



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Commitment Control Officer
JOB GRADE: FMG/AT 3
DEPARTMENT: Financial Management & Accounting Services
REPORTS TO: Principal Finance Officer
MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To be directly responsible for the maintenance of an effective cash management system by controlling commitments within the limits of the approved Budget and Warrant Allocation in respect of the Ministry's Recurrent Head.

KEY OUTPUTS

- Expenditure of Activities controlled within the limits of the approved Budgets and Warrant allocation of these Activities.
- Director of Budget, Program Managers advised on the status of: The balance of funds under activities and commitments requisitions.
- Approval/rejection of the commitment requisitions submitted by program managers
- Monthly reports submitted

KEY RESPONSIBILITIES AREAS

1. Assists in the commitment planning process and in the determination and classification of commitments according to the following categories:
 - I. Inescapable
 - II. Priority
 - III. other
2. Assists the Director of Budget and unit heads in the planning and utilization of available cash based on the level and categories of outstanding commitments
3. Advises the Director of Budget of slow moving activities and projects from which funds can be wired to satisfy the need of activities that urgently are in need of funds
4. Receives commitment requisition from Programme Managers
5. Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to approve and block funds where appropriate for such commitment
6. Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes

7. Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that warrant allocations and commitments are posted promptly
8. Submits monthly report to the Director of Budget on the position of un-discharged commitments_
9. Performs any other related duties that may be assigned from time to time

PERFORMANCE STANDARDS

1. The number of instances actual expenditure exceed budgetary allocations without prior approval are minimized
2. Unauthorized over expenditure on budgetary allocations kept at a minimum
3. Approval/rejection of commitment requisitions within established timeframe

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	2
Experience in government accounting, budget and warrant systems	2
Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulation	2

Core Competencies	Level
Oral communication Skills	2
Written communication skills	2
Analytical skills	2
Sound Judgment	2
Planning and organizing skills	2
Problem solving and decision making skills	2
Teamwork and cooperation	2

QUALIFICATIONS AND EXPERIENCE

- B Sc Accounting or management or business administration degree from a recognized institution plus at least one (1) year experience in Government Accounting; or
- ACCA level 1 or CAT or AAT Certification or any equivalent accounting /management professional qualification plus at least one (1) year experience in Government Accounting; or
- Associates degree in accounting or business administration from a recognized institution plus at least two (2) years experience in Government Accounting

AUTHORITY

- N/A