



## Office of the Services Commissions

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### **CIRCULAR No. 339**

**12<sup>th</sup> August, 2022**

### **OSC Ref. C. 6222<sup>10</sup>**

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**:

**Salary Deduction Officer (FMG/AT 1) (Vacant)**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Manager, Payroll & Salary Deduction, the **Salary Deduction Officer (FMG/AT 1)** is responsible for issuing salary deduction cheques to various institutions and organizations and making contact with Sagicor Life Jamaica Limited for the procurement of Health Cards for staff members in accordance with the Staff Orders and the FAA Act and its instructions and regulations.

### **Key Responsibilities**

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

- Participates in the development of the Division's Operational/Divisional/Individual Plans and Budget;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission.

#### ***Technical/Professional:***

- To issue Salary Deduction cheques to various external organizations in accordance with the provision of the Financial Administration and Audit Act and its Instruction and Regulations:
  - ✓ Prepares statements pertaining to the Civil Service Family Benefit Scheme for Employees
  - ✓ Prepares effective responses to Sagicor Life Jamaica Limited on a timely basis.
  - ✓ Checks to ensure that applications to Sagicor Life Jamaica Limited Health Scheme are properly done and delivered to the institution.
- Sorts Health Cards and delivers to relevant employees;
- Prepares Payment Vouchers for manual cheques and cancelled cheques to be reissued;
- Ensures that cancelled cheques are written in Cancelled Cheque Book.
- Files all vouchers.
- Submits cancelled cheques to Bank Reconciliation.
- Pays over all fortnightly and monthly Personal Salary Deductions to relevant institution and organizations.
- Dispatches Bank Transfers to relevant institutions and organizations.
- Prepares P45's on employee's request.
- Performs any other related duties assigned by Supervisor.

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

- Knowledge of Accounting principles and practices
- Knowledge of Computer data entry
- Knowledge of The FAA Act
- Knowledge of Government procedures and policies
- The ability to effectively balance accounts
- Good interpersonal skills
- Good oral and written communication skills

- Good planning and organizing skills
- Good problem solving and decision making skills

### **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.

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

- Typical office environment but will be required to work long hours, after hours and on weekends and Public Holidays when the need arises.

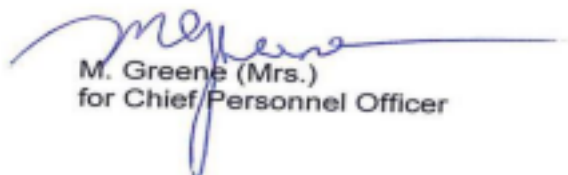
Applications accompanied by résumés should be submitted **no later than Thursday, 25<sup>th</sup> August, 2022 to:**

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

**Email: [hrunit@jamaicapost.gov.jm](mailto: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