



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 84

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8th March, 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 **Director, Finance and Administration (GMG/SEG 3)** in the **Institute of Jamaica**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will ensure the operational efficiency of the National Gallery of Jamaica through the establishment/maintenance of appropriate operating systems/procedures and the effective financial management of the Gallery's financial and administrative affairs through designing/implementing relevant policies/procedures, consistent with existing Government regulations.

Key Responsibilities

Managerial/Administrative:

- Facilitates and participates in Strategic Planning activities and plays a major role in the implementation of the Corporate, Operational and Unit Plans;
- Co-ordinates and prepares the Bi-monthly, Quarterly Status and Annual reports;
- Prepares the Terms of Reference for various Committees of the Board and for any other adhoc committee;
- Co-ordinates and facilitates the implementation of Board policies and decisions;
- Advises the Senior Director on and responds to all queries, observations, etc., of a financial and administrative nature;
- Represents the National Gallery at meetings, conferences, etc.

Technical/Professional:

- Updates and manages the Finance Policy;
- Supervises, directs and co-ordinates the preparation of Budgets for the National Gallery;
- Implements the recommendations of the Finance and Business Development Committees;
- Authorizes payment vouchers;
- Provides oversight to the functions of the Accounts Department, including:
 - ✓ The compilation and maintenance of the National Gallery's Assets Register
 - ✓ The proper maintenance of the National Gallery's financial records i.e. bank reconciliation, inventory, ledger balances
 - ✓ The Pricing Policy for Gift Shop merchandise and any new existing services
 - ✓ The preparation/submission of financial statements
 - ✓ The recording of all gifts received on behalf of the National Gallery such as gifts, donations and grants;
- Oversees the NGJ's procurement processes, in keeping with the Government of Jamaica (GOJ) Procurement Regulations;
- Prepares other Statutory and Project reports.

Human Resource:

- Manages the welfare and development of Direct Reports through the preparation of performance appraisals and recommendations of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work in a Team
- Customer and Quality Focus

Technical:

- Sound knowledge of payroll and accounting software such as Turbo pay, ACCPAC and Peachtree
- Highly developed project management skills
- Knowledge of the Government Staff Orders and Public Service Regulations
- Extensive knowledge of the Financial Administration and Audit (FAA) Act, General Accepted Accounting Principles and applicable International Financial Reporting and International Accounting Standards (IFRS, IAS)
- Extensive and up-to-date knowledge of Government Procurement and Contract policies, regulations and procedures

Minimum Required Education and Experience

- Master of Business Administration with formal training in Project Management applications and working experience in Public Sector Procurement Administration;
- Experience in Public Sector would be desirable, plus five (5) years' experience in Financial and Operations Management, with demonstrated success in planning and implementing Strategic Plans.

Applications accompanied by Résumés should be submitted **no later than Friday, 19th March, 2021 to:**

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Fax: (876)922-1147

Email: personnel@instituteofjamaica.org.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**