



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 266

OSC Ref. C. 5849¹¹

28th 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 be assigned to /fill the following posts in the **Ministry of Justice**:

1. **Senior Project Accountant (FMG/PA 3) (Contract)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Business Analyst (MIS/IT 5), (vacant)** salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.
3. **Payment Supervisor (FMG/PA 1), (not vacant)** salary range \$1,341,866 - 1,789,576 per annum and any allowance(s) attached to the post.

1. Senior Project Accountant (FMG/PA 3)

Job Purpose

Under the direction of the Senior Director, Project Management and Technical Services the incumbent ensures the effective management of the project accounts, whether funded through the Government of Jamaica, local or international donor agencies; in the fulfillment of its corporate objectives.

Key Responsibilities

- Advises and makes recommendations on project financial matters;
- Provides financial information to all relevant Senior Managers for project (s) evaluation;
- Analyses and provides explanation for variation between budgetary allocation and expenditure;
- Reviews monthly returns of Project Accounts from the Project Management and Evaluation Branch;
- Complies monthly Capital A and B reports for submission to MOFPs, and Donor/Lending Agencies;
- Oversees the maintenance and security of Project Financial Records;
- Participates in the preparation of Annual Budgets for all projects, being undertaken by the Project Management and Technical Services Division;
- Prepares yearly Financial Statements for projects; in the prescribed formats, for submission to the Auditor General's Department, as required by the grant/loan agreement;
- Prepares responses to audit queries;
- Co-ordinates monthly, quarterly and Annual Cash Flow requests in conjunction with Project Managers;
- Ensures the timely submission of Reimbursement Claims for submission to lending/donor agencies;
- Operates and reconciles Bank Accounts on a monthly basis;
- Signs on Financial Statements;
- Authorizes payment vouchers and ensures timely payments;
- Participates in the preparation of Project Profiles and submissions to lending/donor agencies;
- Verifies funds availability for each project;
- Plans, directs and controls the accounting operations of the Project Management and Evaluation Branch;

- Represents the Ministry at conferences, meetings and other functions as directed;
- Assists with preparation of required Budgets and Strategic Plan;
- Prepares and submits reports;
- Responds to customer queries on matters relating to the areas of responsibility;
- Ensures that standard accounting procedures are adhered to and that records are maintained to meet the requirements of the Financial Administration and Audit Act and the various loan/grant agreements.
-

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal skills;
- Communicates proficiently orally and in writing;
- 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;
- Excellent knowledge of Public Service Regulations, Staff Orders, Financial Administration Act and other regulations and procedures governing the Public Sector;
- Comprehensive knowledge of Government Accounting principles and practices;
- Knowledge of Project Management.

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting;
- ACCA Level 2 or;
- Associate Degree in Accounting – MIND along with the completion of revised Government Accounting Course.
- Three (3) years related work experience in Accounting.

2. Business Analyst (MIS/IT 5)

Job Purpose

Under the direction of the Director of Management Information Systems the Business Analyst role is to work with clients to determine requirements and create and implement solutions. The Business Analyst will apply proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of Information Technology Systems investments.

Key Responsibilities

- Manages and expands the software development and database administration functions in support of the Ministry's need for data and information;
- Provides leadership in the strategic planning and development of customer self-care applications and external website functionality;
- Ensures software development and database changes are standardized and where required conform to established MOJ and GoJ standards and guidelines;
- Defines, implements and documents software support processes, including staff and end-user programming request, software problem escalation, and software problem resolution;

- Provides expert advice on the evolution of software advancements and the potential application of new software to business opportunities and requirements;
- Directs the implementation and execution of new/upgraded software via well-defined plans including procedures, deadlines and accountability;
- Collaborates with business owners to define software and operational requirements for all projects;
- Oversees training programmes for the advancement of software developers and database administrator skills;
- Prepares high quality detailed system design specifications from a conceptual design such as the result of programmes efforts produced by the system specified by user requirement;
- Conducts fact-finding and analysis to provide input to requirements and participates in the development of a Design System;
- Serves as the technical lead on Software Projects;
- Provides leadership and guidance and coaches, motivates, and leads team members to achieve their optimum performance levels and career development;
- Prepares Work Plan for the team members;
- Writes Systems Specifications/Requirements Documents for the new and current software applications;
- Develops and delivers progress reports, proposal and presentation.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal skills;
- Communicates proficiently orally and in writing;
- 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;
- Strong project management and coding skills;
- Strong software knowledge and ability particularly with regard to web-based technologies;

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science;
- Five (5) years of related computer experience with at least two (2) years in a supervisory/management position.

3. Payment Supervisor (FMG/PA 1)

Job Purpose

Under the direction of the Director of Payments and Payroll the incumbent, ensures that payments and bills are processed and paid on a timely basis in keeping with the FAA Act and to meet the strategic needs of the Ministry.

Key Responsibilities

- Plans, co-ordinates and controls the activities of the payments Unit;
- Manages the development of direct reports through coaching, mentoring, performance appraisals and training;
- Prepares and submits reports to the Director of Payments and Payroll;
- Responds to customers queries on matters relating to the areas of responsibility in keeping with the citizens charters, FAA Act, and Staff Order guidelines (FAA);

- Authorizes payment files/Travel Claims in accordance with procurement rules and the Financial Regulations;
- Ensures that invoices/bills/files are checked, certified and that supporting documents are adequate;
- Ensures all critical payments are made in the established timeframe;
- Ensures the timely settlement of invoices/claims/certificates;
- Approves Petty Cash transactions;
- Liaises with Director of Budget regarding the availability of funds;
- Supervises the preparation of invoice orders and arranges for accommodation/meals for officers attending Circuit Court Island wide;
- Manages and controls all cheques used in the Ministry and its Departments;
- Ensures the maintenance of updated subsidiary ledgers;
- Co-ordinates foreign currency payments;
- Ensures timely lodgments;
- Verifies and checks bank lodgments;
- Co-ordinates expenditure research;
- Ensures withholding Tax Certificates/WTSS/Levy are uploaded;
- Ensures accounting documents are safely filed;
- Manages the welfare and development of direct reports through coaching, mentoring, Performance Appraisals and training;
- Provides leadership to staff through effective goal-setting, delegation and communication of duties and responsibilities;
- Prepares Work Plans.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal skills;
- Communicates proficiently orally and in writing;
- 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;
- Excellent knowledge of Public Service Regulations, Staff Orders, Financial Administration Act and other regulations and procedures governing the Public Sector;
- Comprehensive knowledge of Government Accounting principles and practices.

Minimum Required Qualification and Experience

- AAT Level 3 or;
- ACCA-CAT level 3 or;
- ACCA level 1 or;
- Diploma in Accounting or;
- A. Sc. – Accounting, MIND or;
- Completion of revised Certificate in Government Accounting Course or;
- Bachelor's Degree in Accounting or Management Studies with Accounting.;
- Three (3) years related work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th November, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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**