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CIRCULAR No. 219 **20th November, 2026**
OSC Ref. C.6222[14]

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 **Post and Telecommunications Department:**

1. **Auditor (FMG/AS 2) - (Not Vacant)** salary**:** $4,479,584 per annum.

1. **Technical Coordinator (GMG/SEG 2) – (Vacant)** salary: $4,479,584 per annum.

2. **Assistant Auditor (FMG/AS 1) - (Not Vacant) Salary:** $3,676,602 per annum.

3. **Human Resource Development Officer (GMG/AM 4) - (Vacant)** salary: $2,943,960 per annum.

4. **Registrar (PIDG/RIM 3) - (Vacant)** salary: $2,299,817 per annum.

1. Auditor (FMG/AS 2)

Job Purpose

Under the general direction of the Senior Auditor, the Auditor (FMG/AS 2) examines and analyses accounting records to determine the financial status of the Department.

The Auditor also inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions and determines whether relevant laws, regulations, policies and rules governing the Department are adhered to and evaluates the adequacy, efficiency and effectiveness of management controls.

The officer, where necessary, recommends appropriate corrective action to be taken.

Key Responsibilities

Technical/Professional

- Interprets and conducts assignments given by the Senior Auditor;
- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor in keeping with the prescribed audit programme;
- Conducts operational, financial and value for money audits using established audit requirements;
- Analyses and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Conducts special assignments as directed by the Senior Auditor;
- Liaises with internal and external clients with regard to pre and post audit issues;
- Ensures that working papers are properly prepared and submitted for review;
- Consolidates audit findings and submits significant issues to Senior Auditor for review;
- Clears any queries on working papers prepared;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Assists with the preparation of draft reports;
- Assists Senior Auditor to follow-up on responses;
- Ensures security of audit files.

Human Resource

- Assists and gives guidance to Assistant Auditors;
- Attends and participates in Unit/ Departmental Staff meetings;
- Ensures self-awareness and adherence to policies, procedures and regulations of the Department;
- Performs other related functions assigned by the Senior Auditor and the Chief Internal Auditor.

Required Knowledge, Skills and Competencies

Core

- Good customer and quality focus
- Good oral and written communication skills
- Good interpersonal skills
- Takes initiative
- Integrity
- Good problem solving and decision making skills
- Adaptability
- Teamwork and cooperation
- Goal/result oriented
- Compliance

Technical

- Good use of technology
- Good planning and organizing skills
- Methodical
- Analytical thinking
- Strategic vision
- Technical skills

Knowledge of:

- Research and analytical skills
- Government administration systems, laws and policies and other instructions governing financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, Financial Administration and Audit Act
- Accounting and auditing standards, principles and practice
- Current auditing techniques.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;

OR

- ACCA Fundamentals or; equivalent and no experience;

OR

- Associate of Science Degree, AAT, ACCA-CAT Level 3 or equivalent qualifications plus;
- At least two (2) years auditing or accounting experience.

Special Conditions Associated with the Job

- Required to travel island wide in the performance of official duties.
- May be required to work under adverse condition from time to time.
- May be required to work beyond normal working hours.

2. Technical Coordinator (GMG/SEG 2)

Job Purpose

The Technical Coordinator (GMG/SEG 2) is responsible for providing support in the co-ordination, development, implementation and monitoring of technical-related policies, plans, projects and programmes of the Department to ensure that the related responsibilities of the Postmaster General are executed efficiently and effectively.

Key Responsibilities

Management/Administrative

- Co-ordinates and participates in the preparation of the Operational Plan and Budget for the Executive Office;
- Prepares Individual Work Plan;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the PMG;
- Reviews and assesses the output of the PMG's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional and international affairs which are presented for the attention of the PMG's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the PMG's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Office in the absence of the PMG;
- Proactively prioritises conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the coordination of senior and other management team meetings;
- Represents the Department at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Department;
- Monitors responses to queries from the Auditor General, Public Procurement Commission and the Integrity Commission by communicating with relevant officers in the PTD and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the PMG is provided with accurate information for dissemination to the Ministry;
- Interacts/networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Department are expeditiously undertaken/addressed;
- Examines and assures the quality of submissions to Cabinet on behalf of the Department;
- Prepares Cabinet Submissions and Cabinet Notes on behalf of the PMG;
- Examines and quality assures annual reports and other statutory reports for the Department;
- Examines and quality assures documents prepared by Senior Managers for the signature of the PMG;
- Researches, prepares and submits position papers, reports, briefs and meeting agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to Senior Managers for comments, reports and briefs for the attention of the Permanent Secretary;
- Coordinates and collaborates with other activity managers in the Department on projects and assignments, to ensure timely responses;
- Manages short-term projects being managed by the Department;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Department;
- Prepares speeches and speaking notes as requested by the PMG;
- Reviews procurement requisitions and supporting documents for the signature of the PMG;
- Responds generally to the demands of the Office of the PMG.

Human Resource Management

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department 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, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff;
- 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 and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork and cooperation
- Good interpersonal skills
- Takes initiative
- Good client and quality focus/commitment to service quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Confidentiality
- Mutual respect
- Managing partners and external relations
- Analytical thinking
- Impact and influence

Technical

- Use of information and communications and technology
- People management
- Change management
- Strategic vision
- Technical skills
- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, work under pressure and meet tight deadlines.
- In-depth, up-to-date knowledge of government's priorities of the day.
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.
- Ability to interface with senior government officials both locally and internationally.
- High level of diplomacy.
- Excellent research skills.
- Good knowledge of government's systems and related operational policies.
- Ability to manage projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from an accredited tertiary institution; plus
- A minimum of five (5) years' experience in a similar position in the public or private sector, in an organisation of similar size and complexity.
- Certification/experience in Project Management would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours
- Typical office environment, no adverse working conditions
- Maybe required to travel locally and overseas in the execution of official duties.

3. Assistant Auditor (FMG/AS 1)

Job Purpose

Under the general supervision of the Senior Auditor, the Assistant Auditor (FMG/AS 1) is responsible for assisting in the conduct of audit operations as assigned, to determine compliance with the provisions of the FAA Act, Instructions and Regulations, laws, rules and regulations relating to the Post and Telecommunications Department and any other relevant regulations, policies and guidelines issued from time to time. The incumbent is also required to evaluate the efficiency, economy and operational effectiveness of management controls and established systems.

Key Responsibilities

Technical/Professional:

- Assists with audit planning by collecting/analysing data/information;
- Conducts assigned audit activities in accordance with the instructions given by the Senior Auditor/Team Leader;
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures;
- Prepares working papers; highlighting audit findings and conclusions;
- Ensures that working papers are properly prepared and submitted for review;
- Clears any supervisory queries on the working papers submitted;
- Prepares individual timesheet;
- Assists with preparing and organising working paper files (current/permanent);
- Performs any other related duties assigned from time to time by the Team Leader/C.I.A.

Required Knowledge, Skills and Competencies

Core

- Good Customer and quality focus
- Good oral written communication skills
- Good interpersonal skills
- Takes initiative
- Integrity
- Good problem solving and decision making skills
- Adaptability
- Teamwork and cooperation
- Goal/result oriented
- Compliance
- Good planning and organizing skills

Technical

- Use of technology
- Impact and influence
- Good change management
- Good financial and business acumen
- Methodical
- Analytical thinking
- Technical skills
- Current accounting /auditing principles and techniques
- Principles procedures and practices of Accounting
- Laws and regulations that guide the operations of the PTD
- Research skills
- Government administration systems, laws and policies and other instructions governing financial and operational aspects of the Ministries and portfolio Agencies;
- The Staff Orders, Public Service Regulations, Procurement Guidelines, etc.

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications
- ACCA Level 1
- At least one (1) year work experience

Special Conditions Associated with the Job

- May at times be required to work long hours
- Required to travel island wide to perform audits
- May have to work in less than adequate physical conditions
- May be exposed to personal security risks

4. Human Resource Development Officer (GMG/AM 4)

Job Purpose

The Human Resource Development Officer assists with the coordinating and delivery of training and development interventions. The incumbent also assists in managing the training databases and providing administrative support to the Unit.

Key Responsibilities

Administrative/Managerial:

- Assists with the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Prepares and submits activity/performance and other reports as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's human resource service delivery;
- Represents the Department at meetings/conferences and other fora as directed;
- Assists in the effective management of the Computer Lab and Training Room.

Technical/Professional:

- Assists with liaising with staff to identify training and development needs;
- Assists in analyzing training needs data and identifying areas for intervention;
- Collects and prepares data for the assessment of training needs;
- Contributes towards the development of the Training Plan and Budget for the Department;
- Participates in the implementation of the Training Plan;
- Supports the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Coordinates with leave officer to prepare salary and leave particulars in respect of officers on Study Leave;
- Assists in developing training manuals and other training tools;
- Assists in developing and maintaining an effective training database for the Department;
- Assists in developing and maintaining a database of training providers and resource personnel;
- Provides advice to staff as it relates to career and professional development;
- Assists in coordinating in-house, local and overseas training courses;
- Assists with liaising with institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Coordinates orientation sessions for new recruits;
- Coordinates assessments and administers test instruments in the recruitment of new employees and for acting assignments;
- Organizes lecture rooms for scheduled courses;
- Disseminates information to staff on training programmes, fellowships, scholarships;
- Requests funds for the provision of refreshments etc. required for in-house training interventions and ensures that invoices are submitted to the Finance and Accounts Division for payment;
- Assists in processing applications/requests for training;
- Assists with conducting post training evaluations;
- Prepares letters to staff regarding:-
  - Acceptance to training institutions and information on course of study;
  - Congratulations for successful completion of course of study;
  - Time-off to pursue studies;
  - Study Leave/Day Release;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork and cooperation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Impact and influence
- Managing partners
- Analytical thinking

Technical

- Use of Information, Communication and Technology
- Good Change Management
- Good Strategic Vision
- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Current trends in human resource and career development.
- Research and data analysis techniques.
- Conducting Training Needs Analysis
- Training evaluation techniques

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Development/Management, Management Studies, Public Administration, Business Administration or similar discipline from an accredited/ recognised tertiary institution; plus

- A minimum of two (2) years' experience in a related field, preferably in the Public Sector in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- Normal working conditions.
- Maybe required to work beyond regular working hours.
- Required to travel locally.

5. Registrar (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Senior Human Resource Officer (RIMS), the Registrar (PIDG/RIM 3) is responsible for assisting with the management of the Branch's human resource information systems and ensuring that personnel records are secured and efficiently maintained.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Oversees the operations of the Unit in the absence of the Senior Human Resource Officer, Records and Information Management Systems;
- Prepares status and other reports as required;
- Responds to queries and complaints regarding matters affecting the operation of the Registry;

- Attends meetings and other fora as required.

Technical/Professional

- Develops, implements and ensures the maintenance of an Outcard System for recording and tracking files on issue;
- Implements and maintains a File Bring-up System;
- Implements and maintains a Temporary File System;
- Reviews and implements requests for creation of files;
- Creates and maintains File Index for the Branch;
- Coordinates records inventory to set retention and disposition schedules;
- Creates and maintains a manual and an electronic master File Directory with appropriate access points of records and files;
- Secures and maintains confidential files and monitors adherence to security procedures;
- Participates in the development and review of operational systems and Procedural Manuals for the efficient execution of functions within the Unit;
- Liaises with Secretaries in the Branch to ensure their compliance with established procedures and approved records management principles;
- Coordinates and participates in record/file audits;
- Oversees and participates in the maintenance of files/records including creation, receipt, storage, retrieval and disposition;
- Contributes to the development, implementation and maintenance of a Disaster Preparedness Plan for the Branch's records;
- Prepares and maintains Period of Service Records;
- Assists with maintaining ECENSUS and other databases;
- Assists with maintaining Staff Lists;
- Performs related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork and cooperation
- Interpersonal skills
- Takes initiative
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/result oriented

Technical

- Use of Information and Communications Technology
- The Staff Orders for the Public Service.
- Government of Jamaica Records and Information Policy.
- Established records and information management systems and procedures.
- The importance of information privacy and security.

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeric subject; plus
- Training in Records and Information Management systems, procedures, practices and automated technologies relating to records management;
- A minimum of five (5) years experience in records and information management systems in an organization of similar size and complexity.

Special Conditions Associated with the Job

- Maybe required to work beyond regular working hours.
- Maybe exposed to dusty environment.
- Lifting of objects may be required.

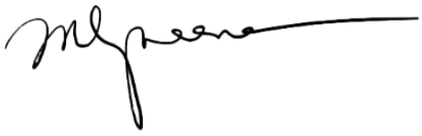
Applications accompanied by résumés should be submitted **no later than Thursday, 3rd December, 2026, to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston, CSO

Email: hrunit@jamaicapost.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