



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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22nd 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. **Investment Analyst (FMG/PA 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Investment Officer (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. **Investment Analyst (FMG/PA 3)**

Job Purpose

The Investment Analyst has responsibility for the proper on-going assessment, planning and management of Treasury Deposits and Surplus Funds routed through the Treasury Deposits Unit to ensure the best returns on investments.

Key Responsibilities

Technical:

- Identifies and implements the kind of investment initiatives that will contribute to the good financial health of the Treasury;
- Manages all aspects of Investment Portfolios;
- Researches and analyzes market conditions, regulatory environment and other relevant issues in order to develop and implement strategies to capitalize on profitable market opportunities for the Investment Portfolio. This includes Government market funding, medium/long term debt, private placements, hedging and other similar asset and liability management issues;
- Co-ordinates the trading of investment portfolios including Trust Funds and other portfolios that are the responsibilities of the Department;
- Creates and maintains an up-to-date portfolio of all investments;
- Develops and manages long-term and short-term investment strategies;
- Develops and recommends the goals and risk tolerance as it pertains to the investments;
- Assesses risk/return trade-offs in keeping with guidelines;
- Develops and assesses performance benchmarks; recommends changes when warranted; reviews and recommends changes to the Investment policies based on the market conditions;
- Conducts benchmark studies of Banks/Financial Institutions and their services to evaluate whether it fits the GOJ's requirements;
- Prepares and submits timely and accurate reports, special reports, forecasts and statements on the investment responsibilities, ensuring compliance with overall investment guidelines and strategy;
- Performs quantitative and qualitative analysis to support the monitoring of the existing portfolio investments, including building a more comprehensive monitoring programme;
- Monitors and tracks investments and risk exposures of existing investments and capital allocation on an on-going basis;
- Makes recommendations to Fund Managers, articulating the risk or payoff for each recommendation;
- Ensures compliance with all governing regulations.

Leadership:

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the performance of staff supervised;

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

Human Resource Management:

- Plans, organizes and directs the work of staff by participating in the development of performance targets for the Unit and staff (Unit Operational Plan) based on the Divisional Operational Plan;
- Ensures that 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 hiring of Direct Reports;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for staff supervised 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 the welfare of 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 Vision:** The ability to demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the division in a consistent, effective and efficient manner.
- **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.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate resources, delegate responsibilities 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, to lead others through change and manage their concerns.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **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.
- **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.
- **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.
- **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
- Sound knowledge of Accounting practices and applications
- Sound knowledge of how financial markets operate
- Comprehensive knowledge of investment strategies, banking, and financial instruments
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

- Sound knowledge in developing financial strategies; identifying monetary resources; developing action plans
- Good knowledge of Information Technology and pertinent applications/software
- General knowledge of public treasury operations
- Sound knowledge of the FAA Act (Generally Accepted Accounting Principles) GAAP and other reporting requirements for investments and other financial instruments

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 field;
- Five (5) years' experience working at the management level in Accounting or Finance, with at least three (3) years in the Public Sector.

Special Conditions Associated with the Job

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

2. Investment Officer (FMG/PA 2)

Job Purpose

Under the supervision of the Investment Analyst, the Investment Officer provides technical services and investment information for the preparation and implementation of long and short-term Investment Plans. He/she will advise regarding types and maturities of securities best suited to the investment needs of the Government of Jamaica.

Key Responsibilities

Technical:

- Provides a high level of investment expertise;
- Serves as an expert technical advisor and liaison with MDAs;
- Manages assigned Investment Portfolios to ensure that the return on investment from the portfolios meets or exceeds benchmark returns, with prudent levels of risk;
- Structures and negotiates complex investments/legal documents;
- Maintains positive working relationships with financial service providers and Investment Managers;
- Develops and/or implements asset allocations and strategies for investments;
- Evaluates continuously long-term and short-term Investment strategies;
- Reviews and recommends changes to investment policies and asset allocations based on the market conditions;
- Networks actively and sources new Investment opportunities;
- Undertakes research, analysis and implementation of Investment strategies, referencing Financial Periodicals, Securities Manuals, Stock and Bond reports and other Investment material to obtain accounting information, economic trends and other financial data;
- Prepares and delivers investment presentations for public meetings;
- Prepares Special Studies and Reports to provide information for Public Education and inform investment decisions;
- Maintains records and prepares concise reports of investment activities;
- Performs any other related duties 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 Vision:** The ability to demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the division in a consistent, effective and efficient manner.
- **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.

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **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.
- **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.
- **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.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure
- Sound knowledge of Accounting practices and applications
- Sound knowledge of how financial markets operate
- Comprehensive knowledge of investment strategies banking, and financial instruments
- General knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Sound knowledge in developing financial strategies; identifying monetary resources; developing action plans
- General knowledge of public treasury operations
- Sound knowledge of the FAA Act, GAAP and other reporting requirements for investments and other financial instruments

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. *Special consideration to be given to individuals with an ASc – Accounting, MIND, along with the Diploma in Government Accounting, MIND and a minimum of 5 years' experience in accounting;*
- Three (3) years of experience in a similar capacity;
- Experience developing and analyzing financial, mathematical and statistical models.

Special Conditions Associated with the Job

- May be required to travel locally (this position requires up to 20% travel);
- Pressured working conditions with critical deadlines.

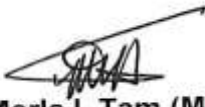
Applications accompanied by Résumés should be submitted **no later than Friday, 5th March, 2021 to:**

**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**