



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 13
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15th 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 **Accountant General's Department (AGD)**:

1. **Director, Standards and Policies (FMG/PA 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **CTMS Support Supervisor (MIS/IT 5)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.

1. **Director, Standards and Policies (FMG/PA 3)**

Job Purpose

The Director, Standards and Policies, will clarify accounting standards to be used by the Treasury, Ministry of Finance and the Public Service (MOFPS) and other Ministries, Departments and Agencies (MDAs) (IPSAS Cash) and support the training of staff of AGD and MDAs in their application. The incumbent will ensure that the standard cash IPSAS is rolled out and in use by all MDAs, and that the necessary monitoring and training in its use is provided. It is implemented across Government to ensure compliance with accounting and reporting standards which allow for a true and fair presentation and full disclosure of the financial affairs of the Government and that the accounts are prepared according to the set regulations, laws, standards and guidelines.

Key Responsibilities

Technical:

- Oversees the design/amendment and the management of the implementation and maintenance of, IPSAS compliant Government's accounting standards, instructions, policies and procedures;
- Oversees the maintenance of the Chart of Accounts to ensure international financial reporting standards are met;
- Maintains relations between the Treasury and other Government Departments in accordance with defined procedures;
- Ensures the provision of Financial Regulations and issuance of Circulars so that there are adequate systems relevant to Public Financial Management for the general maintenance of accounting systems.

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's annual Strategic Plan and Budget and supports the Assistant Accountant General, Government Accounting and Reporting, to deliver the Division's Operational Plan, in an accurate and timely manner;
- Prepares and monitors the Unit's Operational Plan and Budget, ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Assistant Accountant General, Government Accounting and Reporting, when required.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit's performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate Strategic Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit, to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of Unit's staff are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including the ability to determine priorities and set medium and long term goals.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Collaboration and Team Work:** The ability to be a collaborative business leader and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change and to lead others through change and manage their concerns.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness and social skills – The ability to display behaviours appropriate to the AGD's business and social environment.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face- to- face, with excellent public speaking skills.

- Ability to work effectively under pressure
- Comprehensive knowledge of Accounting practices and applications
- Sound knowledge of how financial markets operate
- In-depth knowledge and experience in all areas of financial management
- Comprehensive knowledge of investment strategies
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Working knowledge of the Financial Administration and Audit (FAA) Act
- Knowledge of banking operations

Desirable:

- Knowledge of Public Treasury operations

Minimum Required Education and Experience

- Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University; or; ACCA Level 2; or related.
- Eight (8) years' experience in Accounting;
- Five (5) years' experience working at the management level in Accounting or Finance, with at least two (2) years in the Public Sector;
- Experience in Budget Management and Chart of Accounts Formulation and Maintenance.

Special Conditions Associated with the Job

- Required to travel locally and internationally (this position requires up to 80% travel);
- Pressured working conditions with numerous critical deadlines.

2. CTMS Support Supervisor (MIS/IT 5)

Job Purpose

Reporting to the Director Information Technology, the CTMS Support Supervisor ensures that the operations of the AGD are enhanced and supported through the supervision of the day to day activities of the support team of the CTMS Support Section, while ensuring that the support provided is according to standard operational procedures, using cutting edge technology and consistent with the AGD's thrust towards automation and modernisation of its services.

Key Responsibilities

Technical/Professional:

- Supervises the day to day operations of the Unit by ensuring that all logged issues are assessed prioritized and resolved including voice, data, account administration, email, desktop and relevant institutional applications issues according to the Unit's SLAs;
- Promotes excellent client relationship by ensuring that team members process client requests according to the terms of the Customer Service Charter;
- Promotes excellent client relationship by responding to clients in professional manner;
- Assists in the effective and efficient research for CTMS related hardware and software solutions requirements for end users;
- Develops a framework of guidelines for responses to standard situations;
- Is a point of escalation for team members and escalates where necessary, to solve client issues;
- Guides the team to execute the assessment and remedy of all CTMS related problems and issues;
- Guides and monitors the team (internal or external consultants) in conducting the preventative maintenance programme;
- Ensures that the team includes automation in the solution of client resolution initiatives for CTMS, where possible;
- Manages the IT resources and supplies required for CTMS, recommends new purchase requirements and assists with the identification of vendors and procurement of IT goods and services;
- Supervises the team in the deployment of new computer and technology equipment in support of CTMS;
- Assists with project management of critical solution delivery activities;

- Assists with the implementation of a customer service platform for the AGD that utilizes web enabled security controlled access portals, popular social media interfaces and mobile friendly applications/platforms;
- Keeps current with emerging IT trends and current dominant technologies;
- Utilises Help Desk logged issues to identify training needs for common problems.
- Delivers requisite training programmes for the Treasury and other MDAs on the CTMS; makes available through web enabled platform, training and resource information and “how to” documentation on CTMS;
- Assists with the preparation of CTMS technical documentation for the Unit and other stakeholders;
- Assists with the assessment process for departmental workflows, processes and definition of data requirements and conducts relevant cost-benefit analysis;
- Prepares trend analysis and metrics reporting as required.

Strategic Leadership:

- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department’s annual Strategic Plan and Budget, and supports the Director, Information Technology, to deliver the Division’s Operational Plan, in an accurate and timely manner;
- Prepares and monitors the Client Support Unit’s Operational Plan and Budget, ensuring the work of the Unit is carried out according to plan and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Unit;
- Meets or exceeds performance targets;
- Deputizes for the Client Support Manager, when required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate Strategic Plan;
- Ensures that the Unit’s staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies competencies gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of the Unit’s staff are clearly identified and addressed;
- Any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers’ expectations.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.

- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face- to- face, with excellent public speaking skills.
- Ability to work effectively under pressure
- Comprehensive and technical knowledge of IT Architecture, and Technology
- In-depth knowledge of cutting edge computer hardware, systems repair and maintenance
- In-depth knowledge of cutting edge technology enabled automated help desk operations
- Knowledge of computer systems audit
- Knowledge of the various guiding Acts and Regulations

Minimum Required Education and Experience

- Bachelor's Degree from a recognized institution in Information Technology or equivalent;
- Technical expertise in IT Systems and Systems Development;
- Five (5) years' experience working in a supervisory capacity in a technical IT position.

Desirable:

- Certification as a member of at least one (1) recognized IT certifying body;
- Basic Project Management training.

Special Conditions Associated with the Job

- Required to travel locally (this position requires up to 40% travel);
- Pressured working conditions with numerous critical deadlines.

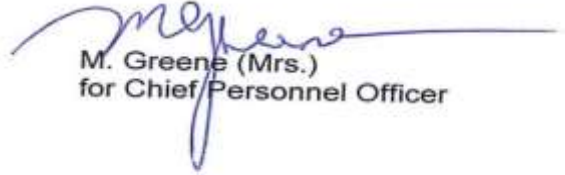
Applications accompanied by Résumés should be submitted **no later than Thursday, 28th January, 2021 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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