



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

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23rd February, 2023

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**:

Postal Accounts Administrator (GMG/AM 2) (Vacant), salary range \$1,370,094 - \$1,842,625 per annum.

Job Purpose

Under the direct supervision of the Manager, Local and International Mail Transport, the Postal Accounts Administrator (Airlines Officer) (GMG/AM 2) is responsible for verifying and requesting payments for Airlines; updating flight schedules, and monitoring airline performance to ensure that outbound mail meets or exceeds established delivery standards.

Key Responsibilities

Technical/Professional:

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Maintains an accurate Physical and Electronic Filing System;
- Reminds airlines to submit their invoices in a timely manner;
- Verifies airlines' invoices and submits all to the Manager;
- Prepares memoranda to the Senior Director of Finance requesting payments to airlines for verified invoices and notifies respective airlines when payment has been made/transferred;
- Records all payments in Analysis Book;
- Prepares and ensures the dissemination of consolidated hardcopy and electronic flight schedules for the conveyance of mail for all destinations and makes the schedules available to the relevant stakeholders for the conveyance of mail;
- Assists in determining the most economic and efficient route to transport mail by reviewing airline feasibility costs;
- Maintains and monitors airlines' handover times data against delivery standards and contractual agreements;
- Updates database with the most recent International Mail Processing Centre (IMPC) list from UPU;
- Liaises with the relevant airlines and operational areas when necessary;
- Investigates mail discrepancies highlighted by Postal Administrations;
- Advises Manager on matters impacting the Unit;
- Replies electronically to queries from airlines regarding invoices;
- Informs airlines of irregularities on invoices received;
- Prepares and submits Quarterly Comparative Analytical Reports to the Manager;
- Provides Postage Rate Sheets to Post Offices (Postal Branches), Postal Agencies and Customers;
- Participates and attends meetings and the Civil Aviation Authority Expo;
- Keeps abreast of circulars, standards, guidelines, policies, procedures and legislation for the Industry regarding factors that may impact deliverables;
- Assists in research and compilation of data and reports.
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the Government/Department's policies and procedures
- Knowledge of the FAA Act
- Knowledge of the Staff Orders

- Knowledge of the Public Service Regulations
- Knowledge of Records Management skills
- Knowledge of General accounting principles
- Knowledge of World geography (general knowledge)
- Proficiency in Microsoft Office Suite
- Good planning, organizing and coordinating skills
- Good customer service and interpersonal skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent;
- Four (4) CXC/GCE Subjects including English Language, Mathematics/Accounts and Geography and;
- One (1) year working experience preferably in Administration, Accounting or Finance.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

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



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**
