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5th February, 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. **Database Administrator (MIS/IT 5)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.
2. **Senior Programmer (MIS/IT 5)**, salary range \$1,856,491 – \$2,206,784 per annum and any allowance(s) attached to the post.

1. **Database Administrator (MIS/IT 5)**

Job Purpose

Reporting to the Manager Systems Operations, the Database Administrator is responsible for the performance, integrity and security of the Treasury databases. The incumbent co-ordinates the planning and development of databases and troubleshooting any application issues due to database inconsistencies. The incumbent assists with the physical translation and implementation of logical data design specifications. He/she also assists in the maintenance of the integrity and security of application systems data and related databases.

Key Responsibilities

Technical:

- Establishes the needs of users and monitors user access and security;
- Monitors performance and manages parameters to provide fast responses to front-end users;
- Maps out the conceptual design for planned databases;
- Considers both back-end organization of data and front-end accessibility for end-users;
- Refines logical designs so that they can be translated into specific data models;
- Further refines physical designs to meet system storage requirements;
- Installs and tests new versions of the DBMS;
- Maintains data standards;
- Writes database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Controls access permissions and privileges;
- Develops, manages and tests Back-up and Recovery Plans;
- Ensures that storage and archiving procedures are functioning correctly;
- Conducts capacity planning;
- Collaborates and works closely with Programmer/Webmaster and other IT staff;
- Communicates regularly with technical, applications and operational staff to ensure database integrity and security;
- Participates in research on database technology trends;
- Assists Research and Development efforts in data collection, as well as analysis of emerging database technologies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- In-depth knowledge of Structured Query Language (SQL) and normalized relational databases
- Knowledge of applicable data privacy practices and laws
- Good working knowledge of Operating Systems such as Windows and Unix
- Excellent understanding of multi-disciplinary nature of IT solutions
- Sound understanding of project management principles
- An understanding of database structures, theories, principles and practices

- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable, as well as the criticality of maintaining strong connections between the respective teams within IT
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience and training/education
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- Ability to work effectively under pressure
- **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
- **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
- **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
- **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

Minimum Required Education and Experience

- Bachelor's Degree in Computer Science or Information Technology;
- Training in Database Management Systems (DBMS) Administration and Maintenance, Database Design, Analysis and Management;
- Six (6) years' experience working in a similar capacity.

Special Conditions Associated with the Job

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

2. Senior Programmer (MIS/IT 5)

Job Purpose

Reporting to the Manager Systems Operations, the Senior Programmer, in support of the development and maintenance of the Government's Integrated Financial Management Information System (GIFMIS) and other enterprise wide systems, guides the development of programme specifications; and oversees testing efforts. The incumbent is the technical lead in the daily implementation of Application/Services Development Projects, preparation of detailed programme specifications, and undertaking system, programming and testing tasks that require specialist knowledge and/or experience.

Key Responsibilities

Technical:

- Plans Programming Projects by confirming Programme objective(s) and specifications;
- Develops system and programming specifications by confirming logical sequence and flowcharts; researches and employs established operations;
- Verifies programme operation by confirming tests;
- Prepares User Instruction Programmes to guide Computer Operators;
- Identifies work process improvements and implements new technology;
- Ensures the installation and programming modification of application software packages;
- Evaluates and modifies existing programmes to accommodate changes in system requirements;
- Ensures the preparation of data for display on other media (Internet, Intranet, laptops, etc.);
- Assists in determining the causes of computer operation malfunction;
- Resolves and troubleshoots problems and complex issues - Investigates and provides solution;
- Oversees the planning, developing, securing and implementing of Websites, including the integration of databases into Websites;
- Develops and implements programmes, designs and codes;
- Designs and develops systems, sub-systems and programmes;
- Provides appropriate documentation for each programme, e.g. documenting system and application functions;
- Co-ordinates and supports Technical Staff, operations and vendors;
- Performs Unit tests and fixes bugs;
- Tunes up design for maintainability, scalability and efficiency;
- Defines and effects corrective measures for errors and omissions identified;
- Ensures re-work of project tasks, which do not conform to prescribed systems, development standards and functional requirements;
- Prepares System Conversion Plans (where necessary);
- Specifies procedures and controls that will ensure the integrity of the conversion process;
- Assists in the data conversion process;
- Integrates best qualitative practices in design and development aspects of programmes.

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;
- Supports the Director, Information Technology, to deliver the Division's Operational Plan in an accurate and timely manner. Participates in the establishment of the strategic and tactical goals, policies and procedures for the Unit;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Manager, Systems Operations, when required.

As Unit Head:

- 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.
- 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:

- Ensures that the Unit's staff has 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 the welfare issues of Unit 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
- **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
- **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
- Ability to work effectively under pressure
- **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
- **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
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- **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
- Technical proficiency in relevant languages and development tools including ASP .NET, C++, SQL, etc., and a working knowledge of Windows and Unix
- Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up
- Thorough understanding of multiple platform function including Mini-Computers, Personal Computers and workstations, to include operating system, utilities, shared and peer function
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable, as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience, and training/education
- Sound understanding of project management principles and their application to Infrastructure projects and teams

Minimum Required Education and Experience

- Bachelor's Degree in Computer Science or equivalent;
- Expertise in Software Design, Software Debugging, Software Development Fundamentals, Software Documentation, Software Testing, Software Maintenance, Software Algorithm Design, Software Performance Tuning, Software Architecture, Coaching;
- Six (6) years' experience as a System/Programmer Analyst or other relevant post with at least two (2) years in a supervisory position.

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 Friday, 19th February, 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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**