



MINISTRY OF TOURISM

CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Tourism (Bath Fountain Hotel):

ACCOUNTING TECHNICIAN (FMG/AT 2)

1. JOB PURPOSE

Under the general direction of the Accounting Technician (FMG/AT3) the incumbent will be required to process accounts payables and payroll at the Bath Fountain Hotel in accordance with the stipulation of the FAA Act and Instructions.

2. KEY RESPONSIBILITY AREAS

- Checks for arithmetic accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
- Checks contractual payments for valid verification of NCC certification and TCC to support procurement requests.
- Checks for necessary supporting documents.
- Enters all relevant information in connection with the accounts payables.
- Enters and maintains all relevant information in connection with the payment of salaries including:
 - Salary particulars for new employees
 - New employee, appointments, acting appointments
 - Details of deductions to be made from salaries
 - resignations, dismissals, vacation leave and dates of resumption
- Prepares bank reconciliation statement and ensures that salary is correctly computed and any differences/errors found are reported to the Accountant.
- Maintains a continuous record of salary particulars of each employee on the payroll showing such information as the date of employment, anniversary date for the payment of increment, post salary scale, present salary and notes regarding acting appointment.
- Assists in the preparation all statutory deductions and other authorised deductions are made and paid over promptly.
- Prepares claims presented.

3. PERFORMANCE STANDARDS

- Bills, claims, invoices, prepared are accurate.
- Payment vouchers prepared and files are accurate.
- Salary computation completed in keeping with agreed standards and timeframes.
- Deductions and returns completed in keeping with agreed standards and timeframes.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

4. REQUIRED COMPETENCIES

Core

- Oral Communication

- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills

Technical

- Knowledge of government general payments and payroll processes and procedures;
- Good communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders;
- Knowledge of Records Management
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously.
- Good knowledge of relevant computer systems and their applications
- Knowledge of GOJ operations and of public sector issues;

5. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma or Certificate in Business Administration or Records Management
- Two (2) years' working experience

6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

SECRETARY (OPS/SS 2)

1. JOB PURPOSE

Under the direction of the General Manager, the incumbent will provide Personnel, Administrative and Secretarial support to the Bath Fountain Hotel.

2. KEY RESPONSIBILITY AREAS

1. Types correspondence, memos and other documents
2. Maintains an efficient records management system
3. Provides administrative support for meetings chaired by the General Manager by taking notes, prepare typing and producing notes of these meetings and circulating accordingly
4. Updates and maintains personnel leave records
5. Maintain personal files, ensures pertinent documentation are recorded on file, correspondence are numbered, et al
6. Receives sort and dispatch all incoming and outgoing correspondences
7. Receives telephone messages and calls;
8. Arranges the printing, photocopying, binding, dispatching, etc of documents produced.
9. Responds intelligently response expeditious to internal and external enquires and complaints; where necessary, refers these enquiries to the appropriate officers;
10. Provide needed assistance in other areas, on a needs basis
11. Performs any other related duties which may be assigned from time to time by the General Manager or his designate

3. PERFORMANCE INDICATORS

1. Records managed in accordance with established standards.
2. The smooth and timely handling of logistics for meetings, etc.
3. Adherence to administrative and management processes in the execution of duties and responsibilities.
4. Accurate and timely reproduction of minutes/notes and other documents as required for specific meetings, etc.
5. A team approach is adopted with other unit head on cross cutting issues and events.
6. A high level of professionalism and integrity in keeping with the role and responsibilities of the Bath Fountain.
7. All other documentation/correspondence are produced within the agreed time frames and is of the required standard.

4. UNUSUAL REQUIREMENTS/ WORKING CONDITIONS

- From time to time the incumbent will be required to work late to meet emergency deadlines for completion of assignments.
- Utilization of limited resources for the achievement of maximum output.

5. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Education/Certification

1. Secretarial Diploma from a recognized institution/Certificate in Administrative Management Level 1.
2. A minimum of two (2) years' experience in a similar capacity.

OR

3. Any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Core:

- Ability to use initiative
- Good planning and organizational skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Integrity and confidentiality
- Teamwork and cooperation

Functional/Technical:

- Good Knowledge of Personnel Administration
- Good knowledge of Microsoft Office
- Good knowledge of Records Management

Applications accompanied by Resume should be submitted no later than **October 11, 2021** to:

Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5

Applications can also be emailed to hrm@mot.gov.jm

We appreciate all expressions of interest. However, only shortlisted applicants will be contacted.