



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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9th October, 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/assigned to the following **vacant/not vacant** posts in the **Ministry of Finance and the Public Service**:

1. **Director, Pensions Computation and Analysis (GMG/SEG 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Director, Pensions Policy (GMG/SEG 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
3. **Manager, PEPAS & Records Management (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
4. **Director Electronic Procurement and Client Care (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
5. **Director, Public Procurement Capacity Development (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
6. **Senior PEPAS Administrator (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
7. **Pensions Computation Supervisor (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
8. **Pensions Computation Officer (GMG/AM 4)**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.
9. **Senior Accountant (FMG/PA 1)**, salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
10. **Final Accountant (FMG/PA 1)**, salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
11. **Pensions Administrator (GMG/AM 3)**, salary range \$1,181,789 – \$1,404,755 per annum and any allowance(s) attached to the post.
12. **PEPAS Administrator (GMG/AM 3)**, salary range \$1,181,789 – \$1,404,755 per annum and any allowance(s) attached to the post.
13. **Senior Bank Reconciliation Officer (FMG/AT 3)**, salary range \$1,145,582 – \$1,361,737 per annum and any allowance(s) attached to the post.
14. **Collection and Disbursement Officer (FMG/AT 2), (Not Vacant)** salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

1. Director, Pensions Computation and Analysis (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director, Pensions Administration, the incumbent oversees the efficient administration and communication of the Government of Jamaica (GoJ) Pension Scheme in accordance with Pension Legislation and Policy Guidelines.

Technical / Professional

- Keeps abreast of the Pension Statutes, Legislations, Regulations, Policies, Guidelines, Resolutions and Procedures;
- Oversees the timely processing of retirement benefits;
- Organizes the work load of the Unit to optimize the completion of cases within stipulated timeframes;
- Participates in the preparation of Corporate and Operational Plans;
- Ensures that the organizational and staffing capacity is adequate to undertake the functions and handle the work load of the Unit;
- Provides technical advice and guidance to staff and to other stakeholders in keeping with the legislations, policies guidelines and standards governing the administration of pension, other retirement and death benefits;
- Develops accountability framework to depict what is achieved and feedback of low productivity levels;
- Liaises with key stakeholders to ensure efficient administration of the pension process;
- Liaises with the Pension Policy Unit in the interpretation and application of the Pension Regulations and Policies;
- Ensures proactively that the Unit meets its performance targets, service level agreements and commitments;
- Acts in a proactive role in managing employing bodies that participate in the Pension Scheme;
- Leads in the design of work and training/sensitization sessions for staff, Ministries, Departments, Agencies and other key stakeholders;
- Liaises with Senior Management in Ministries, Departments and Agencies to ensure that efficient administration of the portfolio by the relevant officers;
- Develops and strengthens quality control mechanisms so as to engender efficiencies in the process;
- Oversees the management of the work flow, with periodic conducting of workload analyses to inform decision making and problem solving;
- Prepares and submits periodic (monthly) Progress Reports on the status of the work assigned;
- Monitors performance and recommends enhancement for the Pension/PEPAS System;
- Oversees all areas of communication with staff, key stakeholders, pensioners, beneficiaries and the general public;
- Prepares and delivers presentation to Public Officers in Ministries/Departments and Agencies with a view to sensitize them of their eligibility for benefits upon retirement;
- Undertakes complex technical tasks for the Unit and makes decisions where a wide range of differing factors must be weighed.

Management/Administrative

- Participates in the development of the Operational Plan and associated Budget for the Branch;
- Ensures compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the Branch;
- Manages the work of the Unit against agreed performance targets;
- Co-ordinates the assignment of work within the Section to ensure that staff is effectively utilised and productivity optimised;
- Ensures the implementation of established systems for reporting of work done against stated and agreed Work Plans;
- Monitors the Electronic System to ensure that queries and requests are processed and appropriate responses provided to allow for the timely and efficient processing of pension/benefit applications;
- Attends management meetings and reports on Computation related activities;
- Convenes meetings with Staff to ensure effective, efficient and accurate management of the work of the computation section.

Human Resource Management

- Co-ordinates the development of Individual Work Plans and recommends performance targets for staff assigned;
- Contributes to providing the appropriate physical resources to enable staff to undertake their duties efficiently and effectively;

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Participates in the recruitment and training of staff of the Branch;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skill/competency gaps and contributes to the development of Succession Plans for the branch to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Ensures that the wellbeing of staff is supervised;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Branch.

Required Knowledge, Skills and Competencies

Core

- The ability to analyze problems promptly, choose between alternatives and implement meaningful solutions
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, to lead others through change and manage their concerns
- The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- Excellent Interpersonal skills
- The ability to communicate effectively both orally and in writing
- Good public speaking skills
- The ability to work effectively under pressure
- Ability to organize work and utilize time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Knowledge of supervisory practices and principles
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team

Technical

- Proficiency in Microsoft Office suite and other application programmes appropriate to assigned responsibilities
- Excellent working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies
- Five (5) years' experience in Pensions Administration or related field with at least three (3) years at the management level.
- Any other equivalent combination of qualification and experience.

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention to the computer
- Radiation from computer
- Pressure from meeting numerous critical deadlines
- Will be required to travel locally and overseas

2. Director, Pensions Policy (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director, Pensions Administration the incumbent oversees the development, review and implementation of Pension Laws, Policies and Guidelines.

Key Responsibilities

Technical/Professional

- Organizes the workload of the Unit to optimize the completion of cases within stipulated timeframes;
- Participates in the preparation of Corporate and Operational Plans;
- Ensures that the organizational and staffing capacity is adequate to undertake the functions and handle the work load of the Unit;
- Provides technical advice and guidance to staff and other stakeholders in keeping with Legislations, Policies Guidelines and Standards governing the administration of pension, other retirement and death benefits;
- Develops and make recommendations on Pension Policies and amendments to existing Pension Legislation;
- Reviews existing Pension Legislation with a view to ensuring effectiveness and identifying areas of improvement;
- Determines the need to initiate studies to effect new benefit schemes to better serve the needs of retirees, formulates policy recommendations and develops guidelines;
- Recommends amendments to Legislation or for new schemes for consideration;
- Meets with the Chief Parliamentary Counsel and issues drafting instructions with specific details for the drafting of amendments and new policies;
- Examines Draft Bills to ensure amendments are adequately covered and circulates to Permanent Secretaries and the Attorney General for comments;
- Oversees the preparation of submissions to the Legislation Committee and Cabinet for approval;
- Prepares briefs for the Minister and attends sittings of Parliament and the Senate to provide further support during debates;
- Manages the pension increase process;
- Advises Ministries and Statutory Bodies of amended or new Legislation and ensures copies of the legislation are distributed;
- Advises staff of the Ministry of Finance and Public Service of new Legislation and ensures amendments are fully understood;
- Advises Government, Statutory Bodies and Registered Companies on the formulation and implementation of pension schemes for staff in those organizations;
- Monitors Statutory Bodies to ensure that they provide for the implementation of pension schemes;
- Liaises with the developers and reviews proposals submitted from various types of pension schemes to determine feasibility and adequacy of provision;
- Liaises with representatives from Statutory bodies and Registered Companies to discuss proposals and point out areas where improvements can be made;
- Meets with staff of various organizations to explain the operations of the Pension Schemes;
- Co-ordinates the training courses for Human Resource Officers in the Ministries/Departments/Agencies in the understanding of the Pension Legislation and the preparation of Pension Applications;
- Prepares the Annual Budget for the Unit;
- Monitors the effect of inflation, devaluation, and other economic factors on pensions;
- Keeps abreast of changes in the environment especially those that will impact Pension Policies and Guidelines;
- Advises the Accountant General of increases granted and the principles governing such increases.

Human Resource

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Contributes to providing the appropriate physical resources to enable staff to undertake their duties efficiently and effectively;
- Participates in the recruitment and training of staff of the Division;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Plans for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic review;
- Ensures that the wellbeing of is staff supervised.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and people management skills
- Good planning and organizing skills
- Ability to think and manage strategically
- Possess logical problem solving and analytical skills
- Ability to exercise initiative and sound judgment
- Excellent interpersonal skills
- Good negotiation and persuasion skills
- Ability to work effectively under pressure
- The ability to communicate effectively both orally and in writing
- Good public speaking skills
- People Management (Coaching and Mentoring)

Technical

- Sound Knowledge of the various Pension Legislation, policy guidelines
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, to lead others through change and manage their concerns
- The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the Unit
- The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- Ability to organize work and utilize time management techniques to meet critical deadlines
- Proficiency in Microsoft Office suite and other application programmes appropriate to assigned responsibilities

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Administration/Business Administration
- Seven (7) years' experience in Pensions Administration or related field including four (4) years at the managerial level

Special Conditions Associated with the Job

- Eye strain from concentrated visual attention to the computer
- Extreme pressure from having to meet critical deadlines
- Required to travel islandwide and overseas

3. Manager, PEPAS & Records Management (GMG/SEG 3)

Job Purpose

Under the guidance of the Senior Director, Pensions Administration, the Manager, PEPAS and Records Management is responsible for the optimal operation of the Public Employees Pensions Administration System with direct accountability for its maintenance, availability and usage and is the designated contact point and interface between the Pensions Administration Unit and a wide range of stakeholders.

The Manager is also responsible for the management of information and records received and/or produced by the Pensions Administration Branch making them readily available to relevant users.

Key Responsibilities

Technical / Professional

- Manages the PEPAS portfolio;
- Identifies and recommends emerging solutions for improving business systems efficiency, effectiveness and reliability;
- Directs and manages the translation of business requirements into IT requirements and manage the resulting demand according to the priorities defined by the business and IT strategies;
- Reviews the output of the Public Employees Pensions Administration System to ensure that the data is updated, current and accessible, as and when needed;

- Co-ordinate with Ministries, Departments and Agencies the preparation of the infrastructure while ensuring that the output is achieved according to the documented requirements and acceptable standards;
- Manages and confirms the deliverables of the PEPAS system in compliance with the documented and agreed requirements;
- Oversees the maintenance of the Ministry's Pension records and information;
- Reviews policy changes in order to up-to-date pension documentation to be consistent with available templates;
- Ensures that relevant pensions news items, Home Page Events and other documentation is updated and made available to users;
- Manages workflow and escalation of enquiries that cannot be resolved at the first line to the relevant contact within the Office or E-Gov, managing these through to resolution;
- Administers, supports, and maintains database tables in the PEPAS application;
- Monitors application and takes corrective action to prevent or minimize system down time;
- Troubleshoots to resolve system related problems; data issues, validates result sets recommends and implements process improvements;
- Co-ordinates with relevant System Administrators and/or third party vendors regarding user support and problem resolution;
- Works closely with internal customers, analyzes problems provides support to users having difficulties with application, creates and maintains reports;
- Designs report options and/or database queries to meet the needs of the Ministry;
- Writes custom reports, SQL Scripts, Advance Searches and queries; assists users in creating report specifications;
- Maintains internal SSRS Reports and ad-hoc SQL scripts;
- Performs and maintains data extractions and imports;
- Provides analysis services for business data needs and makes recommendations for viable solutions;
- Addresses issues of Data Integrity/Migration (Validation, Clean-up and Mapping);
- Sets up authorised users on the system to perform their assigned function;
- Provides training and technical assistance to users; provides manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
- Monitors, controls and administers the security and back up procedures;
- Executes the procedures for the opening and closing of a period;
- Monitors monthly service quality against standards in Service Level Agreement;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Oversees the creation and maintenance of a comprehensive reference service to support the Branch's need for relevant, timely and accurate information.

Administrative

- Assists with developing policies, procedures, programs, scripts, as required;
- Checks and certify invoices re payment for goods and services in relation to PEPAS hardware and software maintenance;
- Works closely with Principal Director, management and staff to meet the information needs of the Ministry and other stakeholders;
- Co-ordinates the process of repairing or replacing defective hardware; prepares request for enhancement, modification, the fixing of bugs etc. to the Ministry of Finance & Public Service;
- Assisting in the testing of new or modified -programs and functions.

Human Resource Management

- Co-ordinates the development of individual Work Plans and recommends performance targets for the staff assigned;
- Contributes to providing the appropriate physical resources to enable staff to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Participates in the recruitment and training of staff of the Branch;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competencies gaps and contributes to the development and succession Plans for the branch to ensure adequate staff capacity

- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic review
- Ensures the well - being of staff supervised

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Ability to train users on the functionality of the systems
- Ability to solve problems quickly and completely
- Ability to identify tasks which require automation
- Excellent investigative and problem solving skills
- Good documentary and reporting skills
- Ability to communicate clearly and concisely with all levels of users
- Ability to establish and maintain effective working relationships with other employees, vendors and the public.
- High levels of professionalism and integrity

Technical

- Excellent knowledge of Jamaican regulations, laws and guidelines related to Public Service Pensions
- Excellent knowledge of Pensions Administration Unit operations and functions
- Technical knowledge of the PEPAS and other related computerized systems
- Technical knowledge of network operating system
- Technical knowledge of database management
- Knowledge of computer information system
- Ability to effectively translate user requests into reporting specifications

Minimum Required Qualification and Experience

- Bachelor's degree in Computer Science or related degree
- Three (3) years experience in Pensions Administration and IT

Special Conditions Associated with the Job

- Radiation from computer
- Pressure from meeting several critical deadlines
- May be required to travel islandwide

4. Director Electronic Procurement and Client Care (GMG/SEG 3)

Job Purpose

Under the guidance of the Chief Public Procurement Policy Officer, the Director Electronic Procurement is responsible for the optimal operation of the Ministry of Finance & the Public Service's E-Procurement System with direct accountability for its maintenance, availability and usage and leads the Customer Care Help Desk which is the centralized station, designated contact point and interface between the OPPP and a wide range of stakeholders across Government, the wider Public Sector and the business/supplier community.

The Director is supported by an Electronic Procurement Policy Officer - Systems and an Electronic Procurement Policy Analyst – Framework Agreements, who deliver their responsibilities using ethical business practices while following the applicable policies and procedures and the Manager Public Procurement Customer Care is responsible for providing effective and efficient customer service to internal and external stakeholders.

Key Responsibilities

Human Resource/Administrative

- Recommends and manages an approved budget to maintain all of the activities which encompass the portfolio. Ensures that all expenditure is documented and accounted for according to the GOJ's guidelines;
- Ensures that Customer Satisfaction Survey instruments are administered and results are appropriately analyzed and the results are disseminated appropriately;

- Inculcates job rotation within the Unit so that experiences can be enriched and become a motivating factor for learning, wherever possible;
- Provides leadership to direct reports by promoting the vision and motivating them towards achieving all goals;
- Demonstrates and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in output;
- Manages the welfare and development of direct reports through the timely preparation of and feedback to performance appraisals. Makes appropriate recommendations for training and development;
- Ensures that all staff members have the appropriate physical resources and tools to deliver their output as required;
- Provides guidance to direct reports through coaching and mentoring as and when needed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations of the Office of Public Procurement Policy and the MOF&PS as a whole.

Technical/Professional

- Directs and manages the Portfolio of Electronic Procurement including project roadmap and change management;
- Identifies and recommends emerging solutions for improving business systems efficiency, effectiveness, and reliability;
- Directs and manages the translation of business requirements into IT requirements and manages the resulting demand according to the priorities defined by the Business and IT Strategies;
- Performs capacity planning and analysis to ensure business systems can support long term growth of data and applications;
- Reviews the output of the Electronic Procurement System to ensure that the data is updated, current and accessible, as and when needed.
- Prepares and co-ordinates the implementation and training related to the establishment of the e-GP System;
- Co-ordinates the preparation of the infrastructure while ensuring that the output is achieved according to documented requirements and acceptable standards;
- Manages and confirms that the deliverables of the e-GP System supplier are in compliance with the documented and agreed requirements;
- Develops and submits the Annual Budget for maintaining the e-GP System, this must be done using historical data and estimated future cost;
- Ensures that data is up- to-date and available on the system as and when required and the data and information should include the following:
 - Registration and maintenance of procuring entities accounts and other information;
 - Maintenance and management of system logs, change requests and system issues such as fixes and upgrades.
- Reviews policy changes in order to up-date procurement documentation to be consistent with available templates;
- Ensures that electronic templates of Standard Bidding Documents are developed and available to users;
- Ensures that relevant news items, Home Page Events and other documentation are updated and made available to all users;
- Provides valid data and information to GOJ Procurement Entities with appropriate feedback on contracts performance management;
- Guarantees that System Audit Reports are generated and made available according to an agreed schedule;
- Ensures that procurement documentation is updated, consistent with system requirements and is communicated to users;
- Performs any other related duties which may be assigned from time to time by the Chief Public Procurement Policy Officer;
- Provides professional leadership and guidance to the staff of the Customer Care Unit through effective planning, objective setting, delegation and communication; ensuring that the Help Desk is well managed to meet the targets and objectives of the Office of Public Procurement Policy;
- Guides the Corporate, Operational and Work Plans with the supporting budget for the Customer Care Unit ensuring that all relevant activities to be undertaken and required resources are considered;
- Manages workflow and escalation of enquiries that cannot be resolved at the first line to the relevant point of contact within the Office, managing these through to resolution;
- Ensures customer satisfaction and continuity of service is managed, following specific processes, recommending and developing (where appropriate) improvements to these

processes/ procedures, ensuring their evolution with organizational demands and customer needs;

- Liaises with external suppliers of the system to resolve any issues or outstanding events;
- Represents the Chief Public Procurement Policy Officer, as and when required.

Required Knowledge, Skills and Competencies

- Excellent knowledge and understanding of the GOJ public procurement policies, procedures and guidelines.
- Able to work co-operatively and collaboratively with many different types of stakeholders.
- Project Management skills: able to manage multifaceted projects resulting in measurable success.
- Excellent analytical and negotiating skills while thinking strategically
- Excellent presentation, oral and written communication skills
- Excellent investigative and problem solving skills with the tenacity to do so.
- A proven track record of initiative and achievement.
- Possess high ethical conduct and confirmed integrity with strong customer orientation.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Information Systems OR Computer Science **OR** Business Administration with a Major/ Minor in Information Systems **OR** related qualifications from a recognized tertiary institution. **AND**
- Project Management Certification is required
- Excellent Knowledge of GOJ procurement practices.
- Three (3) years of experience in Project Management in an Information Technology Environment.
- Training in an area of Customer Service from a recognized institution would be considered an asset

Special Conditions Associated with the Job

- This is an office environment with no adverse working conditions however; some amount of stress is expected with this position. There can also be high pressure when deadlines are to be met.
- Travelling within Jamaica is required
- Extended working hours are expected

5. Director, Public Procurement Capacity Development (GMG/SEG 3)

Job Purpose

The Manager, Procurement Capacity Development & Sustainability, works closely with approved and certified institutions, in order to ensure that procurement capacity and capabilities are developed at all levels across the organizations which fall under the Government of Jamaica, while being mindful of their ongoing strengthening and standardization with international best practices. In so doing, the incumbent is guided by the GOJ's professional Procurement Training Strategy when developing the appropriate curricula. The Manager, Procurement Capacity Development & Sustainability achieves the above by guiding direct reports in the use of ethical business practices in a manner that maximizes, as far as possible, commitment, accountability and responsibility as well as documented productivity.

Key Responsibilities

Human Resource/Administrative

- Recommends and manages an approved budget to maintain all of the activities which encompass the portfolio. Ensures that all expenditure is documented and accounted for according to the GOJ's guidelines;
- Provides leadership to direct reports by promoting the vision and motivating them towards achieving all goals;
- Demonstrates and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in output;

- Manages the welfare and development of direct reports through the timely preparation of and feedback to performance appraisals. Makes appropriate recommendations for training and development;
- Ensures that direct reports have the appropriate physical resources and tools to deliver their output as required;
- Provides guidance to direct reports through coaching and mentoring as and when needed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations of the Procurement & Asset Policy Branch and the MOF&PS as a whole.

Technical/Professional

- Co-ordinates and implements the GOJ's Procurement Professional Training strategies;
- Develops guidelines, capabilities and certification based on said strategies;
- Ensures that the GOJ's Professional Procurement Training strategies are implemented while guiding the offerings of the certified and approved educational entities;
- Researches and establishes training standards, competence levels and professional certification requirements which are adequate to assure that capacity building and the requisite professional development necessary for the effective operation of the procurement system is identified;
- Forges relationships with certified and approved training institutions which will utilize the guidelines when developing curricula;
- Establishes and maintains a mechanism for sharing information and experiences among procurement practitioners as a means of building capacity for optimal performance of the Procurement Function;
- Ensures the effective implementation of the GOJ's three tiered professional Procurement Training, through those certified and approved training institutions, in order to provide the requisite training and certification for all of the GOJ's Public Sector stakeholders;
- Establishes and maintains a dedicated public access website containing information on public procurement, property disposal and related matters;
- Collaborates with the Manager, Procurement Policy Research and Development in developing the appropriate Procurement Training Curricula;
- Performs any other related duties which may be assigned from time to time by the Director, Procurement Policy Research & Development (PRD);
- Represents the Director Procurement Policy & Research Development as and when required;
- Liaises with internal and external stakeholders as required.

Required Knowledge, Skills and Competencies

- A competent user of computers with knowledge of relevant software applications.
- Excellent knowledge and understanding of the GOJ Public Procurement policies, procedures and guidelines.
- Good management, leadership and team building skills.
- Willing to work co-operatively and collaboratively with all stakeholders.
- Excellent presentation, oral and written communication skills.
- Excellent investigative and problem solving skills with the tenacity to do so.
- Possess high ethical conduct and confirmed integrity with strong customer orientation.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Business Administration **OR** Economics **OR** Public Policy **OR** Political Science **OR** its equivalent from a recognized tertiary institution. **AND**
- Knowledge of regional and international Government procurement obligations. **AND**
- Knowledge of regional and international Government procurement obligations. **AND**
- Four (4) years of working experience in public policy or procurement
- Experience in training and curricula development or an Undergraduate Degree in Education or Curricula Development would be as asset.

Special Conditions Associated with the Job

- This is an office environment with no adverse working conditions; however, some amount of stress is expected with this position.
- There can also be high pressure when deadlines are to be met.
- Travelling within Jamaica and external to Jamaica may be required.
- Extended working hours are expected.

6. Senior PEPAS Administrator (GMG/SEG 2)

Job Purpose

Under the guidance of the Manager, PEPAS & Records Management, the Senior PEPAS Administrator is responsible for providing system support for the optimal operation of the Public Employees Pensions Administration System as it relates to its maintenance, availability and usage and should act as a contact point and interface between the Pension Branch and the wide range of stakeholders.”

Key Responsibilities

Technical/ Professional

- Assists with the management of PEPAS;
- Conducts Diagnostic System Tests and recommends solutions for improving efficiency, effectiveness and reliability;
- Ensures that the data is updated, current and accessible, as and when needed;
- Ensures compliance with the documented and agreed requirements;
- Updates relevant pensions news items, Home Page Events and other documentation;
- Responds to system enquiries and escalates where necessary;
- Monitors the maintenance of database tables in the PEPAS application;
- Assists in monitoring of the application and takes corrective action to prevent or minimize system down time;
- Troubleshoots to resolve system related problems; data issues, validates result sets recommends and implements process improvements;
- Works closely with internal customers, analyzes problems, provides support to users having difficulties with application and creates and maintains reports;
- Assists users in creating report specifications;
- Maintains internal SSRS Reports and ad-hoc SQL scripts;
- Performs and maintains data extractions and imports;
- Conducts periodic analysis data needs;
- Monitors issues of Data Integrity/Migration (Validation, Clean-up and Mapping);
- Sets up authorised users on the system to perform their assigned function;
- Assists in providing training and technical assistance to users;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Prepares monthly reports;
- Performs other related activities as requested.

Required Knowledge, Skills and Competencies

Core

- Excellent Interpersonal skills:
- The ability to communicate proficiently orally, in writing,
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Basic knowledge of Pension statutes, legislations, regulations policies and procedures

- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act

Minimum Required Qualification and Experience

- Degree in Public Administration, Business Administration/ Information or Records Management.
- Training in Database/Systems Management
- Two (2) years working experience especially with PEPAS
- Any other equivalent combination of qualification and experience

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention
- Radiation from computer
- Dust from files and documents
- Pressure from meeting deadlines

7. Pensions Computation Supervisor (GMG/SEG 1)

Job Purpose

The Pensions Computation Supervisor's responsibility is to oversee the day to day processing of applications by the Team; to promote the efficient and timely determination of awards; and to facilitate the payment of pension, death and family benefits to public officers and their dependents.

Key Responsibilities

Technical/ Professional

- Keeps abreast of the Pension Statutes, Legislations, Regulations Policies, Guidelines, resolutions and procedures;
- Ensures the appropriate application of the statutes /legislation, guidelines procedures in the processing of application for pension, death and other retirement benefits to each case;
- Reviews applications for salary advances and makes appropriate recommendation to include repayment plan as appropriate;
- Assigns cases and monitors status of processing;
- Conducts audit of HR in MDAs;
- Conducts site visits to ensure preparation of prospective pensioners (accurate information uploaded on the PEPAS and submission of relevant documents);
- Conducts sensitization sessions with team members as well as officers in MDAs ;
- Verifies information and recommends the awards of Widows and Orphans benefits;
- Ensures that the transactions are accurate and ready to be handed over to the Auditors;
- Co-ordinates the efficient day to day allocation of work and supervision of Pension Analysts ensuring that targets and service levels are achieved and that work done or information being given is accurate and in compliance with legislation and best practices;
- Liaises with Policy Analysts and Manager, Pension Administration to ensure that there is quality control and the strengthening of the accountability framework;
- Enables managers, staff and employers to make informed decisions arising from pensions or related legislation;
- Assists with the developing of the provision of statistical data;
- Prepares and submits periodic (monthly) progress reports on the status of the work assigned.

Administrative/Supervisory

- Ensures that the work is undertaken in compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the Branch;
- Schedules, allocates/assigns work within the Team to ensure that staff is effectively utilised and productivity optimised;
- Implements systems for reporting of work done against stated and agreed Work Plans;
- Monitors the performance of the Team against agreed targets and established standards.

Human Resource Management

- Facilitates the accomplishment of job results by coaching, mentoring, counselling and training of staff;
- Monitors the performance of staff and completes Periodic Performance Appraisals;
- Identifies skills/competencies gaps and contributes to the development and implementation of Development and Succession Plans for staff supervised to ensure adequate staff capacity;
- Fosters an environment of team work to ensure work is delivered on time and the goals of the Branch are met;
- Ensures the welfare of staff supervised are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- The ability to analyze problems efficiently, choose between alternatives and implement solutions
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, to lead others through change and manage their concerns;
- The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- Excellent Interpersonal skills
- The ability to communicate effectively both orally and in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Knowledge of supervisory practices and principles.
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team

Technical

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Excellent working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies
- Five (5) years' experience in Pensions Administration or related field
- Any other equivalent combination of qualification and experience

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention to the computer
- Radiation from computer
- Pressure from meeting numerous critical deadlines

8. Pensions Computation Officer (GMG/AM 4)

Job Purpose

To process retirement, death and family benefits to Public Officers and their dependents in accordance with the Legislations, Guidelines, Policies and Standards that governs the operations of the Pension Branch.

Key Responsibilities

Technical/Professional

- Keeps abreast of the Pension Statutes, Legislations, Regulations, Policies, Guidelines, Resolutions and Procedures;
- Applies the application of statutes/legislation, guidelines procedures in processing individual pension application, death and other retirement benefits;

- Reviews application and selects service period for the computation of awards on behalf of each retiree and other beneficiaries;
- Processes Retirement Benefits Applications on behalf of retirees and their beneficiaries/estate;
- Prepares and generates letters for review and signature of Supervisor and/or Manager;
- Actions responses from Administrator General;
- Responds to queries on pension related cases being processed;
- Maintains a record of cases computed or returned for queries/corrections; awards letters generated/submitted;
- Scrutinizes records so as to inform decision making;
- Assists in the training of officers in the PEPAS in the MDAs;
- Liaises with the MDAs in the processing of submitted cases;
- Provides guidance to HR Officers in the MDAs;
- Provides information to the general public;
- Resolves errors made by MDAs;
- Identifies discrepancies in Pension Applications;
- Conducts research in the processing of cases;
- Analyses cases to determine type of benefits to be awarded;
- Prepares and submits periodic (monthly) progress reports on the status of the work assigned;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Unit.

Required Knowledge, Skills and Competencies

Core

- The ability to analyze problems efficiently
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change
- Good Interpersonal skills
- The ability to communicate effectively orally and in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies
- Three (3) years' experience in Pensions Administration or related field
- Any other equivalent combination of qualification and experience

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention to the computer
- Radiation from computer
- Pressure to meet critical deadlines

9. Senior Accountant (FMG/PA 1)

Job Purpose

The Senior Accountant supports the Director, Public Service Accounts, by ensuring that all those assigned processes which are related to the output of the Unit are carried out in a timely manner.

Said processes are done in accordance with the appropriate laws, rules, regulations and circulars of the Ministry of Finance and the Public Service (MOFPS).

The incumbent seeks to protect the interest of the Government of Jamaica (GOJ), the MOFPS and staff members, by ensuring that related processes are carried out in accordance with the FAA Act and related Instructions.

He or she carries out assigned processes inclusive of collecting, verifying and or monitoring any and all applicable data, financial statements and or claims in accordance with established rules and appropriate Accounting Standards. In addition, financial resources of the MOFPS are managed in accordance with approved processes and reports are presented within agreed timelines.

The Senior Accountant maintains a professional and courteous attitude while delivering responsible, accounting support, thereby upholding the high standards of service delivery, which is considered vital to the MOFPS and the Government of Jamaica, (GOJ).

Key Responsibilities

Management/Administrative

- Maintains cordial and professional relationships with external and internal stakeholders.

Technical/Professional

- Ensures that related Sagicor Claims, presented in the monthly premium billing for the GEASO Scheme are in accordance with the actual numbers of persons registered and are entitled to benefit from said Scheme;
- Reconciles the monthly claims presented by SAGICOR for the GOJ's contribution, to the amount calculated based on returns presented by Bursar Paid Schools and MDAs;
- Visits any delinquent Bursar Paid Schools and MDAs to educate and assist them in carrying out the appropriate processes;
- Assists in receiving and verifying statements from all Bursar Paid Schools and MDAs;
- Ensures eligibility of GOJ staff who have presented Sagicor Invoices;
- Establishes and administers an efficient system to accurately verify Blue Cross claims on a monthly basis;
- Checks statements to verify the eligibility of contributions;
- Contacts MDAs to verify the data collected for the Senior Executive Health Scheme;
- Assists the Director in verifying all Financial Statements produced by the Unit;
- Assists in the certification process of payments and Journal Vouchers;
- Assists in collecting payments for Bond Agreements, Loan Forfeiture and Bus Passes;
- Assists in preparing the Monthly Insurance Variance Reports for presentation to the Principal Finance Officer (PFO);
- Collects, disburses and accounts for Bus Passes, in accordance with established procedures, on behalf of the Public Employee Transportation Scheme;
- Ensures that the sale of weekly Bus Passes are summarized as well as any statements related to bus rentals, both of which must be included in the monthly statements to be presented to the Director;
- Checks and verifies Payment Vouchers on behalf of the MOFPS, ensures that all supporting documents such as, invoices and bills are at hand in support of preparing the Vouchers;
- Reconciles all Bank Statements in accordance with accounting procedures as well as completion dates. Ensures that Bank statements are kept current and the Payment Cash Book is balanced;
- Monitors the collection of Health Insurance Data for all Municipal Corporations on the GPASO Plan. Ensures that the appropriate report is prepared accurately and in accordance with the SAGICOR GPASO Invoices;
- Verifies data collected against the SAGICOR monthly bill and assists with posting GEASO monthly data in accordance with the procedures;
- Collects GEASO summary forms and educates Bursars with respect to the importance of the Summary Forms and procedures;
- Ensures that appropriate databases are updated on a monthly basis and invoices are paid by the agreed date of the month;
- Prepares all related reports on or before the agreed deadlines;
- Collects and receipts all Scholarship funds received, in accordance with its purpose and prepares the appropriate lodgement and Revenue Report;

- Inputs any new accounts and updates files related to the Police Computer/Education Loans, updates any loan repayments and prepare the Exceptional Report to be reviewed by the Director;
- Verifies that all revenues collected are receipted and posted correctly, by checking and matching Receipt Books, deposit slips, Value Book and postings in Cash Books;
- Ensures the timely preparation of monthly and annual Financial Statements for the Provident Fund and Bus Accounts;
- Prepares Journal Vouchers in respect of receipts and payments obtained from Cash Books. Posts amounts to the respective accounts in the Main Ledger, then total the amounts and balances the Main Ledger;
- Inputs any new accounts in the Education Loan Database, maintains/updates the files, record repayments on a monthly basis and prepares any related Exceptional Report to be reviewed by the Director;
- Receives from MDAs, information on the GEASO Summary Forms and records and update the GEASO Database;
- Sorts all incoming mail and dispatches to the appropriate Officers;
- Prepares the Miscellaneous Revenue Report as well as the Report for deposits, which were received in relation to Scholarships.

Customer Service

- Adheres to established Customer Service principles, standards and deliverables;
- Delivers customer evaluations to the appropriate officer;
- Performs any other related function as assigned by the Director.

Required Knowledge, Skills and Competencies

- Excellent analytical, planning and interpersonal skills.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Is a competent user of computer hardware with knowledge of relevant software applications
- Willing to work co-operatively and collaboratively with stakeholders and able to establish and maintain good working relationships.
- Good oral and written communication skills, with report writing.
- Good investigative and problem-solving skills with the tenacity to do so.

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **or**;
- Diploma in Accounting from a recognised 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 recognised University.

Special Conditions Associated with the Job

- This is a typical office environment, with no adverse working conditions however, travelling is required.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

10. Final Accountant (FMG/PA 1)

Job Purpose

The Final Accountant supports the Senior Final Accountant in the accurate preparation and presentation of assigned reports of the Ministry of Finance and the Public Service (MOFPS).

He or she ensures the accuracy and timely delivery of relevant financial reports, which are prepared in accordance with accrual accounting rules and regulations, policies of the Government of Jamaica (GOJ) and guidelines, as prescribed by the Financial Secretary (F.S.).

The Final Accountant achieves the above by delivering assigned responsibilities using ethical business practices, due diligence and commitment with high levels of accountability, responsibility as well as productivity

Key Responsibilities

Professional

- Ensures that assigned accounts of the MOFPS are prepared on a timely basis and accurately brought to account within the period to which they relate;
- Ensures that assigned reports are prepared in accordance with the appropriate rules and regulations;
- Ensures that Accounts Receivable, Accounts Payable, Income Receivable, accruals, prepayments, receipts, deposits, payments, Depreciation Provisions and other provisions are accurately brought to account in the period to which they relate;
- Ensures that the Original Estimates, Supplementary Estimates and Revenue Estimates are brought to account, under the appropriate headings;
- Ensures that Warrant issues, transfers and adjustments and cash advances are brought to account under the appropriate headings;
- Prints and verifies the following statements for accuracy and completeness with respect to the following:

Financial Accounts

- i. Statement of Financial Position (IPSAS 1)
- ii. Statement of Financial Performance (IPSAS 1)
- iii. Statement of Changes in Net Assets/Equity (IPSAS 1 & 3)
- iv. Cash Flow Statements (IPSAS 2)
- v. Accounting Policies & Notes to the Financial Statements (IPSAS 1)
- vi. Fixed Assets Statements

Management Accounts

- i. FSI - Trial Balance
 - ii. FS2 - Receipts & Payments
 - iii. FS3 - Bank Reconciliation
 - iv. FS4 - Bank Balances
 - v. FS5 - Expenditure by Activity
 - vi. FS6 - Expenditure by Object
 - vii. FS10 - Summary of Advances
 - viii. FS11 - List of Advances
 - ix. FS12 - Summary of Deposits
 - x. FS13 - List of Deposits
 - xi. FS16 – Miscellaneous Revenue
- Resolves all and any errors found after having checked the Financial and Management Accounts, transmits to the Director Final Accounts and Reporting, for verification;
 - Prints and signs all relevant Financial Statements for all Heads, with respect to the closed period and presents same to the Director Final Accounts & Reporting.

Customer Service

- Maintains and upholds all Customer Service principles, standards, deliverables and responsibilities;
- Prepares and presents customer evaluations as required;
- Performs any related functions as assigned.

Required Knowledge, Skills and Competencies

- Excellent analytical, planning and interpersonal skills.
- Possess high ethical conduct, confirmed integrity and is open to change
- Is a competent user of computer hardware with knowledge of relevant software applications.
- Thinks critically with developed analytical skills as well as abilities to identify risk and any commensurate levels of impact.
- Knowledge of the MOFPS' overall Strategic Plan and its responsibilities with respect to achieving its targets.
- Willing to work co-operatively and collaboratively with stakeholders while maintaining good working relationships.
- Good presentation, oral and written communication skills, with report writing.
- Investigative and problem-solving skills with the tenacity to do so.

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **or**;
- Diploma in Accounting from a recognised 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 recognised University.

Special Conditions Associated with the Job

- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

11. Pensions Administrator (GMG/AM 3)**Job Purpose**

Under the supervision of the Director, Pensions Computation and Analysis, the incumbent is responsible for ensuring that processed data is accurate and prepared for dispatching, including information from the scan- doc.

Key Responsibilities***Technical/ Professional***

- Maintains Reference Tables to include the update of establishment for Ministries, Departments and Agencies, salary revisions, job classification and Mapping Tables;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Assists with the classification and coding of records and document for use in the administration of pension, retirement and death benefits;
- Validates records and information for entry into the PEPAS database;
- Validates employees records in accordance with Service Credit Reports, the establishment and staffing arrangements of the MDAs and the relevant Reference Tables in the PEPAS System;
- Transfers and updates information/data within the PEPAS for existing employees across MDAs consistent with the changes in the machinery of government eg. creation of new organizations, mergers, transfer of subjects etc.;
- Receives/accesses applications for pension and other retirement benefits;
- Verifies SCR Submissions from MDAs;
- Researches and collates information in response to access to information requests related to pension administration;
- Processes incoming mail and uploads relevant information and correspondence to Electronic System;
- Processes and dispatches outgoing documents;
- Scans and/or makes photocopies of documents;
- Retrieves and stores files/information;
- Prepares monthly reports.
- Performs other related activities as requested

Required Knowledge, Skills and Competencies**Core**

- Excellent Interpersonal skills
- The ability to communicate proficiently orally, in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to work independently and as a part of a team

- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Basic knowledge of Pension statutes, legislations, regulations, policies and procedures
- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Public Administration, Business Administration/ Information or Records Management.
- Two (2) years working experience.

Any other equivalent combination of qualification and experience

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention
- Radiation from computer
- Dust from files and documents
- Pressure from meeting deadlines

12. PEPAS Administrator (GMG/AM 3)

Job Purpose

Under the supervision of the Manager, PEPAS and Records Management the incumbent is responsible for ensuring that processed data is accurate and prepared for dispatching, including information from the scan-doc.

Key Responsibilities

Technical/ Professional

- Maintains Reference Tables to include the update of establishment for Ministries, Departments and Agencies, salary revisions, job classification and Mapping Tables;
- Responds to queries by users of the system;
- Assists with the classification and coding of records and document for use in the administration of pension, retirement and death benefits;
- Validates records and information for entry into the PEPAS Database;
- Validates employees records in accordance with Service Credit Reports, the establishment and staffing arrangements of the MDAs and the relevant Reference Tables in the PEPAS System;
- Transfers and updates information/data within the PEPAS for existing employees across MDAs consistent with the changes in the machinery of government eg. creation of new organizations, mergers, transfer of subjects etc.;
- Receives/accesses applications for pension and other retirement benefits;
- Verifies SCR Submissions from MDAs;
- Prepares indebtedness check and/or Trustee in Bankruptcy spreadsheets and dispatches to Accountant General Department
- Researches and collates information in response to access to information requests related to Pension Administration;
- Uploads relevant information and correspondence to PEPAS;
- Process and dispatches outgoing documents;
- Scans and or makes photocopies of documents;
- Retrieves and stores files/information;
- Prepares monthly reports.
- Performs other related activities as requested

Required Knowledge, Skills and Competencies

Core

- Excellent Interpersonal skills:
- The ability to communicate proficiently orally, in writing,
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of Public Administration

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Knowledge of the PEPAS and other related computerized systems
- Knowledge of the operations and functions of Pensions Administration Unit
- Ability to transfer user requests into reporting specification
- Basic knowledge of pension statutes, legislations, regulations policies and procedures
- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Public Administration, Business Administration/ Information or Records Management.
- Training in PEPAS
- Two (2) years working experience.

Any other equivalent combination of qualification and experience

Special Conditions Associated with the Job

- Eyestrains from concentrated visual attention
- Radiation from computer
- Dust from files and documents
- Pressure from meeting deadlines

13. Senior Bank Reconciliation Officer (FMG/AT 3)

Job Purpose

The Final Accountant supports the Senior Final Accountant in the accurate preparation and presentation of assigned reports of the Ministry of Finance and the Public Service (MOFPS).

He or she ensures the accuracy and timely delivery of relevant financial reports, which are prepared in accordance with accrual accounting rules and regulations, policies of the Government of Jamaica (GOJ) and guidelines, as prescribed by the Financial Secretary (FS).

The Final Accountant achieves the above by delivering assigned responsibilities using ethical business practices, due diligence and commitment with high levels of accountability, responsibility as well as productivity.

Key Responsibilities

Professional Responsibilities

- Reconciles assigned bank accounts of the MOFPS in accordance with the applicable policies and procedures, as required;
- Ensures that all Bank Statements and cashed cheques are retrieved promptly from the relevant Banks;
- Verifies the cheques against the appropriate Bank Statement to ensure accuracy of the transaction;

- Ensures that Bank Statements are posted to the system in accordance with the Regulations;
- Reviews the Reconciliation Summary and Details, to identify and resolve any errors which may be found. Ensures that reconciliation balance;
- Refers all bank charges, debit advices and outdated cheques to the appropriate officer for the Journal to be prepared;
- Contacts the appropriate Bank Officer to inform of any errors found on Bank Statements; Ensures that errors are corrected by following-up;
- Delivers the completed Bank Reconciliation Statements to the Director, Final Accounts & Reporting.

Customer Service Responsibilities

- Maintains and upholds all Customer Service principles, standards, deliverables and responsibilities;
- Prepares and presents customer evaluations as required;
- Performs any related function as and when required by the Director.

Required Knowledge, Skills and Competencies

- Excellent organizing, interpersonal and communication skills.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Is a competent user of computer hardware with knowledge of relevant software applications.
- Willing to work co-operatively and collaboratively with all stakeholders and able to establish and maintain good working relationships.
- Excellent investigative and problem solving skills with the tenacity to do so.
- Investigative and problem-solving skills with the tenacity to do so.

Minimum Required Qualification and Experience

- AAT Level 3 **or**;
- ACCA-CAT Level C **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, i.e. Government Accounting Levels 1, 2 and 3 **or**;
- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University.

Special Conditions Associated with the Job

- This is a typical office environment, with no adverse working conditions.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

14. Collection and Disbursement Officer (FMG/AT 2)

Job Purpose

The Collection and Disbursement Officer is responsible for all payments through disbursements, while ensuring that said payments are made based on the priority position of the transaction as well as the status of cash flow, at any given time.

The incumbent ensures that all processes related to disbursements to service providers of the Ministry of Finance and the Public Service (MOFPS) as well as payments to staff are carried out in accordance with the Financial Administration & Audit (FAA) Act, its Regulation & Instructions, as well as applicable MOFPS circulars.

The Disbursement Officer delivers his or her responsibilities using ethical business practices, due diligence and commitment, with high levels of accountability, responsibility as well as productivity.

Key Responsibilities

- **Technical/Professional**
- Maintains cordial and professional relationships with external and internal stakeholders and clients;
- Ensures that disbursements are carried out with dispatch while having regard to policies laid down by the FAA Act, its Regulations and any related instructions;
- Ensures the timeliness and accuracy of all disbursements, ensures that all records of disbursements to staff members and service providers are accurate and up to date;
- Processes all disbursements with dispatch while having regard to policies laid down by the FAA Act, its Regulations and Instructions;
- Establishes the priority basis to determine the order in which disbursements are to be paid consultation with the Director of Accounts Payable and Payroll;
- Develops a schedule to coincide with the days of the week and the specific disbursement related to each day. Ensures that staff members and service providers are informed of said dates;
- Ensures that the disbursements to be paid conform to policy priority and availability of funds;
- Ensures that accounts are updated with the corresponding amounts of disbursements;
- Verifies the Cashier's deposits and Cash Books in accordance with the MOFPS policies and procedures.

Customer Service

- Maintains and upholds all customer service principles, standards, deliverables and responsibilities;
- Delivers customer evaluations to the appropriate officer;
- Performs any other related duties which may be assigned by the Accounts Payable and Disbursement Manager.

Required Knowledge, Skills and Competencies

- Excellent analytical, planning and interpersonal skills.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Is a competent user of computer hardware with knowledge of relevant software applications.
- Willing to work co-operatively and collaboratively with stakeholders and able to establish and maintain good working relationships.
- Good oral and written communication skills, with report writing.
- Good investigative and problem solving skills with the tenacity to do so

Minimum Required Qualification and Experience

- AAT Level 2 **or**;
- ACCA-CAT Level B **or**;
- Certificate in Accounting from a recognized University **or**;
- Completion of second year in Bachelor of Science Degree in Accounting/Management Studies or BBA at a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Government Accounting Level 2 – Modules 1-5.

Special Conditions Associated with the Job

- This is a typical office environment, with no adverse working conditions.
- There can be stress especially when meeting deadlines.
- Extended working hours can be expected.

Applications accompanied by résumés should be submitted **no later than Friday, 23rd October, 2020 to:**

Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4

Email: hrapplications@mof.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