

Public Service Commission Staff Vacancy Circular No. 2 /2019

From: Secretary
Public Service Commission

To: All Permanent Secretaries
Heads of Departments and
Regional Executive Officers

Ref No. C – 222/17/12¹¹

Dated: 2019-06-27

Subject: Vacancies within the Public Service

Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to bring to the attention of all suitably qualified employees within their Ministries, Departments and Regions, the existence of the following vacancies in the Public Service and to invite applications from them for appointment thereto:-

Positions	Salaries & Salary Scales (Revised 2017 & 2018)
Personnel	
Principal Personnel Officer	GS:11 \$ 207,093.00
Senior Personnel Officer	GS: 9 \$ 133,149.00
Personnel Officer II	GS: 6 \$ 82,823.00
Personnel Officer I	GS: 5 \$ 71,951.00
Administrative	
Principal Assistant Secretary (G)	GS:11 \$ 207,093.00
Assistant Secretary (G)	GS: 9 \$ 133,149.00
Administrative Officer	GS: 9 \$ 133,149.00
Administrative Support Officer	GS: 6 \$ 82,823.00
Administrative Assistant	GS: 6 \$ 82,823.00
Senior Registry Supervisor	GS: 6 \$ 82,823.00
Registry Supervisor	GS. 5 \$ 71,951.00
Confidential Secretary	GS. 5 \$ 71,951.00
Senior Clerk	GS. 5 \$ 71,951.00
Accounts	
Principal Assistant Secretary (F)	GS:11 \$ 207,093.00
Assistant Secretary (F)	GS: 9 \$ 133,149.00
Expenditure Planning and Management Analyst II	GS:10 \$ 164,663.00
Expenditure Planning and Management Analyst I	GS: 9 \$ 133,149.00
Chief Accountant	GS: 9 \$ 133,149.00
Accountant	GS: 8 \$ 114,145.00
Assistant Accountant	GS: 5 \$ 71,951.00
Procurement	
Manager, Procurement Unit	GS:10 \$ 164,663.00

Senior Procurement Officer	GS: 9 \$ 133,149.00
Procurement Officer	GS: 7 \$ 95,381.00
Procurement Assistant	GS: 3 \$ 64,200.00
Audit	
Audit Supervisor	GS:10 \$ 164,663.00
Internal Auditor	GS: 9 \$ 133,149.00
Field Auditor	GS: 6 \$ 82,823.00
Assistant Field Auditor	GS: 5 \$ 71,951.00
Stock Verifier	GS: 4 \$ 65,683.00
Storekeeper III	GS: 4 \$ 65,683.00
Storekeeper II	GS: 4 \$ 65,683.00
Storekeeper	GS. 3 \$ 64,200.00


The positions are pensionable.

Please contact the Secretary, Public Service Commission or the respective Ministries, Regions or Departments for the approved Job Descriptions / Job Specifications before applying for any vacancies. Applications on Public Service Commission form No. 30/31 should be forwarded to the Secretary, Public Service Commission, De Winkle Building, Fort Street, Kingston, **not later than 2019-07-19. Applications received after this date will not be considered.** Officers at the same time must submit a copy of their application to their respective Permanent Secretaries, Head of Departments and Regional Executive Officers.

Permanent Secretaries, Heads of Departments and Regional Executive Officers are requested to inform the Secretary, Public Service Commission, **not later than 2019-07-23** of the names and designations of employees within their Ministries, Department and Regions, who are eligible to apply under the terms of this circular but, are either on leave or on secondment.

Persons Outside of the Public Service will be required to submit a valid Police Clearance and References from place of last employment if they are called for an interview.

NOTE: Please be advised only applicant (s) who are qualified according to the Job Descriptions/Job Specifications and are shortlisted would be contacted by this Secretariat.



 Ms. Marvalyn Stephens
 Secretary,
 Public Service Commission.

