



## Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the **Finance and Accounts Division**, Ministry of Health and Wellness.

**Senior Commitment Control Officer (FMG/PA 1) (Band 7) (Vacant)**  
**(Salary: \$3,501,526 per annum)**

### JOB PURPOSE

Reporting to the Director, Management Accounts, the Senior Commitment Control Officer is directly responsible for the coordination and maintenance of an effective cash management system and ensures the proper planning and control of commitment/expenditures within the limits of the Approved Provision and Warrant Allocations.

### KEY OUTPUTS

- Technical advice provided;
- Expenditure trends identified;
- Variance identified;
- Commitment Control Register monitored;
- Commitment requisitions approved/rejected;
- Cash Management Reports reviewed;
- Weekly/quarterly outstanding commitments reports produced;
- Management reports prepared;
- Human Resource Management functions addressed.

### KEY RESPONSIBILITY AREAS

#### *Technical Responsibilities*

- Arranges the commitment planning meeting at the commencement of each financial year;
- Assists the Directors of Management and Final Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Monitors and advises the Director, Management Accounts 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.
- Analyses expenditure trends and advise the Director, Management Accounts accordingly;
- Facilitates proper cash management and expenditure control by making available to management, information on the discharged commitments and current cash positions on a timely basis on a Head and Programme or Activity/Project basis;
- Submits to the Director, Management Accounts, programmes/activities at risk of exceeding budgetary allocations;
- Assists in the commitment planning process and in the determination and classification of commitments in categories –inescapable, priority and others;
- Confirms the total value of unpaid bills, if any, brought forward from the previous year;
- Ensures the preparation of the Commitment Control Register for all activities and projects of the Ministry on a Head/Programme/Project/Activity/Object basis;
- Reviews commitment requisition to see whether funds are available, approves or rejects commitment requisitions;
- Approves or rejects commitment requisitions blocking funds as necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B heads ensuring that warrant allocations and commitments are posted correctly and promptly discharged;

- Ensures that the Commitment Control Register is posted on a daily basis to reflect the commitment and/or cash discharged and the balance available on Approved Provision/Warrant Allocation;
- Monitors the timely reconciliation of commitment control registers with the FinMan reports;
- Ensures that age analysis of outstanding bills is provided; Submits to the Director, Management Accounts programmes/activities at risk of exceeding budgetary allocations;
- Coordinates and provides total value of weekly outstanding commitments for submission to the Ministry of Finance and the Public Service;
- Reviews/confirms and submits to the Director Management Accounts weekly outstanding commitments and monthly cash management reports;
- Monitors the preparation of quarterly outstanding commitments;
- Prepares and submits monthly reports to the Director, Management Accounts on the status of undischarged commitments;
- Coordinates quarterly outstanding commitment reports to the Director, Management Accounts for submission to the Ministry of Finance and the Public Service;

#### **PERFORMANCE STANDARDS**

- Technical advice provided are sound and according to set guidelines; Cash Management Reports are comprehensive, accurate and produced within the specified time frame;
- Expenditure trends identified and management advised accordingly in an appropriate manner;
- Variance identified and reported for action to be taken; Commitment Control Register monitored in accordance with set guidelines; Commitments control requisitions accurately checked and approved/rejected in accordance with the required policies and procedures;
- Weekly and /quarterly reports produced are comprehensive and accurate and prepared in the appropriate format.
- Management reports prepared are accurate and prepared in a timely manner; Human Resource Management functions addressed in a timely manner.
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

#### **MINIMUM REQUIRED EDUCATION (AT LEAST ONE FROM THE LIST) AND EXPERIENCE**

- AAT Level 3;
- ACCA-CAT Level C/level 3;
- ACCA Level 1;
- NVQJ Level 4, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;



MINISTRY OF  
**HEALTH &  
WELLNESS**

- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; or
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University.

**Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.**

**Applications with résumés are to be submitted no later than **Friday, May 29, 2026** to:**

**Senior Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
40 Knutsford Boulevard  
Kingston 5  
Email: [jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)**

**The Ministry of Health & Wellness thanks all applicants for their interest, but only those shortlisted will be contacted.**