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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 the following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Manager - Fiscal Reporting (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Senior Loans Officer (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3)**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

1. **Manager - Fiscal Reporting (FMG/PA 2)**

Job Purpose

The Manager Fiscal Reporting will ensure that one format of reporting is applied; and that the reports of the Ministries, Departments and Agencies (MDAs) and the consolidated Government reports are presented to the Ministry of Finance and the Public Service and other stakeholders on time.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To establish, implement and maintain systems of Government accounting and reporting that extends to all MDA's and non-commercial Public Bodies;
- To develop a standard suite of reports, and customized fiscal reports for special analysis as requested by the MOFPS and other users of fiscal information.

Key Responsibilities

- Maintains the Chart of Accounts to ensure International Financial Reporting Standards (IPSAS) are met;
- Prepares Annual Statutory Financial Statements of the Government and any other Financial Statements required by the Minister of Finance or the Financial Secretary;
- Prepares monthly Budget Execution Reports including an analysis of revenue, expenditure and deficit trends;
- Co-ordinates all Fiscal Reporting Activities for the Department and MDAs, including Statutory Reports laid out in the FAA Act;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

The incumbent is a Public Servant who represents the Government at all times; and is expected to work with a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **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 behaviors, 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.
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organisational performance.
- **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.
- **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 behaviors 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;
- Knowledge of international Public Sector Accounting Standards IPSAS;
- Knowledge of Government Accounting;
- Comprehensive knowledge of banking operations;
- Knowledge of the FAA Act and other relevant Acts and regulations;
- Knowledge of public Treasury operations;
- In-depth knowledge and experience in all areas of Financial Management

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 diploma in Government Accounting, MIND and a minimum of 5 years' experience in accounting.*
- At least 3 years of experience in a related field with at least two (2) years in a similar position.

Special Conditions Associated with the Job

- Required to travel locally and internationally
- Pressured working conditions with numerous critical deadlines
- This position requires up to 40% travel.

2. Senior Loans Officer (FMG/PA 2)

Job Purpose

The Senior Loans Officer is responsible for the checking and certification of all approved loans within their portfolio, processed by the Loans Officers; and the preparation and dispatch of the requisite reports and statements.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To check and certify all loans in a timely manner in accordance with the stipulated guidelines;
- To record the receipt of all repayments directly from MDAs or from Cashiers;
- To ensure that reports and statements are accurately prepared and submitted within the agreed timeline.

Key Responsibilities

Technical

- Examines applications for eligibility;
- Liaises with or conducts interviews with new customers;
- Verifies loan accounts updated by Loan Officers;
- Makes recommendation to Approving Officers for approval of loans (Salary Advance, Motor Vehicle Insurance & Motor Vehicle Repair only);

- Requests the preparation of Payment Vouchers once applications are checked and verified, including for refunds, transfers etc.;
- Certifies Payment Vouchers prepared;
- Ensures a Register of all loan applications is maintained;
- Ensures that Loans are operating within the terms of Loan Contracts;
- Records all repayments submitted to the AGD from an MDA or an individual in respect of the Loan Portfolio;
- Ensures that all motor vehicles for which there are ongoing payments under the Motor Vehicle and Motor-Vehicle Insurance Loan Facilities, are comprehensively insured during the period that the Accountant General's Department maintains an interest in such a vehicle (Motor vehicle only);
- Registers all motor vehicles with the Companies Office's National Security Interest in Personal Property(NSIPP) (Motor vehicle only);

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 loans processing 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 required to manage and grow the Loans Processing Function;
- Meets or exceeds performance targets.

Human Resource Management

- Plans, organizes and directs the work of staff supervised by participating in the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation 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 to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implement and promote Health and Safety Policies; and mitigate and minimize 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 supervised are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

The incumbent is a public servant who represents the Government at all times; and is a supervisor on the AGD Team, who is expected to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Managing the Customer 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.
- **Accuracy and attention to details**
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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 in a consistent, effective and efficient manner.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.

- **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 behaviors, in order to build trust and credibility.
- **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.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors 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 Government Accounting procedures;
- Working knowledge of relevant computer system and applications;
- Good knowledge of Staff Order and the FAA Act.
- 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. *Special consideration to be given to individuals with an ASc – Accounting, MIND, along with diploma in Government Accounting, MIND and a minimum of 5 years' experience in accounting.*
- At least four (4) years' experience working in accounts in a similar capacity with at least two (2) years in loan processing, and at least one (1) year in a supervisory position;
- Public Sector experience;
- Worked in a supervisory position.

Special Conditions Associated with the Job

- This position requires up to 40% travel.

3. Senior Secretary OPS/SS 3

Job Purpose

Reporting to the Assistant Accountant General – Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations the Senior Secretary is responsible for providing secretarial and clerical assistance by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To conduct research, prepare reports, and fulfill information requests;
- To perform administrative functions including scheduling of meetings and appointments;
- To co-ordinate the maintenance of stationery supplies and office equipment;
- To co-ordinate reports from the reporting Units.

Key Responsibilities

Technical

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plans their distribution;
- Opens, sorts, and distributes incoming correspondence, including and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;

- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Assistant Accountant General Banking Arrangement & Government Shareholding as well as the Dir. Government Banking Relations;
- Responds to requests, inquiries and complaints from staff, other Departments, Organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Prepares Agendas and makes arrangements for Committee, and other meetings attended by the Assistant Accountant General Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and co-ordinating speakers/participants;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring divisional reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Assistant Accountant General, Banking Arrangement & Government Shareholding as well as the Dir. Government Banking Relations;
- Attends meetings in order to record Minutes;
- Transcribes, compiles, and distributes Minutes of meetings;
- Sets up and oversees administrative policies and procedures for the Offices of the Assistant Accountant General -Banking Arrangement & Government Shareholding as well as the Director, Government Banking Relations;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure.
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Establishes and maintains internal control processes;
- Performs any other related duty that may be assigned from time to time

Required Knowledge, Skills and Competencies

The following competencies are required for the effective performance of this job:

- Good organizing and co-ordinating skills;
- Ability to work on own initiative;
- Ability to record and transcribe Minutes of meetings;
- Ability to use all typical office machines;
- Proficiency with Microsoft Office Suite;
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, 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.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **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.
- **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 and 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 responsibilities, delegate and motivate staff in one's team, to include leading by example.

- **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 behaviors 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 behaviors, in order to build trust and credibility.
- Ability to work effectively under pressure.
- **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.
- Knowledge of Records Management;
- Knowledge of office procedures.

Minimum Required Education and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines

Applications accompanied by résumés should be submitted **no later than Monday, 8th 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**