones, screens call and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Attends to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected are dispatched by Messenger or the post;
- Assists with taking information from shipping agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheques from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Sound oral and written communication skills
- Ability to work on own initiative
- Confidentiality
- Sound integrity
- Diplomacy

#### **Technical:**

- Use of Technology: MS Excel, MS Excel, MS PowerPoint, MS Word, Report Writing
- Knowledge of Office Management principles, practices and procedures

### **Minimum Required Qualification and Experience**

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year's working experience in the related field.

### **Special Condition Associated with the Job**

- May be required to participate in retreats/meetings outside of normal working hours, from time to time.

Applications, accompanied by résumés (including the names and positions of two (2) senior persons who can provide character and work-related references), should be emailed to: [hr@mtw.gov.jm](mailto:hr@mtw.gov.jm), **no later than 4:00 p.m. Friday, 5<sup>th</sup> June, 2026, to the attention of:**

**Permanent Secretary  
Ministry of Energy, Transport and Telecommunications  
PCJ Building  
36 Trafalgar Road  
Kingston 10**

Additional details may be viewed on the Ministry's Website: [www.mset.gov.jm](http://www.mset.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 read 'M. Greene', with a long horizontal line extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**