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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 331
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16th December, 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 Finance and the Public Service (MOFPS)**:

1. **Deputy Financial Secretary (GMG/CTD 1) – Economic Management Division (EMD)**, salary range \$5,715,510 – \$6,793,945 per annum and any allowance(s) attached to the post.
2. **Director, Corporate Communication and Public Relations (MCG/IE 6) – Corporate Planning and Administration Division**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

1. **Deputy Financial Secretary (GMG/CTD 1)**

Job Summary

The incumbent is responsible for the formulation and management of the Government's economic policy framework, effective debt management and to provide the Government with expert policy advice so as to promote sustainable economic growth. Additionally, he/she will effectively manage the operations of the EMD in order to achieve the Division's objectives.

Key Responsibilities

To provide expert advice to the Minister, Financial Secretary and other stakeholders on macroeconomic, fiscal and debt developments at the local and international level:

- Advises the Minister and Financial Secretary on fiscal and debt issues as required;
- Prepares relevant Cabinet Submissions, Notes and Ministry Papers with clear advice and recommendations on macroeconomic, fiscal and debt issues;
- Co-ordinates the Economic Management Division's responses and recommendations to Cabinet Submissions and Notes from other Ministries;
- Advises Financial Secretary, DFS PEX and Accountant General on the cash flow needs, the financing plans and the level of expenditure that can be supported on a monthly and weekly basis;
- Advises International Financial Institutions and Donor Agencies, the PIOJ and MDAs on the Ministry's stance with respect to the contracting of additional loans/grants;
- Informs and advises the PEX Division on the expenditure ceilings for the Annual Budget;
- Provides expert advice to PED on issues relating to debt raising by public bodies;
- Advises the PSED on the fiscal and debt implications of compensation settlements, including scheduling of payments.

To lead the formulation of a sound Fiscal Programme that will generate sustainable fiscal balances:

- Leads the EMD's involvement in the Annual Budget exercise;
- Oversees the preparation and production of the Annual Budget Memorandum, Debt Strategy Paper and select statements of the Financial Statements and Revenue Estimates;
- Directs the preparation of the medium term Fiscal Programme;
- Manages the implementation of the Fiscal Programme and Debt Strategy;
- Liaises and collaborates with the Bank of Jamaica (BOJ) and Planning Institute of Jamaica (PIOJ) to ensure the Fiscal Programme and Debt Strategy are congruent with the overall macroeconomic programme;
- Leads the process of ensuring greater transparency and control over Public Sector balances and debt;
- Reviews and approves the revenue and debt forecasts for the Budget;
- Ensures the monthly dissemination of fiscal data as per agreed standards.

To oversee the effective management of the public debt consistent with fiscal objectives and the attainment of a sustainable debt profile:

- Oversees the preparation and production of the annual Debt Strategy Paper and select statements of the Financial Statements and Revenue Estimates;
- Manages the implementation of the debt strategy;
- Collaborates with the BOJ to ensure the debt strategy is consistent with the overall macroeconomic programme;
- Reviews and approves the debt forecasts for the Budget;
- Ensures the monthly dissemination of debt data as per agreed standards;
- Oversees the raising of funds to cover expenditure obligations;
- Ensures accurate and timely debt payments;
- Oversees development and provision of the monthly financing profile and proposed debt issues to the Financial Secretary for approval.

To oversee the effective management of project loan/grant activities consistent with fiscal objectives:

- Leads negotiations for project/policy loans and grants;
- Oversees the monitoring and implementation of financial aspects of externally funded projects;
- Liaises with Project Implementation Units and Agencies and provides reports on project implementation as required;
- Obtains legal opinion from Attorney General on all externally funded projects;
- Informs Funding Agency of any proposed changes to terms and conditions of projects.

To direct the effective management of Jamaica's relationship with international financial institutions and other regional and international bodies, contribute to international economic policy development and enable the continued flow of benefits to Jamaica:

- Oversees the monitoring and analysis of developments in International Financial Institutions (IFIs) and other regional and international organizations;
- Represents Jamaica through attendance and participation at various meetings with international financial institutions and other regional and international organizations;
- Oversees the monitoring of Jamaica's subscriptions and other membership obligations to IFIs and other regional and international bodies;
- Plays lead role in liaising with Ministry of Foreign Affairs and Foreign Trade and other internal and external Departments to ensure a co-ordinated position within Jamaica's broader foreign and trade policy developments;
- Manages the process of assessing operational and policy proposals from IFIs and taking the necessary actions to ensure Jamaica's legislative and executive requirements are implemented.

To effectively and efficiently manage the administrative operations of the Economic Management Division:

- Plans, organizes and directs the operations of the Division by leading the development of the Corporate, Operational and Work Plans and Budget;
- Develops job rotation strategy for the Division in collaboration with Human Resource Management (HRM);
- Conducts periodic reviews of supervisors to ensure tasks are being undertaken in compliance with established standards and in accordance with Work Plans;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Conducts mid-year and final assessment of supervisors in accordance with the PMAS;
- Reviews and signs off on all performance management reports and Work Plans for the Division's staff;
- Ensures the provision of adequate and appropriate physical resources for staff to undertake their duties efficiently and effectively;
- Convenes regular staff meetings;
- Utilizes management tools such as Succession Planning/Training and other job enrichment strategies to motivate and empower employees;
- Undertakes personnel related duties including selection, training and discipline for the Division's staff in accordance with the Ministry's policies and procedures;
- Develops and reviews the Division's policies, procedures and systems to meet Ministry's goals, objectives and targets;
- Maintains effective working relations with external and internal stakeholders and customers, ensuring that the Division provides a consistently high level of service to all.

Required Knowledge, Skills and Competencies

- Extensive knowledge of macroeconomic policies and management
- Comprehensive knowledge of fiscal accounting principles and techniques
- Excellent knowledge of debt operations and the functioning of local and international capital markets
- Proficient knowledge of the relevant laws governing fiscal and debt operations
- Good knowledge of the role and operations of international financial institutions and Donor Agencies and Jamaica's relationship with them
- Thorough knowledge of the Budget process and Public Sector operations
- **Leadership** – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff
- **Negotiating and Persuading** – Possess the ability to provide ideas, convince others and agreement to proposals and plans
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Planning and Organizing** – Possess the ability to plan, organize and structure time efficiently; meticulous, quality conscious and thorough in approach to organizational activities.
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and able to build long term internal and external relationships.
- **Strategic Management** – Possess the ability to plan and set strategic/realistic objectives and develop a course of action to manage and achieve organization's goals

Minimum Required Qualification and Experience

- Masters Degree in Economics, Finance or Public Administration;
- Ten (10) years' post qualification experience with at least six (6) years in a senior management position.

Special Condition Associated with the Job

- During the Budget Cycle, incumbent is regularly required to work very late at nights and on weekends.

2. Director, Corporate Communication and Public Relations (MCG/IE 6)

Job Purpose

Under the general direction of the Deputy Financial Secretary – Corporate Planning and Administration Division, the Director, Corporate Communications and Public Relations is responsible for the strategic management and direction of the internal and external communications, public relations and social media activities for the MOFPS. The position supports and provides advice to the Ministers, Financial Secretary and Deputy Financial Secretaries. The Senior Director also holds responsibility for the development and implementation of communications and issues management strategies, responses to contentious media issues and the management of staff responsible for these functions throughout MoFPS.

Key Responsibilities

Technical/Professional:

- Provides strategic leadership and direction to the Corporate Communications and PR Branch, enabling the provision of high quality media, public relations, communications, publications and social media;
- Leads and drives the development and delivery of the MOFPS's media, communications and public relations strategies;
- Leads the definition, implementation and evaluation of an integrated Communication Plan for the MOFPS that builds awareness of the organisation's mandate and vision;
- Establishes and maintains a knowledge management system to facilitate continuity at each level of the corporate communications and public relations system;
- Oversees the development and manages the implementation of crisis communication strategies ensuring effective media management of sensitive and potentially adverse incidents;

- Counsels, advises and takes lead with the collaboration of the Financial Secretary and Executive Management Team to manage contentious and reputation issues attracting media attention;
- Oversees the establishment and maintenance of a high level corporate and public image for the MoFPS, including the use of social media to support community engagement and public branding;
- Leads the planning and development of the MoFPS's website and social media presence to further promote the Ministry's core functions and communicates with staff and the community;
- Identifies and assesses current issues relating to the MoFPS in the local and international media and determine appropriate and effective responses;
- Develops and implements stakeholder communications plans and media opportunities to advance the understanding and profile of MoFPS's achievements and activities;
- Oversees the research and delivery of succinct, informative and accurate briefings, speeches, papers, correspondence and reports for the Ministers, the Financial Secretary, Deputy Financial Secretaries, and related Agencies/Departments;
- Oversees the design and production processes of organisational publications, including staff and community Newsletters;
- Participates in the co-ordination of MoFPS's official functions or events i.e. Ministerial/Donor visits, openings, launches, etc.;
- Works closely with the Ministers in the Ministry of Finance and the Public Service to identify opportunities to profile the Ministers involvement in the portfolio areas and co-ordinates the Ministers' participation as required;
- Develops, fosters and maintains strategic working relationships with key stakeholders including media representatives, Journalists, and industry representatives to inform, educate and provides support which aids the promotion of the MoFPS's mandate;
- Oversees the development of forward media plans to assist the MoFPS maintaining a high and positive on-going community profile, including on-going media training;
- Keeps informed of developments in the corporate communications and public relations fields, government management and fiscal governance to help the Ministry operate with initiative and innovation.

Management/Administrative:

- Oversees the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Deputy Financial Secretary – Corporate Services and other relevant stakeholders;
- Recommends participation of relevant Divisional Representatives at meetings, conferences, seminars and workshops;
- Attends Committee meetings and executes directives as necessary;
- Represents Deputy Financial Secretary – Corporate Services at meetings, conferences, workshops and seminars.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning 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 the well-being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Establishes quality customer service principles, standards and measurements for the Branch;
- Liaises with senior stakeholders on key issues and provides expert and influential advice;
- Develops Service Level Agreements (SLAs) for all business processes;
- Identifies and incorporates the interests and needs of customers in business process design;

- Ensures that the organisation's systems, processes, policies and programmes respond to customer needs;
- Prepares quarterly and/or annually customer service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent knowledge of the media and communication landscape
- Excellent knowledge of communication strategies and techniques
- Excellent knowledge of developing media campaigns and public relations strategies including design, implementation and evaluation against measurable business targets
- Ability to foster and maintain a good working relationship with the media
- Thorough understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint and Publisher

Minimum Required Qualification and Experience

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
 - Five (5) years' experience in a Media and communications environment, with at least three (3) years in a management capacity;
- OR**
- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
 - Eight (8) years' experience in a Media and Communications environment, with at least four (4) years in a management capacity.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

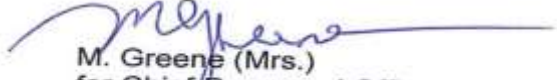
Applications accompanied by Résumés should be submitted **no later than Wednesday, 30th December, 2020 to:**

**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**

E-mail: 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.



M. Greene (Mrs.)
for Chief Personnel Officer