



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 159
OSC Ref. C.6276²

15th July, 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 fill the following **vacant** posts in the **Office of Disaster Preparedness and Emergency Management (ODPEM)**:

1. **Director, Finance and Accounts (FMG/PA 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Planning Analyst (SOG/ST 6)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.

1. Director, Finance and Accounts (FMG/PA 3)

Job Purpose

Under the general direction of the Director General, the incumbent is responsible for managing, monitoring and controlling the Financial and Accounting Operations of the Agency. The incumbent is also responsible for designing, implementing and reviewing, on a continuing basis, the Financial, Accounting and Reporting Systems of the Agency.

In addition, the incumbent is responsible for the co-ordination of the progress of projects undertaken by the Agency and ensuring the legitimate and economical use of financial resources of Projects. The incumbent also manages the National Disaster Fund, Donations and Investment portfolio, and ensures that an annual Statutory Audit is completed within the required timeline as per the Financial Administration and Audit (FAA) Act and other related policies.

Key Responsibilities

Technical/Professional:

- Ensures the effective and efficient management of the Agency's financial and accounting operations, with specific responsibility to plan, organize, direct and control those operations by:
 - ✓ Preparing the Agency Budget and Financial Statements
 - ✓ Authorizing the availability of funds for all purchases
 - ✓ Authorizing vouchers, on-line payments and signing cheques
 - ✓ Managing subvention and expenditure on Capital, Recurrent, Donation and Projects
 - ✓ Checking to ensure that appropriate and up-to-date financial and accounting records are maintained in the Unit, in accordance with the FAA Act and the Disaster Management Act
 - ✓ Monitoring expenditure to ensure that charges are fair and reasonable and are without extravagance and waste
 - ✓ Communicating to Senior Managers and the Board, the financial affairs of the Agency
 - ✓ Attending Board Meetings, Budget Debate and PAAC and updating members regarding matters relating to the Agency's Financial Statements when required
 - ✓ Instituting and maintaining a carefully planned system of financial reporting to ensure that he/she is fully informed on the progress being made towards achieving the financial objectives in accordance with the Budget Plan
 - ✓ Participating in the development of the Agency's Strategic, Operational and Unit Plans
 - ✓ Preparing the Unit Operation Plan in relation to Unit activities
 - ✓ Ensuring that annual statutory Audit of the Agency is completed within the required timeline
 - ✓ Verifying and posting all batched to the Accpac General Ledger

- ✓ Verifying the of Audit schedule
- ✓ Responding to Audit queries and Management letter;
- ✓ Ensuring the preparation of all Bank Reconciliation
- ✓ Managing the National Disaster Fund, Investment Portfolio, Projects and Rental Business
- ✓ Ensuring the collection and filing of GCT, Withholding Tax and Statutory Returns
- ✓ Having responsibility for the Agency's Credit USD Credit Card.

Human Resource:

- Prepares Work Plan for Unit staff;
- Monitors and evaluates the Performance of Direct Reports, prepares Performance Appraisal and recommends or initiates corrective action where necessary, to improve performance;
- Participates in the recruitment of staff for the Unit;
- Recommends and approves Vacation Leave for Direct reports in accordance with established Human Resource policies and procedures.
- Performs any other related duties that may be assigned.

Other Duties:

- Ensures efficiency and economy in the expenditure of the Agency's funds by applying sound principles of financial management in planning;
- Monitors financial status of the Rental Business and advises the Senior Management Team on its profitability;
- Functions as a member of the Agency's Procurement/Disposal, Staff Loan and Motor Vehicle Loan Committees to ensure compliance with policy guidelines;
- Communicates externally with Principal Financial Officer of the Ministry of Local Government and Community Development and other stakeholder relevant to the Agency's financial operations.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent analytical and judgment skills
- Good planning and organizing skills
- Ability to maintain confidentiality
- Integrity
- Strong customer relations skills
- Knowledge in procurement and fixed assets
- Good understanding of Investment
- Comprehensive knowledge of Government Accounting principles and practices
- Knowledge of an Accpac Accounting Software System
- Ability to monitor emergency expenditure during a disaster, and any funds that may be established to deal with the response of victims thereafter
- Comprehensive knowledge of goals, functions and operation of the various Unit;
- Sound knowledge in the laws, regulations, principles and practise relating to public sector financial accounts and general ledger.
- Good analysis, problem solving and decision-making skills
- Skills in the use of personal computer software applications
- Strong interpersonal and negotiating skills
- Sound personal and professional integrity

Minimum Required Qualification and Experience

- First Degree in Accounting, Financial Management, Management Studies or Business Administration with emphasis in Financial Accounting.
- Experience in the Public or Private Sector in a Financial Management capacity, with at least three (3) years at a senior level;

Special Condition Associated with the Job

- Required to work beyond normal working hours and on weekends in case of a disaster;
- Must be able to use VHF Radio.

2. Planning Analyst (SOG/ST 6)

Job Purpose

The Planning Analyst is charged with the responsibility of integrating Physical Planning theory and practices with Disaster Management trends. He/she co-ordinates with the Senior Director in the use of hazard maps and other data generated in the process. Additionally, the incumbent leads the development of Regulations in support of the Disaster Preparedness and Emergency Management Act (1993).

The Analyst comments on Development Plans submitted for approval, as well as National Disaster Plans. The officer is also responsible for the leading development of specific National Response Plans, eg. fire.

In emergency times, the Analyst carries out specific Emergency Operation Centre duties.

Key Responsibilities

- Reviews the Development Plans forwarded by the Town Planning Department and Parish Councils, commenting on vulnerability to hazards;
- Identifies known disaster hazards, defining areas likely to be affected and develops plans to cope with the disasters that may result from known hazards;
- Assists in developing detailed Contingency Plans to meet the effects of likely disaster for Government Agencies and Parish Councils, as well as for the national level, if none exists;
- Develops detailed National Contingency Plans to counter the effects of likely disasters in collaboration with the Mitigation Programme Officer, with regards to:
 - Damage assessment
 - Search and rescue
 - Relief supplies management;
- Reviews and assesses the effectiveness of existing National Contingency Plans that are under the preview of the Agency and recommends to the Board and the National Disaster Committee appropriate alternations/amendments;
- Reviews and assesses the effectiveness of Parish and Agency Plans submitted to the ODPEM and recommends amendments/modifications as necessary;
- Assesses and comments on Sub-Division Applications and liaises with the Town Planning Department on impact of hazards on proposed areas and Parish Councils, with regards to their vulnerability and risk; recommends appropriate mitigation measures, where necessary, and ensuring that these are consistent with existing Regulations and Guidelines;
- Monitors the mechanism to ensure that high vulnerable areas or elements can respond to their disaster situations;
- Analyses all risks, based on the results of vulnerability to:
 - Assist in formulating Regulations for the Disaster Preparedness and Emergency Management Act 1993 and enforcement measures.
 - Assist in formulating legislation principally in the field of Physical and Urban Planning, Public Works and Building and liaise with Technical Agencies such as Town Planning Department, Public Works Department, etc.
 - Recommend to the appropriate authorities, physical planning measures to reduce risk;
- Designs and executes simulation exercises to test the effectiveness of Contingency/Disaster Plans, to ensure that there will be a coordinated response through the Emergency Operation Centre when disaster strikes;
- Promotes the development of adequate legal instruments to enable preventative and mitigative measures to be enforced e.g. land use regulations and zoning laws in collaboration with the MPO and Town Planning Department;
- Keeps database of relevant existing laws, regulations, etc. relating to Physical and Development planning and ensuring that the database is kept current;
- Liaises with other technical and scientific agencies accessing information;
- Develops, reviews or assesses where applicable, Contingency Plans for the Private Sector Companies as requested and formulates appropriate preparedness and response measures;
- Reviews standards and guidelines proposed by Government Regulating Bodies;
- Conducts hazard/vulnerability assessment;
- Prepares damage assessment reports after incidents;
- Reviews/incorporates Building Code Zoning and physical planning issues in the National Plan development;
- Develops standards for hazard prone areas.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good planning and organizing skills
- Good problem solving skills
- Integrity
- Strong customer relations skills
- Knowledge of the relevant Planning Laws and Regulations
- Knowledge of the contingency planning process and elements of planning
- General knowledge of the hazards (natural and manmade) and their impact on development planning
- In-depth knowledge of the development plan review process of Town Planning Department, Parish Councils and Natural Resources Conservation Authority
- Knowledge of geographic information systems and their use in physical planning and disaster management
- Ability to apply physical planning theory to disaster management and development

Minimum Required Qualification and Experience

- First Degree in Physical Planning, Earth Sciences, Natural Science (preferably a MSC in Planning).
- Four to five (4-5) years working in development planning either in Government or Private practice, in Jamaica, and familiarity with local regulations;
- Five (5) years or more lecturing in the subject area, or working in a related Agency, eg. Natural Resources Conservation Authority with planning related duties.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th July, 2020 to:**

**Director of Human Resource Management
Office of Disaster Preparedness and Emergency Management
2-4 Haining Road
Kingston 5**

Email: odpem@cwjamaica.com

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**