



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 183 **OSC Ref. C. 4858⁵⁴**

21st September, 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 the **vacant post of Payroll Technician (FMG/AT 1)** in the **Finance and Accounts Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining** salary: \$1,711,060 per annum.

Job Purpose

Under the direct supervision of the Manager, Payroll (FMG/PA 2), the Payroll Technician (FMG/AT 1) is responsible for the control and payment of fortnightly payrolls.

Key Responsibilities

Technical/Professional

- Assists in the preparation of the payroll by entering all relevant information in connection with the payment of salaries to the payroll system;
- Assists with the preparation of the Personnel Emolument Schedule of the annual budget by supplying the relevant information;
- Prepares payment vouchers;
- Checks and verifies statutory and other authorized deductions;
- Prepares leave and last pay certificate;
- Maintains and balances salary control register;
- Maintains record of salary particulars of members of staff.
- Performs any other related duties that may be assigned from time to time by the Payroll Manager and the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core

- Good oral communication skills
- Good written communication skills
- Ability to work in team
- Good interpersonal skills.
- Ability to work on own initiative
- Excellent customer and quality focus skills

Technical

- Knowledge of the FAA Act and other associated Legislation.
- Good Knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting.
- Ability to use Microsoft Office Applications viz Word, Excel, Outlook
- Knowledge of relevant applicable Computerized Accounting Systems.
- Knowledge of Internal Controls
- Knowledge of Payroll Processing

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 Level 1 or;
- Completion of the first year of the BSc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University or;
- Completion of first year of the ASc. Degree in Accounting/Business Administration/ Business Studies from an accredited tertiary institution.

Special Condition Associated with the Job

- Typical working environment, no adverse working condition.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 2nd October, 2026, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.**

Email: jobopportunities@moa.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.



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