



CLARENDON MUNICIPAL CORPORATION

JOB OPPORTUNITIES

Applications are invited from suitable qualified persons to fill the following posts in the Clarendon Municipal Corporation:

1. **Director, Final Accounts and Reporting (FMG/PA 3) – (Vacant), salary range (Band 9): \$5,198,035 - \$6,990,779 p.a.**
2. **Director, Revenue & Commercial Services – (Vacant), salary range (Band 9): \$5,198,035 - \$6,990,779 p.a.**
3. **Senior Collection and Compliance Officer (GMG/AM 4) – (Vacant), salary range (Band 6): \$2,803,771 - \$3,770,761 p.a.**
4. **Collection and Compliance Officer (GMG/AM 3) – (Vacant), (2 post) salary range (Band 5): \$2,190,302 - \$2,945,712 p.a.**
5. **Public Procurement Officer (GMG/AM 3) – (Vacant), salary range (Band 5): \$2,190,302 - \$2,945,712 p.a.**

1) Director, Final Accounts and Reporting (FMG/PA 3)- Accounts

Job Purpose:

This position is the head of the Final Accounts & Reporting Section. Reporting to the CFO this position oversees adherence to all reporting and reconciliation requirements in compliance with the Local Government Financing & Financial Management Act of 2016, any ad-hoc reports required by the CFO or FA and any other special reporting requirements, such as for donor-funding projects, but not limited to such projects. The Officer will work in close collaboration with the Director, Management Accounting to assist with providing the necessary reports and provide further analysis based on queries related to budget execution monitoring.

Key Outputs:

- Yearly financial statements and notes thereto in accordance with the accounting standard requirements as indicated in the Local Government Financing & Financial Management Act of 2016. These must be completed in accordance with indicated timeframes so they can be submitted for audit.
- All monthly and quarterly reports as indicated in the Local Government Financing & Financial Management Act of 2016.
- All project-specific reports, regardless of fund source.
- All Ad-Hoc reports as required by the CFO or FA.
- Preparation, approval and filing of all bank account reconciliations on a regular basis (minimum monthly). Reconciliation must be performed utilizing the bank reconciliation tool within the ERP.
- All ERP user have the required user access rights granted to them to undertake their role.
- Budget Classification Structure (BCS) is maintained.
- All payments or withdrawal of any type from any bank account must be processed through the ERP before payment is made.
- In collaboration with the Director, – Financial Accounts, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to all payments and budget control.

- Internal financial management budget execution reports are accurate, up to date and available on a demand basis.
- Develop, document and maintain sound and comprehensive filing system.

Key Responsibility:

Management/Administrative Responsibilities

- Manage service delivery standards in the Final Accounts & Reporting unit. This includes:
 - Ensuring that the public financial legislation and related financial management procedures and policies are adhered to in the performance of duties and in delivering services.
 - Managing staff and performance to ensure that staff are fully utilised to obtain optimal productivity.
- Work with the Director, – Financial Accounting to monitor and evaluate financial policies and strategies, along with accounting standards, that impact on the delivery of the services and commitment control.
- Provide impartial, accurate and timely advice to the CFO as required in area of expertise.

Technical/Professional Responsibilities

- Ensure trial balance is always in a balanced state and all subledgers are reconciled to their respective control accounts in the GL.
- Review budget execution report are a very regular basis to determine if the ERP is controlling commitments and expenditures so that the sum of all commitments and expenditures never exceed the cumulative periodic allotments or overall yearly budget appropriations.
- Ensure all payments of advances (employee or works) are recorded as an asset and not as an expenditure as required by accrual accounting.
- Produce all monthly, quarterly and yearly statutory reports as outlined in the Local Government Financing & Financial Management Act of 2016, subsidiary legislation or ad-hoc project reports.
- In collaboration with the Director, – Financial Accounting, ensure the Standard Operating Procedures manual is maintained on a current basis and available to all staff members as it relates to your area of responsibility.
- Liaise and assist internal or external auditors as required

Human Resources Responsibilities

- Supervise assistant(s) that reports directly to you by:
 - a. Assigning work schedules and preparing/amending job descriptions as required.
 - b. Monitoring progress.
 - c. Mentoring staff.
- Provide guidance to staff through coaching, mentoring and training, providing assistance and support as needed.
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the department for the LA.

Required Knowledge, Skill and Competencies:

- Demonstrable prior experience in working with and managing an ERP environment – essential
- Detail oriented and ability to handle pressure under tight deadlines Director, essential
- Advanced knowledge of accounting principles Director, essential
- Sound organisational skills Director, essential
- Computer literacy and experience with accounting software packages – essential
- Must have excellent interpersonal skills.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Ability to plan and organize work, including special assignments in order to meet

deadlines.

Minimum Required Qualification and Experience:

- Bachelor's Degree in Accounting or Management (with an Accounting major) and successful completion of relevant Government Accounting and computing courses with at least four (4) years' experience at the professional accounting level, including two (2) years in a supervisory position;

OR

- Successful completion of the Certification in Government Accounting, other relevant Financial Management courses with at least eight (8) years' experience, including three (3) years in a supervisory position.

Special Conditions associated with the job

- Typical office environment, no adverse working conditions.

3. Senior, Collections and Compliance Officer (GMG/AM 4)

Job Purpose:

Reporting to the Manager, Revenue Collection and Compliance, the Senior Collection and Compliance Officer is responsible for, in keeping with instructions from the Manager, Revenue Collection and Compliance effectively, providing leadership and guidance to a team of Collection and Compliance Officers assigned to undertake property tax collection by supervising their work, monitoring and reporting on progress and ensuring the achievement of the team's revenue collection targets. This involves safeguarding the collection of outstanding sums, contacting delinquent clients to arrange collections, reconcile accounts, meeting collections quota assigned and reporting in keeping with the laws and Regulations.

Key Outputs:

- Financial statements created;
- Delinquency /Credit reports developed and submitted;
- Delinquent clients contacted and letters issued;
- Collection policies and procedures observed;
- Payment collection goals and targets met;
- Reports produced (monthly, quarterly, annually etc)

Key Responsibility:

Technical/Professional Responsibilities

- Coordinates work in relation to the functions assigned by the Manager, Revenue Collection and Compliance (i.e property tax collection), including: Monitoring and reviewing the work for which they have responsibility;
- Ensuring that weekly and monthly targets established are being met;
- Providing advice and direction on methods to improve the level of performance;
- Supervising the work of assigned Collection and Compliance Officers and In House Clerks
- Contributes to the creation of policies and administering of programs to promote compliance;
- Determine manner in which to resolve a variety of delinquent cases. This includes:
 - identifying the specific issues involved;
 - planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;

- adjusting the approach and method according to conditions encountered in completing the case.
- Contacts delinquent clients to arrange for the collection of tax;
- Issues order/demand letters to taxpayers whose business licenses or permits are cancelled/expired; prepares affidavits to document that orders were served;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers.
- Interview taxpayers and/or their representatives concerning all types of unpaid property tax liabilities.
- Secure full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of taxpayer's financial status.
- Recommend levy, writ and summons actions when taxpayers neglect or refuse to satisfy liabilities.
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.
- Initiate requests for adjustments to taxpayers' accounts as appropriate
- Investigate and inform supervisor of status of unusual occurrences and recommend appropriate action.
- Testify as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position.
- Undertake surveys to determine the number of entities required to pay trade licences within the jurisdiction.
- Monitors to ensure compliance with required entities.
- Undertakes required action to ensure payment by non-compliant persons.
- Make on-site inspections of a business entities to determine if it is still operating after cancellation of a license or permit; refers violations to the legal division for further action;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Prepares/generates accurate and timely invoices for clients;
- Respond to client queries regarding outstanding tax balances and all other fees to be paid;
- Collaborating with other teams supervised by the Manager, Revenue and Collection and Compliance in the collection of money due to the Local Authority as required.

Management/Administrative Responsibilities

- Participates in the development of the Division's annual strategic objectives and corporate plans based on the Authority's vision and mission;
- Contributes to the development of the 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;
- Assist in the preparation of presentations in support of the LA operations, monthly/quarterly leadership meetings and committees.

Human Resources Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiate corrective actions wherever necessary to improve performance.
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit and organization's goals.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skill and Competencies:

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership 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 and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest;
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration, Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

Minimum Required Qualification and Experience:

- Bachelor's Degree in Business Administration or Management or related field
- At least one (1) years' experience in the public or private sector.

OR

- Associate's Degree in Business Administration or Management or related field
- At least three (3) years' experience in the public or private sector.

Special Conditions Associated with the Job:

- Work requires adequate island-wide travels (e.g., meetings, site visits).
- The work environment requires multi-stakeholder interactions and therefore requires political sensitivity, objectivity and neutrality at all times.
- 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 and work beyond normal working hours.

4. Collections and Compliance Officer (GMG/AM 3),(2 post)

Job Purpose:

Reporting to the Senior Collection and Compliance Officer / Manager, Revenue Collection and Compliance, the Compliance Officer is responsible for effectively administering and ensuring compliance with Local Authority. The incumbent has direct responsibility to safeguard the collection of outstanding tax, contacting delinquent clients to arrange collections, reconcile accounts, meeting collections quota assigned and reporting in keeping with the laws and Regulations.

Key Outputs:

- Financial statements created;
- Delinquency /Credit reports developed and submitted;
- Delinquent clients contacted and letters issued;
- Collection policies and procedures observed;
- Payment collection goals and targets met;
- Reports produced (monthly, quarterly, annually etc)

Key Responsibility:

Technical/Professional Responsibilities

- Contributes to the creation of policies and administering of programs to promote compliance;
- Determine manner in which to resolve a variety of delinquent cases. This includes:
 - identifying the specific issues involved;
 - planning the number and kinds of approaches and steps necessary to execute the plan for each collection effort;
 - adjusting the approach and method according to conditions encountered in completing the case.
- Contacts delinquent clients to arrange for the collection of tax;
- Issues order/demand letters to taxpayers whose business licenses or permits are cancelled/expired; prepares affidavits to document that orders were served;
- Obtains information from third party sources and a variety of leads in locating non-compliant taxpayers.
- Interview taxpayers and/or their representatives concerning all types of unpaid property tax liabilities.
- Secure full payment of tax liability or make other approved arrangements, arrange for payment based on an assessment of taxpayer's financial status.
- Recommend levy, writ and summons actions when taxpayers neglects or refuse to satisfy liabilities.
- Ensures proper maintenance of client's payment records in accordance with appropriate records management systems.
- Initiate requests for adjustments to taxpayers' accounts as appropriate.
- Investigate and inform supervisors of status of unusual occurrences and recommend appropriate action.
- Testify as an expert witness for the Government or procure necessary witnesses or documentary evidence to sustain Government's position.
- Undertake surveys to determine the number of entities required to pay trade licences within the jurisdiction.
- Monitors to ensure compliance by required entities.
- Undertakes required action to ensure payment by non-compliant persons.
- Makes on-site inspections of a business entities to determine if it is still operating after cancellation of a license or permit; refers violations to the legal division for further action;
- Keeps abreast of any legislative procedural training regarding debt collection, Municipal/Enforcement Laws under the Building Act, Town and Country Planning Act, Nuisance Act, Fire Regulations and Amusement Regulations;
- Prepares/generates accurate and timely invoices for clients;
- Respond to client queries regarding outstanding tax balances and all other fees to be paid;
- Collaborating with other teams supervised by the Manager, Revenue and Collection and Compliance in the collection of money due to the Local Authority as required.

Required Knowledge, Skill and Competencies:

Core

- Excellent interpersonal and team management skills;
- Excellent communication skills;

- Strong analytical and problem-solving skills;
- Strong leadership 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 and software.

Technical

- Expert knowledge of the operations of the machinery of local authorities;
- Knowledge of accounting and the calculation of interest;
- Sound knowledge of the best practices and key pieces of legislation underpinning local authorities (eg, Local Governance Act, Local Government Unified Service Act, Parochial Revenue Fund Act);
- Strategic and corporate planning skills;
- The ability to develop organizational best practices/operational guidelines/rules
- Sound knowledge of Government Administration, Financial Accounting and Public Procurement Policies and Guidelines;
- Strong appreciation for organizational change and change management skills
- Good project management skills (from inception to implementation and assessment);
- Well-developed skills in stakeholder engagement;
- Adequate knowledge of the prevailing social, economic, political and environmental issues;
- Excellent human relations, problem solving, research, and policy analysis formulation skills.

Minimum Required Qualification and Experience:

- Diploma in Management Studies, Public Management, Accounting, Business Administration or a related field/equivalent qualification;
- Two (2) years progressive work experience in the private or public sector.

Special Conditions Associated with the Job:

- Work requires adequate island-wide travels (e.g., meetings, site visits).
- The work environment requires multi-stakeholder interactions and therefore requires political sensitivity, objectivity and neutrality at all times.
- 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 and work beyond normal working hours.

5. Public Procurement Officer (GMG/AM 3)

Job Purpose:

The Public Procurement Officer under the general supervision of the Head, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

Key Outputs:

- Tender documents prepared and posted
- Bids evaluated
- Requisitions/purchase orders authorized
- Goods and services procured in accordance with procurement policies / guidelines
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

Key Responsibility:

- Prepare tender notices and advertisements
- Prepare RFQ for goods, general services and minor works
- Obtain quotations/tenders from appropriately qualified suppliers.
- Represent PROCUREMENT UNIT at Tender closing and opening exercises as Tender Officer
- Maintain Procurement records in good order to facilitated audit and other reviews
- Prepare Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report)
- Maintain a database of all bonds and insurances and ensure that they are current at all times and take responsibility for the safekeeping and return or 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.

Required Knowledge, Skill and Competencies:

Core

- Integrity
- Communication Skills
- Interpersonal relations
- Teamwork and cooperation
- Initiative
- People Management Skills
- Problem Solving and Decision-Making Skills
- Time management skills.

Technical

- 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

Applications accompanied by resumes should be addressed and submitted **no later than Friday, May 22, 2026.**

To: Secretary (Acting)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National heroes Circle,
Kingston 4

Please note that only short-listed candidates will be contacted.