



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The Ministry of Agriculture, Fisheries and Mining is inviting suitable qualified persons to fill the following post of **Commitment Control Officer (FMG/AT 3) - Vacant** in the **Finance and Accounts (Hope Gardens, Kingston)**:

**Salary range: \$2,190,302.00 – \$2,945,712.00 per annum**

### **JOB PURPOSE**

Under the direct supervision of the Senior Commitment Control Officer (FMG/PA 1) the Commitment Control Officer (FMG/AT 3), is responsible for the providing assistance to the Senior Commitment Control Officer, in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent and Capital Heads of Expenditure.

### **KEY OUTPUT**

- Commitment requisition received, examined and inserted
- Commitment Control Register maintained
- Monthly reports prepared and submitted
- Advice provided
- Information disseminated
- Commitment vouchers posted
- Monthly outstanding bills report prepared and submitted

### **KEY RESPONSIBILITY AREAS:-**

#### **Management/Administrative Responsibilities**

- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories:-
  - Inescapable
  - Priority
  - Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments
- Advises the Director of Management Accounts through the Senior Commitment Control Officer – of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds

#### **Technical/Professional Responsibilities**

- Receives duly signed commitment requisition from programme managers
- Examines commitment requisitions submitted by programme managers to see whether funds are available and to block funds where appropriate for such commitment
- Posts commitment requisition vouchers on the Government Financial Management System (GFMS)
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes
- Recommends virement of funds where necessary
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that warrant allocations and commitments are posted correctly and promptly

- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold
- Commits and logs incoming bills
- Prepare monthly Outstanding Bills report and submits to the Senior Commitment Control Officer

## **OTHER RESPONSIBILITIES**

- Performs any other related duties assigned by the relevant authority

## **PERFORMANCE STANDARDS**

- Commitment Register updated upon approval and payment of requisition.
- Warrant Allocation Grid completed upon approval of requisition
- Commitments identified and classified in required category and in accordance with set policies and procedures
- Adequate controls and tracking systems implemented and commitment control register maintained accordingly and in accordance with the stipulated guidelines
- Commitment plan prepared within the agreed timeframe
- Commitment requisition approved within the agreed timeframe
- Commitment reports are up to date and reconciled within the agreed timeframe
- Financial accounting records are accurately and comprehensively prepared in accordance with the FAA Act and established policies and procedures within the given timeframe
- Staff needs clearly identified and addressed in timely manner
- Vouchers inputted within the agreed timeframe
- All incoming bills committed, logged and dispatched on a timely basis
- Monthly reports prepared and submitted within the agreed timeframe
- Accurate information disseminated and advice given upon request

## **REQUIRED COMPETENCIES**

### **Core**

- Good oral Communication skills
- Good Written Communication skills
- Strong Interpersonal and Influencing skills
- Ability to work and Lead in teams
- Good Customer and Quality Focus skills
- Good Problem-Solving and Decision-Making skills
- Good Analytical skills
- Good Judgment skills

### **Technical**

- Excellent knowledge of Government Accounting guidelines
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the use of relevant Accounting Computer Application

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 or;
- ACCA-CAT Level C/Level 3 or;
- ACCA Level 1 or;
- NVQJ Level 3, Accounting or;
- Diploma in Accounting from an accredited University or Community College or;
- ASc. Degree in Business Studies/ Business Administration from an accredited Tertiary Institution or;
- ASc. Degree in Accounting, MIND or;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3 or;
- BSc. Degree in Accounting or Management Studies with Accounting or;

- BBA Degree or;
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment.

#### **AUTHORITY**

- Nil

Applications accompanied by resume should be submitted no later than **February 10, 2026** to:

**Senior Director**  
**Human Resource Management and Development Division**  
**Ministry of Agriculture, Fisheries and Mining**  
**Hope Gardens**  
**Kingston 6.**  
E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that we thank all for responding, but only short-listed applicants will be contacted.