



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 182 **OSC Ref. C. 4859¹⁵**

31st 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 **Ministry of Health and Wellness**:

1. **Project Engineer (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
2. **Project Architect (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
3. **Financial Analyst (FMG/PA 2)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
4. **Project Accountant (FMG/PA 1)**, salary range \$1,341,866 - \$1,789,576 per annum and any allowance(s) attached to the post..

1. Project Engineer (SOG/ST 7)

Job Purpose

To provide engineering support for all capital projects being undertaken by the Ministry of Health and Wellness and Regional Health Authorities.

Key Responsibilities

Management/Administrative

- Participates as a member of the multi-disciplinary team involved in evaluating project ideas and developing and documenting project profiles for submission to funding agencies;
- Advises the Permanent Secretary, Regional Health Authorities and the Director, Project Planning and Implementation on all technical matters relating to engineering;
- Attends meeting, workshop etc. on behalf of the Ministry.

Engineering

- Participates in the preparation of Pre-qualification and Tender documents for civil works and equipment supply for capital projects being undertaken by the Ministry of Health and Wellness and Regional Health Authorities;
- Prepares Civil Engineering drawings for capital projects as assigned by the Director, Civil Works. Prepares engineer's estimate, as required;
- Reviews all engineering plans, drawings and submissions from external agencies to ensure that they meet specifications;
- Liaises with Quantity Surveyors (if required) to ensure preparation of Bill of Quantities and preliminary costs for the Ministry's Capital Projects;
- Monitors Contractors, Architects and Quantity Surveyors and makes site visits to ensure that work is performed in according to specifications and project agreement. Carries out on the spot inspections in collaboration with Director, Civil Works and Project Architect;
- Monitors Implementation Plan to ensure that civil works are carried out within agreed time frame to avoid cost over-runs. Prepares status reports as required and submits to the Director, Civil Works;
- Carries out critical path analyses, identifies problems or bottlenecks and advises the Director, Civil Works of problems identified and formulates solutions to deal with them;
- Monitors all contracts as they relate to liquidated damages, bonus payments and all other relevant clauses including welfare of workers and the statutory deductions;
- Recommends payment vouchers submitted by contractors for work done, in accordance with contract;

- Advises the Director, Civil Works on recommendations submitted by Engineers and Contractors.

Other

- Liaises with Planning Institute of Jamaica and Project Analysis and Monitoring Company (PAMCO) and submits reports as required;
- Performs other engineering functions necessary to execute various capital projects within the Ministry of Health and Wellness.

Required Knowledge, Skills and Competencies

Core:

- Skill in the use of personal computers and relevant software applications
- Strong inter- personal and communication skills.
- Research skills
- Ability to write reports containing technical information
- Time Management skills

Functional/Technical:

- Expertise in the application of Civil Engineering principles and practices
- Ability to perform complex engineering calculations using prescribed procedures and formulae
- Ability to prepare engineering documents, specifications and cost estimates for projects
- Ability to conduct field inspections, surveys and measurements for civil engineering projects
- Sound knowledge of Jamaican Building and Electrical Code
- Expertise in the application of Project Management techniques and tools.
- In-depth Knowledge of Government tendering requirements and procedures.

Minimum Required Qualification and Experience

- B.Sc. In Civil Engineering
- Training in Project Management – plus
- Six (6) years progressive working experience in construction management.
- Any equivalent combination of education and experience.

Special Condition Associated with the Job

- Required to visit construction sites

2. Project Architect (SOG/ST 7)

Job Purpose

To provide architectural support and advice to the Ministry and the Regional Health Authorities.

Key Responsibilities

Management and Administrative

- Participates as a member of multi-disciplinary project teams involved in evaluating project ideas and developing project profiles for approval by Senior Management;
- Provides technical advice to the Ministry and its Agencies on technical matters relating to architecture;
- Represents the Ministry at meetings and workshops;
- Submits progress report on a monthly basis or as required by the Director, Civil Works.

Architectural

- Designs and draws major structures for capital projects as assigned by the Director, Civil Works;
- Liaises with Quantity Surveyors to ensure preparation of Bills of Materials for the architectural components of the Ministry's Capital projects. Prepares preliminary budget estimates;

- Reviews Architectural Plans, drawings and submissions from external agencies to ensure that they meet specification. Submits report to the Director, Civil Works;
- Participates in the preparation and evaluation of Pre-qualification and Tender documents for construction projects being undertaken by the Ministry of Health and Wellness and Regional Health Authorities;
- Liaises with Contractors on building sites to ensure that the work is carried out in accordance with specifications and plans;
- Attends Site Meetings and carries out on the spot inspections;
- Collaborates with the Project Management Specialist and Project Engineer to ensure the compliance of contractors with the terms and conditions of their contracts;
- Provides architectural support for all capital projects being undertaken by the Ministry of Health and Wellness and Regional Health Authorities;
- Verifies payment vouchers submitted by contractors and recommends payment for architectural work carried out;
- Monitors Implementation Plan to ensure the work is carried out in accordance with agreed schedules. Prepares Status Reports as required, and submits to the Director, Civil Works;
- Advises the Director, Project Planning and Implementation and the Director, Civil Works on all technical matters relating to architecture;
- Carries out inspections of the structure, sitting and use-feasibility of buildings being considered for rent or purchase for health facilities. Makes recommendations on the suitability of premises to the Director, Civil Works;
- Keeps abreast of developments in the field of Architecture and Civil Works;
- Performs other related functions as assigned by the Director, Civil Works.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communications skills
- Time management skills

Technical:

- In-depth knowledge of building design, construction and maintenance
- Sound knowledge of Jamaican Building and Electrical Code
- Sound knowledge of the Town Planning Department's Code
- Expertise in the application of project management techniques and tools
- Ability to design and plan major construction projects
- Computer literate with working knowledge of Autocad software and/or other computer aided design software
- In-depth knowledge of Government's tendering requirements and procedures
- Working knowledge of quantitative analysis and statistical techniques

Minimum Required Qualification and Experience

- A Bachelors Degree in Architecture from an academic institution accredited by the Jamaica Institute of Architects
- Training in Project Management

PLUS

- Six (6) years working experience in construction management- or
- Any equivalent combination of education and experience

Special Condition Associated with the Job

- Required to visit construction sites

3. Financial Analyst (FMG/PA 2)

Job Purpose

To determine the financial costs and feasibility of the Ministry's capital A and B projects.

Key Responsibilities

- Participates as a member of the Project Teams involved in evaluating project ideas and developing and documenting projects for approval by the administrative and political directorate;
- Analyses capital projects being undertaken by the Ministry of Health and Wellness and Regional Health Authorities by applying financial indicators and ratios e.g. Cost Benefit Ratio, Internal Rate of Return etc;
- Carries out "sensitivity analysis" to determine the impact that changes in the value of basic parameters will have on project performance;
- Prepares cash flow projections for all projects and compares against actual performance in order to determine variances;
- Undertakes variance analysis and prepares reports for submission to the Director, Project Planning and Implementation;
- Co-ordinates the preparation of project submissions and compiles the Ministry's benefit for Capital 'A' and 'B' programmes;
- Monitors project performance to ensure that funds are utilized in accordance with Project Agreements and Implementation Plans;
- Prepares statements of achievements and other reports for Multi-lateral Agencies and specified Government Agencies;
- Ensures the preparation of cash status reports for all Capital A and B projects;
- Provides advice on financial matters to Director, Project Planning and Implementation;
- Performs other related duties as assigned by the Director, Project Planning and Implementation.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills

Functional:

- Knowledge of Financial Ratio Analysis and Applications
- Highly developed analytical and problem solving skills
- Ability to use accounting and spreadsheet software applications
- Knowledge of cost/benefit analysis
- Ability to produce work within established guidelines

Minimum Required Qualification and Experience

- ACCA Level 2 or equivalent qualifications
- Training in Project Management

Plus

- Four (4) years experience in Management Accounting, Cost Accounting and Financial Accounting

Special Conditions Associated with the Job

- Typical office environment, no adverse working conditions

4. Project Accountant (FMG/PA 1)

Job Purpose

Under the general direction of the Principal Finance Officer, the Project Accountant is responsible for managing the accounts of the Ministry of Health and Wellness projects, whether

financed by the Government of Jamaica or multilateral lending agencies.

Key Responsibilities

Management/Administrative

- Participates in the development of the Operational Plan for the Division;
- Participates in the preparation of Annual Budgets for projects (local and foreign) being undertaken by the Ministry of Health and Wellness;
- Participates in the development of the annual Work Plan for the Division;
- Prepares annual Individual Work Plan;
- Complies and submits monthly reports to the Ministry of Finance and the Public Service for Capital A and B Projects;
- Prepares and submits monthly/special reports on the management of the Branch to the Principal Finance Officer.

Technical/Professional

- Ensures that standard accounting procedures consistent with the Financial Administration and Audit Act are adhered to and that the necessary records are maintained to meet the requirements of the Act;
- Participates in the preparation of project proposals for submission to lending agencies;
- Assists the Principal Finance Officer and Director of Project Planning and Implementation to seek project funding source;
- Authorises Project Payment Vouchers, adjusting journal and transactions based on project grant/loan agreement or approved budgets;
- Ensures that funding is available to meet project expenditure and that bills are paid on a timely basis;
- Maintains Project Accounts in an appropriate manner in order to track project costs according to activities and source of fund as required by grant/lending agencies.
- Collaborates with Project Managers in the Regions and Agencies and the Project Planning and Implementation Branch to develop and integrate project performance indicators Ministry wide;
- Prepares Financial Reports by grant/lending agency and region and integrates with project milestones and the Ministry's Strategic Plan;
- Collaborates with the Director of Project Planning and Implementation and Project Managers, prepares and submits quarterly and yearly cash flows for Capital A and B projects for submission to the Ministry of Finance and the Public Service;
- Prepares Financial Statements for projects as required in the prescribed formats for presentation to the Auditor General's Department, the Planning Institute of Jamaica, and the Ministry of Finance and the Public Service;
- Co-ordinates Project Audits and the preparation of response to Audit queries;
- Assists the Director of Project Planning and Implementations and Project Managers, in the preparation of quarterly and yearly cash flows projections for each project to be submitted to the Ministry of Finance and the Public Service;
- Undertakes analysis of project expenditure against the approved budget and the warrant on a continuous basis and advises the Principal Finance Officer and Project Managers of the negative variances;
- Assists the Director of Project Planning and Implementation in allocating warrants to the various projects on a monthly basis;
- Compiles and submits monthly reports to the Ministry of Finance and the Public Service for Capital A and B Projects;
- Prepares financial statements for all projects operated by the Ministry of Health and Wellness, Head Office and provides such reports to grant/lending agencies, Project Managers, Programme Managers and Director of Project Planning and Implementation;
- Ensures the timely reimbursement claims to grant/lending agencies and the Ministry of Finance and the Public Service as applicable;
- Operates and reconciles all project bank accounts on a monthly basis i.e. Special Accounts, Project Bank Accounts and the Capital A and Capital B Project, NHF and CHASE;
- Maintains the investment portfolio of the Ministry and provides monthly reports to Principal Finance Officer;
- Recommends investment options to the Principal Finance Officer and implement when authorized;
- Attends meetings and conferences as directed by the Principal Finance Officer.

Human Resource

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective

- actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Division/Branch;
- Recommends leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Branch and recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Organizes and conducts monthly and other ad hoc Unit Meetings with direct reports.
- Performs other related duties, as assigned by the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Good skills in teamwork and co-operation
- Good analytical, critical thinking skills
- Good decision-making and problem solving skills
- Good interpersonal skills
- Good planning, organizing and time management skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- Ability to motivate, persuade and influence others
- Ability to prioritise among conflicting demands
- Good customer relations skills
- Ability to work harmoniously with a diverse group of people at various levels externally and internally
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations
- Strong goal/result orientation
- Keen listener
- Managing external relationships
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Excellent integrity/ethics exercised in the performance of duties
- Maintains a high level of productivity and self-direction.

Technical:

- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Thorough knowledge of the FAA Act; Knowledge of financial requirements of major funding agencies
- Thorough knowledge of fundamental accounting principles and practices
- In-depth knowledge of the Public Service Staff Orders and Government Policies and Regulations
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with an accounting major from a recognized institution;
- Successful completion of relevant government accounting and computing courses;
- At least three (3) years experience at the professional level;
- Any equivalent combination of education and experience.

Special Conditions Associated with the Job

- Typical working environment, no adverse working conditions
- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

Applications accompanied by résumés should be submitted **no later than Friday, 14th August, 2020 to:**

**Director
Human Resource Management & Development
Ministry of Health & Wellness
10A Chelsea Avenue
Kingston 10**

Email: jobs@moh.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**