



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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/be assigned to the following posts in the **Ministry of Finance and the Public Service (MOFPS)**:

1. **Director, Occupational Health, Safety and Counselling (GMG/SEG 4) – Strategic Human Resource Management Division – (Vacant)**, salary range \$3,032,763 – 3,605,002 per annum and any allowance(s) attached to the post.
2. **Head, Social Sector Projects (SOG/ST 8) – Public Expenditure (PEX) Division – (Not Vacant)**, salary range \$2,457,386 – \$2,921,059 per annum and any allowance(s) attached to the post.
3. **Benefits Officer (GMG/SEG 2) – Strategic Human Resource Management Division – (Vacant)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
4. **Loans Officer (GMG/SEG 1) – Strategic Human Resource Management Division – (Vacant)**, salary range \$1,577,167– \$1,874,755 per annum and any allowance(s) attached to the post.

1. **Director, Occupational Health, Safety and Counselling (GMG/SEG 4)**

Job Purpose

Under the general direction and leadership of the Senior Director, Employee Welfare Management, the Director, Occupational Health, Safety and Counselling, takes lead in managing the Occupational Health and Safety and GOJ Health Scheme portfolios in developing systems and procedures to ensure Occupational Health and Safety Standards are maintained in Ministries, Department and Agencies (MDAs), as well as the prudent management of the GOJ Health Schemes and related benefits. More specifically, the Director, Occupational Health, Safety and Counselling, is responsible for promoting the establishment of Health and Safety Programmes in MDAs, to conduct safety audits, evaluating and revising Occupational Health and Safety Standards to ensure compliance with relevant laws, regulations and policies; and ensuring the management of the GOJ Health Schemes arrangements and acts as Chief Liaison and Expert on portfolio matters.

Working through the Direct Reports, the Director, Occupational Health, Safety and Counselling, will oversee and direct the co-ordination of the related portfolio responsibilities such as working with MDAs to sensitize clients. Additionally, the Director, Occupational Health, Safety and Counselling, will design systems to monitor Occupational Health Service delivery in MDAs and the administration of the GOJ Health Schemes. The Chief will also facilitate the staging of the National Civil Service Activities/Awards Ceremonies.

Key Responsibilities

Technical/Professional:

- Leads the design, development, establishment and maintenance of an Occupational Health and Safety (OSH) framework and programmes;
- Provides strategic direction to the administration of the portfolio by developing strategies and programmes to improve workplace safety and environmental health;
- Leads the design and development of a Public Sector Wellness and Assistance framework and programmes;
- Develops strategies to facilitate and encourage inter and intra Agency collaboration to encourage and advance discussions/workshops on subject of OSH;
- Leads the development of OSH codes of practices and standards;
- Develops guidelines for work place safety practices;
- Provides direction on the implementation of various safety standards and programmes;

- Guides stakeholders/MDAs on actions to be taken to ensure, as far as possible, an OSH enabled work environment;
- Conducts research to inform the development of policies and/or to effect policy changes in workplace safety practices;
- Works closely with the Senior Policy Technocrats to develop appropriate policy initiatives;
- Monitors the implementation of Wellness and Assistance Programmes in MDAs;
- Develops compliance safety matrices;
- Leads the design and development of systems to monitor and evaluate OSH Programmes;
- Co-ordinates the monitoring and evaluation of GOJ Health Schemes to gauge service delivery and ascertain value for money;
- Evaluates the services provided by group health service providers to inform further assessment of vendor identification and procurement of services;
- Assesses special requests made by users of the health scheme and escalates for approval or otherwise;
- Oversees the compilation of data to inform the administration of the Schemes;
- Advises on changes to the administration of the schemes based on trends, usage pattern and cost imperatives;
- Implements systems to liaise with service providers for mutual information exchange purposes;
- Implements system to monitor expenditure of the schemes to inform policy directives and changes;
- Formulates comments and recommendations for policy changes to the administration and execution of Health Schemes and Workplace Health and Safety Programmes;
- Develops strategies to liaise and engage with stakeholders such as Unions and Staff Associations on matters pertaining to Health and Workplace Wellness;
- As part of the senior team, conducts reviews of regulations and Staff Orders and makes recommendations for policy changes, including the update of the Orders;
- Implements systems to ensure that the advice/assistance provided to stakeholder OHS and GOJ Health Schemes is in accordance with policy and established best practice;
- Develops programmes to promote and give presence to the Civil Service of Jamaica;
- spearheads jointly, the planning and organizing of the annual Civil Service Rewards and Recognition Functions;
- Provides information on GOJ Health Schemes and OHS at special functions, such as Civil Service Week activities;
- Liaises with technical and legal support to inform the provision of advice and recommendations for policy changes/policy implementation;
- Collaborates with various stakeholders to design and develop strategies to disseminate changes to Public Sector Workplace Policy and Health Schemes;
- Conducts research on best practices in the administration of Public Sector Health Plans in other jurisdictions and prepares reports to inform negotiation, policy changes or otherwise;
- Conducts research on related portfolio matters as instructed by the Principal Director/Deputy Financial Secretary;
- Prepares various reports on the status of OSH in the Public Sector entities;
- In collaboration with the Senior Director, develops systems to identify potential IR issues relating to OSH and the administration of the GOJ Health Schemes;
- Provides advice to MDAs on escalated issues pertaining to Occupational Health and Safety;
- Under the aegis of the Deputy Financial Secretary and Principal Director, acts as chief advisor on issues relating to Occupational Health and Safety matters;
- Prepares Pre-negotiation Briefs on matters related to the portfolio responsibilities and presents same to Negotiation Team;
- Reviews proposals submitted by MDAs for implementation of OSH Programmes in their respective entities and provides comments and recommendations;
- Oversees the administration of matters relating to the GOJ Health Scheme to ensure compliance with Contractual Agreements with the vendors;
- Develops mechanisms to conduct audits of the GOJ's OSH Programmes and Framework.

Management/Administrative:

- Leads the Section by guiding staff to ensure efficiency and effectiveness;
- Develops the Operational Plans for the Section with appropriate targets;
- Develops the Section's Budget, ensuring that all relevant activities/programmes to be undertaken and required resources are considered;
- Manages the work of the Section as per agreed performance indicators;
- Participates in the development of Strategic Plans and related documents;
- Ensures that the values of the SHRMD are communicated to staff in order to foster an

enabling work environment;

- Attends/Represents the Section in Meetings and different fora as assigned;
- Represents the interests/concerns of the staff to the relevant authority in the Ministry.

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 Section 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 Section/Branch;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures (approves leave etc.);
- 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's annual Performance Appraisals and other Periodic Reviews;
- Liaises with the Principal Director and the Human Resource Branch to foster and attend to the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and that they meet expectations;
- Prepares quarterly and/or annually Customer Service Reports in accordance with established standards;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

Core:

- Good planning, organizing, multi-tasking and negotiating skills
- Excellent decision-making and problem-solving skills
- Ability to exercise initiative and sound judgment, think logically, analytically and creatively
- Highly customer-focused/customer service driven
- Highly developed confidentiality in dealing with customer issues and data
- Ability to work well in a team, as well as alone
- Ability to build rapport with clients/customers of the SHRMD
- Strong ICT orientation to operate effectively in technology-enabled environment
- Excellent oral and written communication skills
- Excellent professional disposition
- Sound knowledge of the Public Service machinery

Technical:

- Sound understanding of workplace safety issues and ergonomics
- Good knowledge of the GOJ Health Schemes policy, guidelines and processes
- Adequate knowledge of the Occupational Health and Safety Act
- Strong appreciation for Occupational Safety and Health operations
- Strong appreciation of the HR environment in Government
- Appreciation of the impact of the environment on worker psyche
- Ability to create innovative solutions to clients issues
- Good leadership and people management skills
- Good research skills
- Appreciation of events planning

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management/Management Studies/Public or Business Administration or related Social Sciences;
- Training in Occupational Health/Supervisory Management;
- Four (4) years' experience in a Human Resource Management or related environment.

OR

- Bachelor's Degree in Human Resource Management/Management Studies/Public or Business Administration or related Social Sciences;
- Training in Occupational Health/Supervisory Management;
- Six (6) years' experience in a Human Resource Management or related environment.

Special Conditions Associated with the Job

- Work environment can be emotionally charged at times as there are tense negotiations with Trade Unions, Interest Groups and Staff Associations, as well as delays in arriving at agreements;
- Occasionally exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

2. Head, Social Sector Projects (SOG/ST 8)

Job Purpose

The incumbent will approve Social Sector Project Implementation by MDAs.

Key Responsibilities

Seeks improvements in the Project Cycle Framework and Public Expenditure Management generally, by:

- Analysing the project cycle to ensure areas of efficiency, adequate communication, absence of duplication, etc., which will enhance the successful planning, implementation and monitoring of projects;
- Advising Senior Director, Projects Unit, on areas and means for performance improvement;
- Working with the Planning Institute of Jamaica (PIOJ), the Office of the Cabinet, the PSIP Unit and others on reforming the project cycle's legal and policy framework, as required;
- Working with relevant "client teams" to MDAs on general issues, as well as project implementation-specific matters;
- Establishing networks and procedures to liaise and communicate effectively with the relevant PEX Units and others such as the External Financing Unit.

Analyses and appraises Projects and Loan Agreements so as to ensure that only priority and well-conceived projects are approved for implementation, by:

- Advising MDAs on likely problems (e.g. land acquisition and security issues) which may be encountered and how these might be planned and recommending how they may be addressed;
- Referring MDAs to expert sources for detailed design advice;
- Undertaking technical, economic and financial analysis of project profiles;
- Providing PIOJ with comments on project profiles;
- Undertaking project appraisal in the Pre-selection Committee Meetings;
- Assisting in the evaluation and recommendations related to Cabinet submissions on project implementation;
- Supporting the Loan Administration and Monitoring Unit in the monitoring of Loan Agreements through the provision of timely information related to possible amendments and status reports on current loan conditions.

Monitors project implementation so as to promote the achievement of the desired outcome within time and budget, by:

- Assisting Budget Analysts in analysing quarterly Cash Flow Request for major capital projects with a view to maximising the allocation of resources;
- Undertaking analysis of the risk and value of capital projects to determine which, and how projects should be monitored, in collaboration with the other PEX Unit Heads and Senior Director Projects Unit;
- Liaising closely and continuously with the MDAs during the Budget period to analyse their project activities and finances to improve efficiency and ensure value for money;
- Assigning projects to be monitored by Project Analysts with the appropriate competencies;
- Supervising the monitoring of projects by the Project Analysts, providing advice where required and attending meetings with Senior Officials on those projects as required;
- Undertaking the physical and financial-monitoring of capital projects, including site visits, examining project documentation and meeting with Project Managers;

- Assessing the implementation of project activities: reviewing social intervention, design inputs, ensuring technical soundness and value for money;
- Assessing project designs and project activities ensuring their consistency with national Social Programme Planning;
- Assessing the efficacy of Social Project activities and recommending possible alternatives in achieving project goals;
- Preparing the quarterly reports which reflect the actual and budgeted expenditure and planned physical activity for projects within the Monitoring Portfolio;
- Participating fully in the quarterly Review Meetings to contribute to the preparation of the Projects Unit Reports;
- Reporting to the Unit Head on new developments in the environment of Project implementation which may impact current and future projects;
- Advising the PEX Branch as required on the nature, purpose and status of capital projects;
- Co-operating with the Office of the Contractor General, PIOJ and other Monitoring Bodies to create synergy and ensuring overlap in the monitoring of specific projects is minimised, producing joint reports where appropriate;
- Contacting Senior Director, Projects Unit, the PEX Branch or other stakeholders on any issues requiring immediate action;
- Identifying and analysing potential problems/delays in project implementation and the causes behind existing problems/delays;
- Analysing Implementation Plans submitted for each project, to ensure that they are appropriate for the PEX Branch to release cash;
- Continually liaising with the other PEX Units and Cash Management Unit to ensure that funds are channelled firstly to priority projects;
- Expediting the provision of cash to priority projects;
- Keeping projects and MDAs informed about cash availability and likely funding;
- Lobbying key stakeholders in whatever way necessary to ensure the expeditious implementation and completion of projects;
- Taking corrective action in the case of poor project performance;
- Seeking to ensure that actions are implemented by the appropriate entities and officials on a timely basis;
- Overseeing the implementation of actions to tackle the weaknesses;
- Providing feedback and Monitoring Reports and presentations to stakeholders, such as the other PEX Units, Economic Management Division, PIOJ, etc., on the progress of project implementation to inform rationalisation and re-prioritisation during the Budget year;
- Continually seeking improvement in the timing, format and nature of monitoring feedback provided to stakeholders to ensure that they meet their needs.

Facilitates mid-term reviews and undertakes post-implementation evaluations to determine the extent to which they have achieved their desired outcome within time and budget, by:

- Participating in the mid-term and post-completion evaluation of projects;
- Identifying systemic, strategic, policy, legal and other factors which have impacted on the performance of projects;
- Communicating to, or liaising with, appropriate stakeholders to identify actions to tackle the specific or systemic weaknesses;
- Seeking to ensure that identified weaknesses detected are addressed;
- Conducting ad-hoc impact assessments of completed activities, so as to ascertain the impact of the activity on overall project outcome.

Provides information and advice during the PSIP and Budget Preparation so as to ensure that resources are allocated to priority projects, by:

- Attending Corporate Planning Meetings to discuss with MDAs and other PEX Units the role of capital projects in achieving Corporate Objectives;
- Providing advice and guidance to the MDAs on the different stages of the project cycle, the requirements and documentation at each stage;
- Overseeing the identification and preparation by the MDAs of projects, providing advice and guidance where required, in particular, ensuring that the project is consistent with the policy framework, is likely to be a national priority, is feasible, is properly costed, etc.;
- Sharing information with colleagues monitoring projects in other Sectors, thereby facilitating the scope for cross-sectoral and cross-ministerial projects and co-operation;
- Advising the Project Prioritization Committee Secretariat (PPC) on the nature, purpose and status of capital projects;
- Advising the other PEX Units on the projects which should be prioritised for inclusion in the PSIP, and in the capital budget, in collaboration with the MDAs;
- Advising MDAs on the prioritisation process.

Identifies training needs of project implementation staff so they can improve their competence in project planning, design and management, by:

- Providing training to project officials in project-related areas via MIND;
- Contributing to the Training Needs Analysis for Officials working in the project cycle;
- Advising MIND, PIOJ and others on appropriate Training programmes and material.

Leads and manage the Section in the achievement of the Strategic Objectives above, by:

- Planning, organising and directing the work of the Section, including overseeing the development of the Section's component of the Corporate and Operational Plans and Budgets and monitoring the Section's achievement against them;
- Seeking feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the Section responding appropriately;
- Developing and managing the performance of the Section with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensuring that the Section's staff has sufficient and appropriate physical resources to ensure efficient and effective performance of assigned duties;
- Maintaining effective working relationships with external and internal stakeholders to ensure that the Unit provides a consistently high level of service to them;
- Performing any other related duties as assigned.

Required Knowledge, Skills and Competencies

- Excellent leadership skills
- Good planning and organising skills
- Logical problem-solving and analytical skills
- Ability to exercise sound judgement
- Ability to use initiative
- Be a team leader and possess good team building skills
- Sound knowledge and experience of project development and management methodologies
- An in-depth understanding of Government Policy and the changing policy environment would be an asset

Minimum Required Qualification and Experience

- First Degree in Economics/Management Studies/Business Administration or its equivalent;
- five (5) years' experience at the management level in Economics or Management;
- Experience in Contract Management and Administration;
- Experience in Project Planning and Implementation and Project Monitoring would be an asset.

3. Benefits Officer (GMG/SEG 2)

Job Purpose

Under the direction and supervision of the Manager, Benefits Administration, the Benefits Officer will assist with managing and co-ordinating the day to day activities of the Employee Benefits portfolio by ensuring that policy standards and regulations are adhered to by MDAs in the administration of loans and general benefits. More specifically, the Benefits Officer will be instrumental in providing advisory services, as well as resolving issues surrounding the administration and/or implementation of special and negotiated benefits/processing of benefits. The Benefits Officer will therefore be critical in conducting relevant research to ensure accuracy of advice and suggestions to resolve issues, vetting of applications, assisting with the development and delivery of specialized advisory training or informational sessions to MDAs, as well as facilitating national Public Sector/Civil Service Awards and Recognition Programmes.

Key Responsibilities

Technical/Professional:

- Provides advice to MDAs to resolve issues on the administration of the various Loan Schemes, Grants and Benefits;
- Administrates, vets/reviews applications for Loans, Funeral Grants and Benefits;
- Schedules various Committees for loans and other benefits;

- Conducts investigation using appropriate records, precedents and policies and provides written responses on the point(s) of issue;
- Provides advice to MDAs on issues pertaining to their applications for loans and benefits;
- Provides advice to MDAs on the expected standards for operating or giving effect to Benefits programmes;
- Assists with the implementation of strategies to implement specially negotiated benefits;
- Acts as co-ordinator for and facilitates the implementation of specially negotiated benefits for MDAs and other stakeholders as appropriate, example: canteen, day-care facilities, etc.;
- Administers/co-ordinates the implementation of the GOJ's Public Service Transportation Scheme;
- Liaises with Fleet Service Provider to ensure that service is delivered according to the agreement;
- Receives, verifies and approves payment requests for maintenance relating to Transportation Services;
- Conducts Customer Satisfaction Surveys;
- Monitors bus routes and collates feedback from users;
- Oversees the administration of Bus Ticketing System and ensures adequate supplies;
- Assists in the planning and organizing of special events such as Civil Service Week and Awards and Recognition ceremonies;
- Assists in the leadership of various Planning Committees and co-ordinates designed aspects;
- Assists with conducting research and drafting reports on issues relating to the benefits and Loans Portfolio and submits to supervisor for vetting and escalation;
- Assists with the formulation of comments to effect policy changes and/or to respond to issues from Trade Unions/Staff Association;
- Conducts relevant research to inform the development of programmes geared towards information dissemination to stakeholders;
- Delivers services (feedback, responses, answers to queries) to MDAs/applicants to established Customer Service Standards;
- Prepares specification/standards for the implementation of special/negotiated benefits (eg, canteen facilities, daycare facilities), with the assistance of relevant stakeholders;
- Assists with monitoring the MDAs in implementing the various agreed benefits;
- Participates in various Training activities in MDAs, relating to the Benefit and Loans Portfolio;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues and maintaining membership in professional organizations.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in the development of the Section's Operational Plans;
- Assists (by working alongside the Director) with the scheduling of work submitted to the Section;
- Ensures that the values of the SHRMD are communicated to MDAs in order to foster an enabling work environment;
- Attends/Represents the Section in meetings and different fora as assigned.

Human Resource:

- Maintains a harmonious work relation with co-workers.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in Business Process Design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual Customer Service Reports in accordance with established standards;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

Core:

- Good planning, organizing and negotiating skills
- Excellent decision-making and problem-solving skills

- Ability to exercise initiative and sound judgment, think logically, analytically and creatively
- Highly customer-focused/customer service driven
- Good multitasking skills
- Highly developed confidentiality in dealing with customer issues and data
- Ability to work well in a team as well as alone
- Ability to build rapport with clients/customers of the SHRMD
- Strong ICT orientation to operate effectively in technology-enabled environment
- Excellent oral and written communication skills
- Excellent professional disposition
- Sound knowledge of the Public Service machinery

Technical:

- Excellent understanding of Loans and Benefits Administration in Central Government
- Good knowledge of the different special benefits/negotiated benefits
- Good co-ordinating and research skills
- Good customer service orientation
- Strong appreciation of the HR environment in Government
- Ability to create innovative solutions to clients issues
- Ability to effectively collect and evaluate data
- Good leadership and people management skills
- Ability to work under pressure
- Excellent attention to detail
- Adequate business process review skills
- Knowledge of related enable technology

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/Management Studies,/Public or Business Administration or related social sciences;
- Three (3) years' experience in a Human Resource Management, Industrial Relations or related environment.

Special Conditions Associated with the Job

- Work environment can be emotionally charged at times as there are tense negotiations with Trade Unions, Interest Groups and Staff Associations, as well as delays in arriving at agreements.
- Occasionally exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

4. Loans Officer (GMG/SEG 1)

Job Purpose

The Loans Officer will effectively administer the Computer, Miscellaneous Loan and Funeral Grants Programmes and calculate indebtedness of loan beneficiaries upon resignation from Central Government.

Key Responsibilities

Effectively administers the Government of Jamaica's Computer, Loan Programme, by:

- Identifying schedules and recommending cases for consideration of the Computer Loan Scheme for the Civil Service and the Jamaica Constabulary Force (JCF) and processing all loan applications through to completion;
- Obtaining and vetting Computer Loan Applications from Ministries and Departments for compliance with the rules and regulations for eligibility of the loan;
- Preparing a schedule of qualified applicants for the various Committee Meetings;
- Scheduling Committee Meetings and implementing the decisions of the Committee;
- Preparing approval letters to the Ministries and Departments in respect of officers who have been selected for loans;
- Calculating repayment schedule and establishing a Repayment Plan and the period over which the money will be repaid;
- Informing the Accountant General (AG), Ministries and Departments of those officers whose loan applications have been approved, stating the amounts to be deducted from their salaries on a monthly basis;

- Following up with the Accountant General to ensure that the amounts are being deducted from the officers' salaries;
- Giving advice on the state of the funds to the Committee;
- Responding to queries regarding the processing of the loan applications;
- Dealing with problems emanating from the granting of loans;
- Maintaining records of amounts paid out and the state of the funds;
- Submitting approval letter to the AG for the issuance of cheques in the amount appropriated for civil servants;
- Submitting approval letters to the MOFPS Accounts Division for issuance of cheques in the amount appropriated for the JDF.

Identifies and schedules cases for consideration of the Miscellaneous Loans Schemes, by:

- Explaining the procedures and policies to miscellaneous assistance applicants regarding rights and obligations;
- Obtaining and vetting all loan applications and supporting documents for accuracy and completion to ensure compliance with stipulated policy guidelines;
- Preparing Schedule for applicants at Committee Meetings;
- Processing and obtaining approvals for applications according to stipulated guidelines;
- Calculating the repayment schedule and informs the Accountant General Department (AGD), Ministries and Departments of the amounts to be salary deducted re officers whose loan applications have been approved;
- Preparing approval letters for dispatch to the AGD to effect loan disbursement;
- Following up to ensure that the stipulated amounts are deducted from the Officers' salaries.

Effectively processes all applications for Funeral Grants in accordance with established guidelines, by:

- Obtaining and vetting applications for the Funeral Grant to determine whether the officer died from natural causes or in the execution of duties;
- Liaising with the relevant Ministry/Department to obtain clarification for Claims submitted;
- Ensuring that the right amounts are being paid according to the category of worker and type of death;
- Scrutinizing the Death and Burial Certificates and the Invoice from the funeral home to ensure that monies are paid to the correct persons;
- Determining that funds are available in the Section's Budget for the granting of the Grant;
- Informing the Director of Finance about the payment amounts to be made for each officer;
- Notifying the relevant next-of-kin when cheque is ready.

Establishes officers' state of indebtedness re Loans, upon resignation from the Central Government, by:

- Conducting Audits to ensure that relevant persons verify status of loan benefits re employees who resign or are separated from the Service;
- Implementing the rules and regulations governing employees who are in a state of indebtedness;
- Liaising with the AGD re verification of loan balances.

Processes and monitors loan applications including customer service support to clients, by:

- Liaising with the AGD on the retirement/resignation of employees from the service to ensure that outstanding loans balances are recovered;
- Monitoring cases to ensure timely processing and disbursement of the loans by the AGD;
- Preparing and submitting Progress Reports on the work undertaken;
- Following up with the Accountant General Department (AGD) re repayments of loans;
- Creating and maintaining a Database of the Miscellaneous Loans;
- Providing information and clarifying issues re miscellaneous loan policies.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Good negotiation and persuasive skills
- Ability to exercise initiative and sound judgment
- Ability to demonstrate thorough knowledge of the job
- Maintains good internal and external customer relations

- Sound knowledge of Public Sector Loan Policies
- Computer Skills in Microsoft Office, including Word, Excel and Access

Minimum Required Qualification and Experience

- First Degree in Public Administration/Management Studies or equivalent;
- Two to three (2-3) years' experience in a related field.

Special Condition Associated with the Job

- Numerous critical deadlines to be met.

Applications accompanied by Résumés should be submitted **no later than Friday, 5th March, 2021 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

Email: hrapplications@mof.gov.jm

Please identify the Job Title of interest as the Subject.

Detailed information about the positions can be accessed on the Ministry's website www.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.


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