

Office of the Solicitor General

**PUBLICATION OF VACANT ADMINISTRATIVE POSITION
HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE**

No.	Position Title (Parenthetical Title, if applicable)	Item Number	SG	No of Vacancies	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer IV	OSGB-ADOF4-38-2008	15	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Human Resource Management and Administrative Service-Administrative Division
Job Description: Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows:					<ul style="list-style-type: none"> • Assist the AOV in the inventory taking, recording and reconciliation of inventorable items against the subsidiary records; • Checks and accepts deliveries of goods purchased, prepares documents for inspection and acceptance, submits the same for perusal and signature to the Inspection Committee; • Assigns the goods for stocking and recording, and or distribution to users/ requisitioners; • Prepares Property Cards for each furniture/ equipment procured, and issues Property; • Acknowledgment Receipt of the item requested and or used; • Coordinates with the Case Management Service or programs affecting inventorable assets; and, • Performs other works as assigned from time to time. 				
TOTAL No. of Vacancies		1							

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
PLANNING DIVISION

No.	Position Title (Parenthetical Title, if applicable)	Item Number	SG	No of Vacancies	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Planning Officer II	OSGB-PLO2-17-2008	15	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Planning Division
Job Description: Under the direct supervision of the Planning Officer V, performs various tasks, as follows:					<ul style="list-style-type: none"> • Consolidates and prepares monthly accomplishment reports and calendars of activities; • Updates the OSG website and responds to queries received through the OSG webmail; • Conducts researches and provides technical assistance in reviewing documents for the Solicitor General; and, • Maintain liaison with the central planning agency. 				
TOTAL No. of Vacancies		1							

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
FINANCIAL MANAGEMENT SERVICE

No.	Position Title (Parenthetical Title, if applicable)	Item Number	SG	No of Vacancies	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Supervising Administrative Officer	OSGB-SADOF-166-2004	22	1	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	Financial Management Service- Accounting Division
Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:					<ul style="list-style-type: none"> • Prepares Journal Entry Voucher, Monthly Report of Disbursement, Report of Actual Income, CAF Schedule of Cash Advance; • Prepares Subsidiary Ledger for Cash Disbursing Officers, Cash Collecting Officers and other accounts that needs monitoring of balances; • Prepares Journal of Checks Issued, Journal of Collections, Journal of Disbursements by disbursing officer and General Journal; and, • Assists in the preparation of vouchers of officers and employees of the office in the absence of the assigned person; • Assists the immediate supervisor in the Accounting Division and do all other duties that may be assigned. 				
TOTAL No. of Vacancies		1							