



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 18
OSC Ref. C.6276¹²

20th 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 **vacant post of Economist/Statistician (FMG/PA 3)** in the **Ministry of Local Government and Rural Development**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Parochial Revenue Fund, the Economist/Statistician is responsible for assessing the economic environment in which the Local Government System has to operate, recommending programme initiatives which will ensure the continued viability of the Municipal Corporations. The incumbent addresses specific fiscal measures which can be introduced for the direct benefit of the Corporations, revenue sharing initiatives, financing of capital and social infrastructure, as well as developing a database to assist in monitoring the operations of the Corporations. In addition, the incumbent will undertake analysis of the Corporations' Budgets and very critically, play a key role in the development of funding proposals for Programmes under the Ministry's portfolio.

Key Responsibilities

Technical/Professional:

- Participates in the development of the Operational and Work Plans;
- Undertakes in-depth research relating to fiscal measures which can be introduced or improved to support the financial viability of the Municipal Corporations;
- Develops and implements, in conjunction with the relevant Departments/Agencies, tax and other fiscal measures aimed at supporting the programmes of the Ministry and affiliated Agencies;
- Devises methods and procedures for the timely and accurate collection of data to be used to support the Ministry's economic database;
- Ensures the availability of timely, relevant, comprehensive and accurate economic data on the Local Government fraternity as well as on the Ministry's other Portfolios;
- Develops and maintains a network of relevant contacts in Government, Private Sector, International Organizations, Academia and Civil Society;
- Advises the Ministry's Managers and other senior personnel of trends and changes which can impact on the economic fortunes of the Corporations and other Entities of the Ministry's Portfolio;
- Undertakes in-depth research on emerging Urban Centres throughout the island to determine economic and policy drivers, which impact on business locations, investment decisions and housing solutions;
- Examines the possible impact of the devolution of fiscal and financial decisions from the Centre to Local Authorities as it pertains to select activities such as, Property Taxes, Trade Licences and the sourcing of long term financing for use by the Municipal Corporations;
- Develops policy papers based on research conducted on such areas as, revenue sharing, devolution of certain fiscal powers, borrowing powers; for consideration by the relevant decision makers;
- Conducts economic impact assessments of proposed projects/programmes so as to determine the feasibility of actually implementing such programmes;
- Develops in conjunction with the Director, performance metrics which can be used as the basis for determining the allocation of General Grants, Equalization Fund support or any other discretionary allocations to the Municipal Corporations;
- Explores, using research techniques, funding proposals/mechanisms for social infrastructure and programmes required/offered by the Municipal Corporations and the Ministry's Agencies and Departments;

- Work closely with Municipal Corporations, Department and Agencies of the Ministry to identify and prepare project proposals for considered funding by Local and International Funding Agencies;
- Analyses the financial reports emanating from the Municipal Corporations;
- Undertakes special projects as assigned;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent working knowledge of the operations of Government
- Excellent knowledge in Financial Management and Economic Research
- In depth knowledge of Local Government and local governance matters and in particular the Government of Jamaica's Local Government related programmes and activities
- Excellent knowledge regarding research methodologies, as well as the collection analysis and presentation data
- Excellent analytical, diagnostic and constructive thinking skills
- Sound working knowledge of participatory techniques and stakeholders consultation
- Ability to design, write and effectively communicate the requirement of complex processes to those involved in their management
- Ability to monitor data validity and integrity

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or Business Administration from a recognized University, **or**;
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Condition Associated with the Job

- Will be required to travel to various Local Authorities and Municipalities.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd February, 2021 to:**

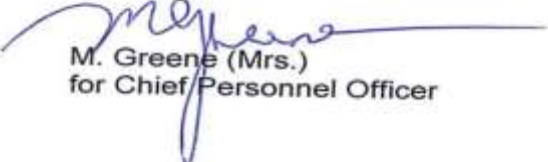
**Senior Director
Human Resource Management and Development
Ministry of Local Government and Rural Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.jm

Further details of the position may be obtained from the Human Resource Management and Development Section.

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