



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

CIRCULAR No. 182 **OSC Ref. C.6276¹⁵**

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/ be assigned to the following posts in the **Ministry of Local Government and Community Development**:

1. **Public Utility Officer (GMG/AM 4) (vacant) - Corporate Services Division (Facilities Management & Administration Branch)**, salary: \$2,803,771 per annum.
2. **Public Procurement Officer (GMG/AM 3) (vacant) - Corporate Services Division (Public Procurement Branch)**, salary: \$2,190,302 per annum.
3. **Commitment Control Officer (FMG/AT 3) (not vacant) - Finance and Accounts Division (Management Accounts Branch)**, salary: \$2,190,302 per annum.
4. **Administrative Assistant (GMG/AM 3) – Corporate Services Division – (vacant)**, salary: \$2,190,302 per annum.
5. **Groundsman (LMO/TS 2) (vacant) - Corporate Services Division (Facilities Management & Administration Branch – Property, Security & Emergency Management Section) - salary: \$18,647 per week.**

1. Public Utility Officer (GMG/AM 4)

Job Purpose

Under the leadership and direction of the Manager, Asset, Inventory & Utilities, the Public Utility Officer is responsible for the processing and the submission of invoices for payment of the utility services consumed by the Ministry of Local Government & Community Development (MLGCD). The Public Utility Officer is also charged with ensuring that conservation measures/frameworks are implemented and complied with established GoJ and environmental standards and guidelines.

Key Responsibilities

Technical/Professional:

- Assists the Manager, Asset, Inventory & Utilities in monitoring and implementation of conservation measures within the Ministry;
- Collaborates with the Property, Security & Emergency Management Team in the detection of wastes of all kinds and the timely address of these matters;
- Process invoices for all utility services provided to the Ministry;
- Liaises with utility providers regarding payments and the resolution of any other pertinent issues arising out of the review of invoices;
- Checks the Utility Register to identify unexplained increase in consumption levels;
- Verifies all utility bills for correctness;
- Records consumption usage to prepare conservation reports and to inform supervisor of any discrepancies or abnormal charges to the account;
- Conducts periodic checks on meters as part of the quality control strategy in the reconciliation of the invoices;
- Maintains a Utility Database;
- Process the accounts of landlines, switchboard, cellular phones and fax lines;
- Distributes cell phone bills for reconciliation to respective users;
- Follows up with CUG Users to ensure compliance with stipulated guidelines in regards to consumption (private vs. public usage);
- Assists members of staff in clarifying any queries on their bills;
- Identifies and reports noticeable increases in telephone bills (CUG/land lines);
- Liaises with Accountant General's Department and Finance and Accounts regarding the payment of utility bills;

- Prepares monthly reconciliation statements of payments made by Accountant General's Department and the amount billed by the utility companies to ensure accuracy of payment;
- Prepares monthly cash flow;
- Prepares transmittals and commitment to the Finance and Accounts Division;
- Prepares monthly reports;
- Provides day to day technical support to end users of utilities as the first point of contact;
- Supervises the recovery of the cost of utility services deemed to the Government, but was consumed for private purposes.

Management/Administrative

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Branch for the Orientation and Onboarding Programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Functional:

- Sound knowledge of utilities management
- Sound knowledge of Public Utilities regulations and guidelines
- Working knowledge of the policies and guidelines of the Ministry
- Working knowledge of FAA Act
- Good knowledge of the Ministry standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- Bachelor Degree in Management/Business Administration or a related field with one (1) year's related experience; and
 - Professional training in modern Administrative Management systems would be an asset.
- OR**
- Associate Degree Management/Business Administration or a related field with three (3) years' related experience; and

Special Conditions Associated with the Job:

- Normal office environment
- May be required to work long hours beyond typical office hours
- Work environment is fast-paced and demands flexibility and responsiveness.

2. Public Procurement Officer (GMG/AM 3)

Job Purpose

The Public Procurement Officer, under the general supervision of the Director 3, Public Procurement, assists in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent ensures that all procurements are conducted in accordance with the Government of Jamaica Procurement guidelines and procedures (Public Procurement Act 2015).

Key Responsibilities

Technical/Professional

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated 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 ensure that they are current all times and take responsibility for the safe keeping and return all relevant documents.

Procurement Process Management

- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Preparing and reviewing TORs and bidding documents for all required procurement activities;
Liaising with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget;
- Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures;
- Maintaining 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

- Maintaining list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Development and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary;
- Checking invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment;
- Maintaining procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensure all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting

- Monitoring and reporting the procurement implementation status and progress as required.
- Following up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepare reports of and for procurement meetings.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget ensuring clear evaluation frameworks are set to measure the impact;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Prepares reports and project documents, as required;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences, as required.

Human Resources

- Participates in preparation and implementation of presentations on role of the Branch for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

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

- Integrity
- Oral and written communication skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People management skills
- Problem solving and decision making skills
- Time management skills.

Functional:

- Extensive Knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Knowledge of office management principles, practices and procedures;
- Excellent knowledge of accounting practices as applied to procurement procedures;
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

3. Commitment Control Officer (FMG/AT 3)**Job Purpose**

Reporting to the Director, Management Accounts, the Commitment Control Officer is directly responsible for the maintenance of an effective cash management system and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital Heads of Estimates.

Key Responsibilities**Technical/Professional:**

- Inserts the following vouchers for the Ministry on the GOJ's Financial Management System (GFMS):
 - Voted Provisions
 - Supplementary Estimates
 - Finance Committee Amendments
 - Warrant Issues
 - Warrant Adjustments
 - Commitment Vouchers
 - Journal Vouchers
 - Virement Approvals
 - Revenue Estimates
- Maintains a detailed commitment control register for the Ministry and its Agencies in two parts:
 - To indicate the funds available under the plan of priorities, the payment made, the un-discharged commitment.

- The balance available on the voted provisions and on the warrants allocated.
- Ensures the proper maintenance of the Commitment Control Register for the ministry's Recurrent and Capital Head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Assist in the commitment planning process and, in the determination, and classification of commitments according to the following categories such as, inescapable, priority and other;
- Examines commitment requisition/files from programme managers through the DMA against available cash and commitment planning and enters in registers if commitment is in order or advises the DMA of insufficient funds, when necessary;
- Assists the Directors, Management and Final Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the DMA of slow-moving activities and projects from which funds can be transferred to satisfy the need of activities/projects that are urgently in needs of funds;
- Alerts the DMA of imminent excesses on voted provisions;
- Enters as discharged, payment of commitments that are processed and posts all expenditure vouchers to register, providing progressive balances;
- Periodically reviews initial commitment plans and adjusts to reflect the changing pattern in the level of funds released through warrant;
- Submits monthly analytical reports to the Director of Management Accounts on the position of un-discharged commitments;
- Advises the Director of Management Accounts (DMA) of off-track situations and recommends where virement can be exercised.
- Prepares detailed monthly departmental status reports to Director of Management Accounts for submission to Programme Managers/Divisional Heads.
- Prepare monthly payables reports from the Agencies to DMA for submission to MOFP (PEX Division)
- Compile pension request from Municipal Corporations and corresponding advisory from MLGCD Pension Unit.
- Prepare monthly list of pensioners for submission to Operational Funds Manager after the DMA gives approval.
- Prepares monthly Direct Funds Transfer number (DFTN) report from CTMS portal once uploaded, sent to DMA for checking for submission to MOFP (PEX Division)
- Keep current with the latest tools/techniques in Public Financial Management (specifically Management Accounts and Commitment Management) to determine what new solutions and implementations will meet the Ministry's operational/business requirements.

Management/Administrative

- Develops Individual Annual Work Plan based on the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards, and measurements.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programmes.
- Performs all other related duties and functions as determined by the Director, Management Accounts from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good customer relations skills;
- Sound integrity/ethics exercised in the performance of duties;
- Teamwork and cooperation;
- Initiative
- Compliance

Functional:

- Excellent technical skills;
- Excellent planning and organizing skills;
- Skilled in operating a computerized accounting system;
- Good analytical and judgment skills;
- Good problem-solving skills;
- Goal/result oriented;

- Knowledge of Financial and Accounting Principles and Practices;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Knowledge of GOJ ICT Finance & Accounting Systems;
- Knowledge of computerized systems and software, with an emphasis on the MS Office

Minimum Required Qualification and Experience

- ACCA Level 1; OR
- AAT Level 3; OR
- ACCA – CAT Level 3; OR
- NVQJ Level 3, Accounting; OR
- Diploma in Accounting from a recognized Institution; OR
- ASc. Degree in Accounting, MIND; OR
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; OR
- Diploma in Government Accounting, MIND, (Government Accounting levels 1,2,3); OR
- Successful completion of 3 years of any of the bachelor's degree programme mentioned above; plus
- Two years (2) years' experience in a Finance/Accounting environment.

Special Conditions Associated with the Job:

- Work will be conducted in an office equipped with standard office equipment and specialized software.
- The environment may become fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in a high degree of pressure on occasions.

4. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Corporate Communications & Public Relations, the Administrative Assistant is responsible for providing general administrative and secretarial support to the Corporate Communications & Public Relations Branch. The Administrative Assistant will provide general technical and administrative support, including managing, organizing and coordinating the workflow of the Corporate Communications & Public Relations Branch; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Director, Corporate Communications & Public Relations.

Key Responsibilities

Technical/Professional:

- Manages calendar for the Director, Corporate Communications & Public Relations, which includes but is not limited, to scheduling appointments, coordinating meeting rooms and preparations including refreshments, where applicable;
- Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase in the Corporate Communications & Public Relations Branch's efficiency;
- Provides support to members of the Team on specific projects as agreed with the Director, Corporate Communications & Public Relations;
- Prepares and modifies documents including correspondences, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports, and other complex documents;
- Assists with the logistical operations of the Corporate Communications & Public Relations Branch, with respect to the duties assigned including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions; and undertakes associated research and follow-up actions as required;
- Conducts research and prepares draft summaries/presentations, as required;
- Screens incoming calls and correspondence and responds independently when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Corporate Communications & Public Relations Branch's intranet filing system, performs data entry and scan documents;

- Makes travel arrangements including researching and coordinating itineraries, visa requirements, accommodation and other related activities for the Corporate Communications & Public Relations Branch; compiles documents for travel related meetings;
- Ensures that the administrative functions of the Corporate Communications & Public Relations Branch, such as the preparation of the Time and Attendance Register for submission to the Corporate Communications & Public Relations Branch Head, among other items, are done on a timely basis;
- Schedules and attends Corporate Communications & Public Relations Branch and Committee Meetings, prepares Minutes and ensures follow-up actions are done, reproduce, distribute and maintain records of Minutes accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and faxes and updates section mail register;
- Attends meetings externally as may be required for the purpose of minute taking, conducting research, compiling supporting documents and related tasks;
- Maintains equipment register; ensures completion of scheduled preventive maintenance and arranges repairs;
- Maintains office supplies for the Section by monitoring stock levels, placing and expediting orders through the Administration and Officer Services Manager, if required, and verifying receipt of supplies.

Management/Administrative

- Develops Individual Work Plans based on alignment to the overall plan for the Corporate Communications & Public Relations Branch;
- Participates in the development of the Corporate Communications & Public Relations Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports to the Director, Corporate Communications & Public Relations and other relevant stakeholders;
- Represents Corporate Communications & Public Relations Branch at meetings, conferences, workshops and seminars;
- Maintains customer service principles, standards and measurements.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the organization's goals;
- Assists with the preparation and conducts presentations on role of Branch/Section/Unit/Unit for the Orientation and Onboarding Programme.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good customer & quality focus
- Teamwork & cooperation
- Integrity
- Compliance
- Good interpersonal skills

Functional:

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities;
- Working knowledge of the format of technical submission and the approval process;
- Excellent keyboarding dexterity;
- Solid note taking and summarization skills;
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the MLGCD;
- General knowledge in budget cash flow preparation;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the principles and practices of public administration;
- Knowledge of research and statistical methods and techniques;
- Ability to compose correspondence and reports.

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in an Office Management environment.

Special Conditions Associated with the Job:

- Normal office environment
- May be required to work long hours beyond typical office hours
- Work environment is fast-paced and demands flexibility and responsiveness.

5. Groundsman (LMO/TS 2)

Job Purpose

Reporting to the Manager, Property, Security & Emergency Management, the Groundsman provides advanced grounds keeping services, including the operation of basic equipment in maintaining grounds, facilities, and public areas in keeping with established locational standards.

Key Responsibilities

Technical/Professional:

- Perform routine and complex grounds keeping tasks, including mowing, trimming, planting, pruning and other intensive manual laboring activities;
- Set up and operate equipment following specific instructions and safety guidelines;
- Perform routine maintenance on equipment, including cleaning, greasing, and making minor repairs;
- Operate and maintain basic equipment such as lawn mowers, trimmers, and irrigation systems;
- Assist in the application of fertilizers, pesticides, and other treatments as needed;
- Report any significant issues with equipment or facilities to the supervisor;
- Assist in various maintenance tasks, including minor repairs and upkeep of facilities;
- Ensure all work areas are safe, clean, and well-organized;
- Participate in special projects or emergency tasks, as directed by the supervisor.

Management/Administrative:

- Maintains customer service principles, standards and measurements.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral communication
- Customer & quality focus
- Teamwork & cooperation
- Integrity
- Good interpersonal skills

Functional:

- Equipment maintenance
- Manual labour
- Basic literacy and numeracy skills
- Interpersonal skills
- Grounds-keeping
- Responsibility and integrity

Minimum Required Qualification and Experience

- Completion of Grade 9 and is numerate and literate/HEART NSTA Level 1 Certification
- One (1) year related work experience.

Special Conditions Associated with the Job

- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions;
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises;
- Frequent exposure to outdoor weather conditions;
- May be required to lift heavy objects or perform physically demanding tasks.

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

**Senior Director, Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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)**