



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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20th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be fill/be assigned to the following posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **National Director (GMG/SEG 5) – (Vacant) – Culture and Creative Industries Policy Division (National Cultural and Creative Industries Council)**, salary range \$3,564,000 – \$4,236,476 per annum and any allowances attached to the post.
2. **Assets Manager (GMG/SEG 2) – (Not Vacant, *available up to December 2021*) – Corporate and Liaison Services Division**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Budget and Commitment Control Officer (FMG/PA 1) – (Vacant) – Corporate and Liaison Services Division**, salary range \$1,341,866 – \$1,789,576 per annum and any allowances attached to the post.

1. National Director (GMG/SEG 5)

Job Purpose

Under the general direction of the Principal Director, Culture and Creative Industries Policy, the National Director directs the operations of the National Cultural and Creative Industries Council (NCCIC) by providing leadership and direction in the development of policies and Strategic Plans relevant to the Culture and Creative Industries (CCI) Sector.

Key Responsibilities

Management/Administrative:

- Leads the development and implementation of Strategic and Operational Plans for the NCCIC in relation to the CCI Sector;
- Leads the development of Inter-Ministerial Cultural and Creative Industries Development Policy;
- Develops the annual budget for the NCCIC in accordance with the relevant acts and guidelines;
- Manages the approved budget for the Council ensuring that all expenditure are documented and accounted for according to the Government of Jamaica (GoJ) guidelines;
- Develops Work Plans and programmes for the Council ensuring staff is effectively utilized and productivity is maximized.

Technical/Professional:

- Leads organizational research in international, regional and local trends in the Sector and consults with key stakeholders in order to inform recommendations for strategic direction, policies and establishment of priorities;
- Recommends policy, programme and project development to the Council and develops strategies to implement decisions taken by the Council;
- Establishes measurable goals with deadlines and measures progress against established indicators and corrects any variance, as necessary;
- Leads the development and implementation of Standard Operating Procedures for the NCCIC;
- Keeps abreast of the Creative Economy practices, trends and developments worldwide to inform national operations where possible;
- Facilitates mobilization of resources for the NCCIC and the CCI Sector by identifying investment opportunities, strategies and sources of funding for Public, Private and Donor contributions;
- Negotiates for financing of the NCCIC and CCI Sector, with the Ministry of Finance and the

Public Service (MOFPS) and Local, Regional and International Funding Agencies, and ensures that current and prospective donors have adequate information on National CCI Policy, Strategic Plans and priority needs;

- Ensures effective Internal Control Systems are in place as specified in the Financial Administration and Audit (FAA) Act, GoJ Procurement Guidelines, the Access to Information Act (ATI), Public Bodies Management Act and various policy circulars that are issued from time to time;
- Maintains compliance with all obligations under international and local contracts, including, but not limited to Loan Agreements and Grants;
- Leads the development of National CCI Development Management Information System.

Human Resource Management:

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance.

Required Knowledge, Skills and Competencies

Core/Technical:

- Expert knowledge of the laws and regulations governing Cultural and Creative Industries development in Jamaica, as well as global Creative Economy Policy
- Expert knowledge of Public Sector Financial Management practices, strategic planning and budgeting principles and practices
- Sound knowledge of cultural and creative industries development
- Sound knowledge of research and reporting processes for policy development and implementation
- Sound knowledge of the machinery of Government (policies/programmes)
- Sound knowledge of the relevant laws and regulations governing Statutory Boards, including the Public Management Bodies and Accountability Act, FAA Act and GOJ Procurement guidelines
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software)
- Strong customer and quality focus
- Good oral and written communication skills
- Good strategic vision and analytical thinking skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Good planning and organizing skills
- Good negotiating skills
- Strong leadership and people management skills
- Ability to manage external relationships

Minimum Required Qualification and Experience

- Master's Degree in Policy Development, Cultural or Development Studies or its equivalent from a recognized tertiary institution;
- Project Management Certification;
- Training in Human Resource Management/Supervisory Management,
- Eight (8) years' related experience in a senior capacity in a cultural environment;

OR

- First Degree in Humanities, Cultural or Development Studies or its equivalent from a recognized tertiary institution;
- Specialized training in Cultural and Creative Industries Policy Development;
- Training in Project Management;
- Training in Human Resource Management/Supervisory Management;
- Ten (10) years' experience in the related area, five (5) of which must be at a senior level in a cultural environment.

2. Assets Manager (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Director, Corporate and Liaison Services, the Assets Manager controls, monitors and maintains the Ministry's assets in accordance with prescribed regulations. He/she also oversees and maintains the physical facilities and grounds of the Ministry and its associated properties.

Key Responsibilities

Management/Administrative:

- Assists with the development and implementation of programmes for the Division's Corporate and Operational Plans as well as budget preparation;
- Develops, implements and reviews operational systems and procedures to guide the delivery of services by the Unit and manages emergency situations;
- Assists with the procurement of supplies used by the Unit and ensures their safe storage;
- Assists with the preparation of Tender Documents and the selection of contractors for property management and related projects;
- Prepares insurance and other claims in relation to damage to buildings and/or equipment and follows-up with the appropriate Organizations/Authorities for settlement.

Technical/Professional:

- Ensures that the building and grounds are adequately maintained and kept in accordance with established standards;
- Monitors Energy Conservation initiatives throughout the Ministry and other premises within the span of control;
- Develops and implements a maintenance/servicing schedule for office and other equipment (air conditioning unit, stand-by generators, etc.);
- Liaises with and monitors the work of Service Contractors to ensure adherence to contracts and completion of work within quality standards;
- Oversees and monitors the operations of the Ministry's vehicle(s) to reduce waste and provides efficient service.

Human Resource Management:

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance.

Required Knowledge, Skills and Competencies

- Excellent knowledge of building maintenance and operations
- Sound knowledge of the Government of Jamaica's Transportation regulations, policies and procedures
- Sound technical knowledge of office safety procedures
- Good knowledge of Government of Jamaica's Procurement regulations, policies and procedures and familiarity with funding agencies requirements
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service and quality focus skills
- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Excellent leadership and people management skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work in a team
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Estate Management, Building Construction or equivalent from a recognized institution;
- Training in Supervisory Management or Human Resource Management;

- Three (3) years' experience in a similar position.

3. Budget and Commitment Control Officer (FMG/PA 1)

Job Purpose

Under the general supervision of the Manager, Finance and Accounts, the incumbent is responsible for the management, implementation and monitoring of the Commitment Planning and Control mechanisms, ensuring that expenditures are within the limits of the approved budget and warrant allocation in respect of the Ministry.

Key Responsibilities

- Assists with the preparation of the Ministry's Annual and Supplementary Budgets;
- Assists the Manager, Finance and Accounts, with apportioning the approved budget to reflect the categories of inescapable, priority and other commitments for the relevant financial year;
- Ensures that the budget is reviewed from time to time and adjusted to reflect changing patterns in the levels of funds released through the warrant and bank accounts;
- Ensures that direct details of the Monthly Warrant Allocation are posted to the Commitment Control Registers by Head, Function, Programme and Project Activity and Category;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B Heads by ensuring that Warrant allocations and commitments are posted correctly and promptly;
- Analyzes Commitment Requisitions from Directors and determines the appropriateness of expenditure, the accuracy of charges and the availability of funds;
- Advises the Manager, Finance and Accounts, of signals indicating imminent excesses on voted provisions and makes recommendations for adjustments;
- Assists in preparing Estimates of Expenditure Report for the Ministry, its Agencies and Departments;
- Prepares Cash Management Reports to facilitate reviews for each Head of Estimates on a project/activity level.

Required Knowledge, Skills and Competencies

- Sound knowledge of the general operations of the machinery of the Government of Jamaica
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of Public Sector Budget Preparation and Administration procedures
- Sound knowledge of GoJ Administration and Financial Accounting
- Knowledge of the FINMAN system
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Good customer and quality focus skills
- Good oral and written communication skills
- Good analytical and critical thinking skills
- Good problem-solving and decision-making skills
- Ability to work in a team
- Good interpersonal skills with sound integrity
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level 3, **or**;
- ACCA Level 1, **or**;
- Diploma in Accounting from a recognized University, **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd June, 2020 to:**

Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5

Email: hrmd@mcges.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer