



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. 25
OSC Ref. C. 4858³⁷

25th January, 2021

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 Industry, Investment and Commerce**:

1. **Director, Corporate Affairs (GMG/SEG 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Principal Finance Officer (FMG/PA 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
3. **Director, Human Resource Management (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. Director, Corporate Affairs (GMG/SEG 4)

Job Purpose

Under the broad direction of the Permanent Secretary, the Director Corporate Affairs (GMG/SEG 4) is responsible to oversee the Ministry's Corporate Affairs and Administration functions. Coordinate related functions within its Departments and Agencies, Ministries and Cabinet Office. Additionally, the Director, Corporate Affairs has the responsibility for the operations of the Ministry and its Divisions, Departments and Corporate and Technical Services for Agencies by providing financial oversight and technical advice on debt strategy, procurement policy, technology policy, wage and industrial relations Policies, human resource management practices, Government revenue and expenditure policies, security controls and access to information policy. In addition, incumbent complete specific high strategic level activities ensuring that all outputs are delivered in accordance with quality standards and predetermined deadlines.

Key Responsibilities

- Participates in the formulation of Strategic/Corporate Plans for the Ministry;
- Ensures that the Ministry's Agencies Annual Budgets and Supplementary Budgets are prepared in accordance with relevant Acts and guidelines, as well as those of the Ministry's under scope of control;
- Monitors the financial resources of the Ministry to ensure that expenditure is prioritised and in line with established criteria;
- Monitors the process for procurement of goods and services; ensure that procurement guidelines are adhered to for the acquisition of goods and services;
- Determines administrative gaps and co-ordinate the standardization of procedures across Agencies;
- Proper management and accounting of assets including stores, equipment and transport vehicles;
- Avoidance of waste and extravagance and seeking economy, efficiency and effectiveness in the use of resources made available;
- Maintenance of records to generate timely and reliable financial and other management information;
- Compliance with the Financial Administration and Audit (FAA) Act and its Financial Instructions, National Contracts Commission (NCC) and Office of the Contractor General (OCG) and the prescribed procedures regarding tenders, contracts and payments;
- Leads the transformation process;
- Leads and oversees the implementation of Work Plans and programmes for the Ministry and its Agencies;
- Establishes and maintains systems/programmes to foster a culture of service and teamwork within the Divisions/Ministry.

Strategic/administrative Support

- Oversees the preparation of the Annual and Supplementary Budgets for the Agencies, through a process of co-ordination and consultation with Programme Managers and Budget Officers in accordance with established ceilings and guidelines;
- Oversees the preparation of monthly cash flow statements/requests across Agencies and manage the containment of expenditure within warrant limits through commitment planning and control;
- Ensures that the Ministry has a co-ordinated and well-functioning process for the development of its Corporate Plan, Operational Plan and Budgets which is consistent with the policies and strategic objectives of the Government as a whole;
- Oversees the development and execution of resource acquisition plans for the Ministry;
- Oversees the development of human capital within the Ministry;
- Oversees the institutionalization of the values and competencies required by the Ministry to operate efficiently, effectively and economically;
- Reviews the audit report to ascertain correctness in operations in the Ministry and recommends corrective action in dialogue with the Chief Internal Auditor, and that appropriate actions taken regarding recommendations and request in a timely manner;
- Manages the implementation of modern new policies and services to support the management and administration of the Ministry;
- Provides expert advice, briefings and support to the Permanent Secretary on all matters relating to corporate affairs and policy issues;
- Ensures that the Ministry has a coordinated and well functioning process for the development of its Corporate Plan, Operational Plan and Budgets which is consistent with the policies and strategic objectives of the Government as a whole;
- Ensures that all Ministry's Corporate Plans are consistent with national policies and strategic objectives and reflect financial targets and by facilitating discussions and communication with the Ministry's Senior Management Team and Agencies' Representatives;
- Ensures that the Ministry has a system for evaluating performance against the outcomes stated in its Corporate and Operational Plans with fiscal policies;
- Supports the development and monitoring of the Ministry's Budget, ensuring that operational efficiency and cost effectiveness are observed and taking corrective action to minimize variances where necessary;
- Leads, oversees and ensures that the Corporate Affairs Portfolio is continually developing to strategically support the achievement of the Ministry's objectives by:

Human Resources

- Participating in the recruitment of staff for the Ministry;
- Ensuring that all members of staff are aware of and adhere to the HR policies, procedures and regulations of the Ministry;
- Approving Vacation Leave for staff in the Ministry in keeping with established Human Resource Policies;
- Collaborating with the Permanent Secretary on succession position for the Ministry
- Ensuring the development and promotion of effective human resource practices throughout the Ministry;
- Recommending appointments, training incentive arrangements and disciplinary action for staff supervised in keeping with established Human Resource Policies;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry.

Physical Facilities & Asset Management

- Ensures that physical facilities and assets (fixed and current) are managed; effectively, so that the Ministry's operations are conducted in a secure, comfortable and functional work environment;
- Ensures current and accuracy inventory of the Government Units assigned to the Ministry;
- Ensures the implementation of a maintenance and security programme to protect the Ministry's buildings, motor vehicles, equipment, human resources and information.

Library and Records Management

- Ensures that all Ministry's papers and records are collated, maintained, stored can be retrieved in a timely manner;
- Ensures that the processes and procedures of the Ministry are recorded and revised as necessary so that they are always up to date;
- Ensures that the information and research needs of the Ministry are met;
- Ensures that a system is implemented to manage and make available information correspondences/records from the electronic media;
- Ensures the provision of efficient and effective communication, documentation and preservation of all official records in the custody of the Ministry;
- Ensures that the appropriate facilities and resources to meet its research, record keeping and information retrieval requirements are provided;
- Oversees the provision of public access to records/information in keeping with legislative requirements such as the Access to Information Act;
- Ensures that the Ministry meets its obligations under the Access to Information legislation.

Corporate Communication and Public Relations

- Ensuring that appropriate communication and knowledge management systems are in place to facilitate the dissemination of accurate and timely information within the Ministry, to the wider Public Service and to the media and external stakeholders;
- Ensures provisions of leadership and guidance to all Divisions on communications and public affairs matters, ensuring a consistency in approach and message during all communications activities.

Information Technology

- Ensures that the Technology Division plays its part in achieving the aims and objectives of the Ministry;
- Promotes the use of ICTs in the Ministry;
- Oversees the provision of information requirements to all Divisions of the Ministry in a timely, responsive, and cost-effective manner;
- Oversees the development of policy and information technology guidelines by which the Ministry, the Information Systems Unit so that divisional management can cope with exceptional situations.

Shared Corporate Services for Agencies

- Provides policy and administrative guidance to the Agencies' Heads relating to Government systems and procedures;
- Supervises administrative staff policies, payments and other related human resource practices and policies;
- Supervises performance reviews;
- Anchors PMAS System and ensure compliance;
- Carries out such other functions relating to Shared Corporate Services, and do such other things as in the opinion are necessary for human resources activities in keeping with Government guidelines and procedures with fiscal prudence;
- Provides policy and administrative guidance to the Agencies' Heads relating to Government systems and procedures.

Industrial Relation

- Initiates, promotes and maintains sound industrial relations policies, procedures and practices for all employees in the Ministry;
- Provides management advice on industrial relations matters and represents the Human Resource Unit in negotiations with Trade Unions, Staff Associations and the Ministry of Labour;
- Ensures that industrial relations decisions are implemented in a timely manner.

Administration

- Monitors procurement of equipment and general supplies in accordance with quality requirements and financial guidelines/regulations;
- Ensures that safety and health standards are maintained by recommending equipment and safety measures to be pursued in specific locations and generally throughout the organizations;
- Ensures that effective administrative support is maintained in all Divisions so that staff at all levels are able to give optimum performance;

- Ensures the procurement and maintenance of offices/plant equipment which will facilitate a harmonious and productive environment.

Human Resource Responsibilities

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry;
- Performs other related functions assigned from time to time by the Director of Corporate Affairs.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government of Jamaica (GoJ) planning and policy setting process and operations as it relates to the Ministry, Divisions, Departments and Agencies
- Knowledge of GoJ Staff Orders, FAA Act, PBMA Act, and NCC operations
- Sound knowledge of the Government of Jamaica Procurement Guidelines
- Sound knowledge and experience in Human Resource Management Practices
- Knowledge of Public Finance Legal Framework
- Experience in Administration and Corporate Services and Budgeting processes
- Ability to think and manage strategically
- Knowledge of Financial Management and Budgeting.
- Good knowledge of Public Service Regulation and Staff Orders.
- Excellent knowledge of Human Resource Management techniques and practices
- Good knowledge of relevant computer and applications
- Excellent oral and written communication.
- Planning and organizing skills
- Good knowledge of Labour Laws and Industrial Relations practices

Minimum Required Education and Experience

- Master Degree in Public Administration, Management Studies, Human Resource Management, Accounting, Finance or Economics or other related field.
- 5 years' experience in Budget and Financial Management in a senior management position
- Three (3) years' experience in Human Resource Management and Administration in the Public Service, in an organization of similar size and complexity

OR

- A First Degree with seven (7) years continuous experience at a Senior Management Level,

Special Condition Associated with the Job

- Required to travel island wide in the execution of Shared Corporate Services and to accomplish the Ministry's mandate
- Road worthy vehicle, insured and licensed
- Valid Driver's Licence
- Required, on occasions to work beyond the normal working hours and outside of the normal work days, including weekends and holidays

2. Principal Finance Officer (FMG/PA 4)

Job Purpose

Under the direct supervision of the Permanent Secretary, the Principal Finance Officer (FMG/PA 4), manages the Ministry's accounting and financial functions, planning and ensures prudent administration of the Ministry's financial resources to support the achievement of its strategic objectives, including oversight of the financial functions and performance of the Departments and Agencies within the Ministry's portfolio.

Key Responsibilities

Technical, strategic and professional: Strategic and financial planning

- Oversees the development of the Ministry's Strategic and Operational Plans and Medium Term Financial Plans within the framework agreed by the Senior Management Team;
- Participates in the development and implementation of the strategic direction of the Ministry.
- Oversees the monitoring of performance against the Ministry's agreed objectives and targets;

Financial

- Oversees the preparation of the Ministry's annual Budget, ensuring its alignment with the Ministry's Strategic and Operational Plans.
- Allocates in conjunction with the Ministry's Senior Management Team the monthly and quarterly Warrants in accordance with agreed priorities.
- Designs and implements an effective mechanism for containing expenditure within the warrant limits.
- Establishes and operates a budgetary implementation system, including the regularity and propriety of all expenditure incurred.
- Ensures the maintenance of proper records of the Ministry's financial affairs, the preparation of monthly accounts, and annual appropriation accounts.
- Ensures and maintains the collection, accounting and prompt remittance to the Accountant General.
- Develops and implements a system for the demand, collection and prompt remittance of all revenues into the consolidated fund.
- Ensures the development and implementation of proper accounting systems to support the externally funded projects managed by the Ministry and maintain adherence to financial reporting requirements of Funding Agencies and other Project Partners.
- Ensures the protection and efficient utilization of all Ministry assets.

Other

- Makes a significant contribution to the work of the Senior Management Team and undertakes additional roles and responsibilities as necessary.
- Manages the development of the Ministry of Industry, Investment & Commerce and its Division's Operational Plan and Budget.
- Provides technical advice to the Permanent Secretary, Head of Corporate Affairs, all Heads of Ministry Units, Departments, Agencies and other relevant personnel on planning, finance and accounts matters.
- Ensures the implementation and adherence to accounting policies and procedures as provided by the FAA Act, MoF&PS Circulars and generally accepted accounting practices.
- Monitors the use of the financial resources entrusted to the Ministry, its Departments and Agencies, and administers the financial programmes of all Departments.
- Establishes a reporting mechanism that supports the timely and full reporting on all financial matters from the Ministry's managers, and the Departments and Agencies within the Ministry's portfolio.
- Prepares and submits performance reports and other financial reports and ensures timely submission of all financial documents/information from Ministry, and its Departments and Agencies.
- Ensures the maintenance of proper accounting and financial records of the Ministry and its portfolio Agencies/Departments.
- Periodically reviews the financial and accounting reports and audited statements of portfolio Agencies/Departments and provides feedback to the PS with recommendations for corrective measures where necessary.
- Oversees and ensures the implementation of recommendations made by the Internal and External Auditors and the successful resolution of audit queries.

Management

- Oversees the management, welfare and development of all staff in the Finance and Account Unit through the preparation of performance appraisal and recommend corrective action where necessary to improve performance.
- Develops and implements a succession plan programme for the Finance and Accounts Unit to facilitate continuity and the availability of required skills and competencies to meet its needs.
- Provides leadership to staff through effective objective setting, delegation, communication, training, mentoring and coaching.
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Unit and the Ministry.

Required Knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills
- Excellent analytical and judgement skills
- Excellent planning and organizing skills
- Problem-solving skills
- Excellent interpersonal and influencing skills
- Good team building skills
- Excellent leadership attributes
- Excellent customer relations skills
- Ability to think strategically
- Customer and quality focus

Technical

- Excellent knowledge of the organization's policies and procedures
- Excellent knowledge of Government Accounting and Financial Procedures
- Knowledge of the FAA Act and Regulations
- Proficiency in Report Writing
- Knowledge of the GOJ's Procurement Guidelines
- Competence in analyzing and interpreting financial statements and reports
- Proficiency in the use of relevant computer applications
- Up-to-date knowledge of professional accounting practices and procedures.

Minimum Required Education and Experience

- Master's Degree in Accounting or Management Studies with Accounting or any equivalent, relevant qualifications from a recognized tertiary institution. At least five (5) years post qualification experience.

OR

- Association of Certified Chartered Accountant (ACCA) or Uniformed Certified Public Accountant (CPA) or any equivalent recognized professional qualification in Accounting, plus at least five (5) years post qualification experience.

OR

- BSc Degree in Accounting or Management Studies with Accounting or any equivalent relevant qualification from a recognized tertiary institution, plus at least seven (7) years' experience in Accounting.

3. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Corporate Affairs, the Director, Human Resource Management (GMG/SEG 3), provides technical and supervisory direction to the staff of the Human Resource Management and Development Unit and serves as one of the key advisor to

the Permanent Secretary and Senior Directors on Human Resource Management and Development (HRM&D) issues.

The incumbent is required to plan, organize, develop and administer human resource management and development policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, Organizational Development, Industrial Relations, Human Resource Development, Records Management and the relevant Government Regulations.

Key Responsibilities

Management/Administrative Responsibilities

- Participates in the Ministry's strategic planning process and develops the HRM&D input of the Strategic Plan;
- Co-ordinates the development of Operational Plans and Budget for the Unit and monitor the implementation of the Plan and Budget to ensure that the Unit's work is carried out according to plan and within budget and that the agreed targets are met;
- Develops, constantly reviews and revises relevant policies, internal work systems and procedures to assure consistent quality human resource and administrative services;
- Ensures that policies and procedures are appropriately documented and disseminated to staff;
- Provides professional advice/guidance to the Permanent Secretary, Senior Directors, Managers and Employees in the interpretation and appreciation of HRM&D policies and procedures;
- Provides technical expertise to HR related issues;
- Represents the Ministry at meetings, conferences and HRM&D related forums;
- Chairs or serves as a member of various management committees to facilitate collective decision-making on critical management issues and or provide technical advice.

Technical/Professional Responsibilities

To manage/administered the implementation of the human resource policies in keeping with staff orders and approved regulations/guideline by the competent authorities.

- Interprets and implements Government's HR policies;
- Ensures that new or revised policies are implemented by the staff and fully understood;
- Undertakes planning with Sections Head to determined targets and goals for the activities of the Branch;
- Maintains networks links with HR practitioners to keep abreast of new developments and best practices;
- Identifies area where human resource improvements are needed and develops proposal to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any level that will improve the efficiency and effectiveness of the organization.

To support the Manpower requirements of the Ministry of Industry, Investment & Commerce.

- Recommends and interprets the Ministry's recruitment and termination policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops method effectively utilizing available human resource.
- Co-ordinates the human resource requirements of the Ministry's programmes including budgeting and planning;
- Co-ordinates the implementation of succession planning for all Divisions with the Ministry;
- Plans/co-ordinates the interviewing processes;
- Sits on interviewing panel;
- Arranges for placement of new recruits and ensures that transfers are effected;
- Provides and administered appropriate selections tools;
- Negotiates terms of contract in keeping with the Ministry of Industry, Investment & Commerce;
- Seeks approval for contract in respect of staff recruited on a contractual basis;
- Ensures that payment of gratuity and terminal grants are in keeping with terms of contract.

To direct the recruitment and retention of high calibre staff, that matches the requirements of the organization

- Chairs the interview panel for recruits of senior management placements;
- Recommends and guides the development of the Ministry's recruitment and termination policies;
- Ensures that fair and impartial disciplinary actions are taken and that policies and procedures are followed;
- Monitors the HR functions to ascertain the effects on the operations of the Division and make recommendations for improvements.

To monitor the operation of staff welfare programmes.

- Advises individual member of staff of all benefits for which he/she is eligible in keeping with condition of service of policy enforce from time to time;
- Advises Heads of Sections on matters affecting staff welfare;
- Compiles list of persons whose careers have been inactive for more than five (5) years in accordance with agreed guidelines for the Ministry's Career Counselling Programme;
- Collaborate with (Public Sector Employees Assistance Programmes) (PSEAP) Cabinet Office and conducts sessions with employee's individually;
- Implements HR intervention strategies (Eg. counselling, training and/or staff relations);
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Promotes and facilitate staff recreational activities.

To ensure that the personnel record management systems and databases are updated and maintained.

- Develops efficient and effective personnel records system in collaboration with Director, Human Resource Management & Development and Records Officer;
- Keeps all rules and regulations which affect staff current and posted for their information.

To lead and manage the Human Resource Management Unit in achieving its objectives.

- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessments of supervisees based on performance assessment criteria and prepare performance reports;
- Signs Performance Management Report;
- Develops and manage the performance of the Section and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively.

To implement the Performance Management Appraisal System (PMAS)

- Provides guidance to Ministry's staff in the preparation of their Work Plans.
- Ensures that all divisions complete and return their Work Plan in a timely manner.
- Reviews Work Plans and performance reports for the staff of the Ministry and ensure that performance indicators are measurable;
- Implements the recognition/reward system;
- Provides feedback to Divisional Heads and recommends areas for improvements as necessary;
- Conducts follow-up measures resulting from reviews and feedback sessions;
- Receives employee's complaints and offer guidance and counselling.

To promote/enhance harmonious industrial relations climate.

- Maintains good relations with unionized and the non-unionized staff;
- Intervenes in negotiations in cases where there is deadlock;
- Initiate and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relations climate;
- Ensures that industrial relations decisions are implemented in a timely manner.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goal;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Leadership skills
- Time Management Skills
- Integrity
- Teamwork and co-operation
- Customer Service & Interpersonal Skills
- Planning and Organization skills
- Problem Solving and Decision Making skills
- People Management Skills
- Ability to impact and influence

Technical

- Excellent knowledge of Government's Human Resource policies, regulation and procedures;
- Sound knowledge of Staff Orders and Public Service Regulations, policies and procedures;
- Excellent knowledge of the principles and practices of human resources administration; including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training;
- Knowledge of Programme Budgeting and Financial Management
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- General knowledge of the operations of Government rules, regulations and procedures
- Knowledge of long range planning concepts and principles
- Good knowledge of Labour Laws and Industrial Relations practices
- Proficiency in the use of relevant computer applications;
- Methodical
- Change Management skills
- Project Management skills
- Conflict Management skills
- Analytical skills

Minimum Required Education and Experience

- Any combination equivalent to a Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field.
- Five (5) years progressively responsible experience administering the Human Resource functions of an organization.
- Master's level work in any of the above fields and Public Sector experience are desirable.

Special Condition Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

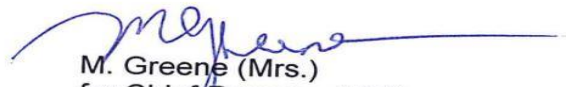
Applications accompanied by résumés should be submitted **no later than Friday, 5th February, 2021 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@micaf.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