



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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2nd 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 following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Director, Strategic Planning, Performing Monitoring and Evaluation (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Director, Centralized Disbursement (FMG/PA 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. **Director, Strategic Planning, Performing Monitoring and Evaluation (GMG/SEG 3)**

Job Purpose

Under the direct supervision of the Accountant General, the Director Strategic Planning, Performance Monitoring and Evaluation, has overall responsibility and accountability for the Strategic Planning, Monitoring and Evaluation processes and systems within the AGD. As part of the Senior Management Team, the incumbent establishes and maintains a system for integrating the Corporate, Operational and other related plans to ensure harmony with the Department's Strategic Objectives and compliance with applicable guidelines. The incumbent is also responsible for the monitoring and evaluation of various strategies and initiatives to the expected standards and requirements, as well as formulating initiatives/interventions (in partnership with Managers) for corrective action(s) and making recommendation(s) for improvement.

Key Responsibilities

Technical:

- Manages the development, co-ordination and implementation of the Strategic Planning, Performance Management and Evaluation processes for the Department.
- Prepares, monitors and evaluates Strategic, Corporate, Operational and other related Plans;
- Leads Annual Corporate Planning Debrief Sessions with the Finance and Accounts Unit, to review and refine the planning and budgeting process;
- Develops, implements and maintains protocols with the Finance and Accounts Unit to ensure the Strategic and Operational Plans continually inform the Budget;
- Leads the development of a Department wide Score Card and Strategy Maps;
- Directs the preparation and implementation of various monitoring and control methods for reporting on actual performance throughout the year against approved plans;
- Convenes and chairs Strategic Planning Meetings attended by Unit Heads to support and monitor the Corporate, Operational and other related Plans;
- Advises the Accountant General and the Senior Management Team on policy direction and on matters related to the Department's Strategic Plans, as well as Monitoring, Evaluation and Reporting processes;
- Develops Monitoring and Evaluation Framework and Plans;
- Advises on the establishment of timeframes, performance indicators and targets for programmes and activities;
- Leads the preparation of Monthly, Quarterly and Annual Reports on the Department's overall performance;
- Establishes information and communication systems for monitoring and tracking performance;
- Develops, implements and maintains standard operating procedures on the Strategic Planning process and other processes as required;
- Conducts research on Corporate Planning and other technical activities of the Department and makes recommendations on policy and programmes;

- Collates and tabulates data to be utilized in the development of policies and programmes and for analysis and evaluation activities;
- Works with the Enterprise Risk Management Unit to conduct environmental scans and assess the impact on the Department's operation and programmes to ensure the relevant application in the Strategic Planning process;
- Identifies problems and potential barriers to the effective implementation of planned programmes and projects;
- Works with the Human Resource Management Unit to ensure the alignment of Teams and Individual Plans with Operational and other related Plans;
- Designs training and coaching programmes with the objective of strengthening the Planning and Performance Management processes;
- Conducts Return on Investment (ROI) Assessment on initiatives undertaken;
- Prepares and submits reports on performance outcomes.
- Prepares Cabinet Submissions;
- Ensures stronger governance of high impact policy and project implementation;
- Improves the transfer of knowledge and Succession Planning in the Corporate Planning Cycle;
- Oversees the operation and maintenance of the ISO Quality Management System (QMS);
- Ensures proper control of ISO QMS documentation;
- Manages and maintains the Department's calendar of activities.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's 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 staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills 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's 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 Unit staff are clearly identified and addressed.

Strategic Leadership:

As part of the Executive Team

- Plans, organises and directs the work of the AGD, including leading the preparation of the Department's Strategic Corporate and Operational Plans and Budgets and monitoring the AGD's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the AGD and ensures that staff is aware of and adheres to the Organization's policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD.

As Unit Head

- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Division
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit's performance targets;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity
- Excellent knowledge of Strategic Planning Concepts and Frameworks
- Good knowledge of Project Management
- Good knowledge of Performance Management and Evaluation Methodologies
- Good knowledge of Legislations, Policies and Procedures
- Strong leadership skills
- High emotional intelligence
- Strong performance management skills
- Working knowledge of Government of Jamaica's planning process including the Performance Monitoring and Evaluation System (PMES)
- Knowledge of performance monitoring techniques and their applications

Minimum Required Education and Experience

- Postgraduate Degree in Social Science, preferably in Public Sector Management or related discipline;
 - Training in Strategic/ Corporate Planning, Performance Monitoring and Evaluation;
 - Three (3) years related experience;
- OR**
- Bachelor's Degree from a recognized institution in the disciplines of Management Studies, Business Administration, Public Policy or equivalent;
 - Training in Strategic/Corporate Planning, Performance Monitoring and Evaluation;
 - Five (5) years related experience.
- Experience in the monitoring and evaluation of activities.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Extended working hours may be required.

2. Director, Centralized Disbursement (FMG/PA 3)

Job Purpose

The Director, Centralized Disbursement, ensures the timely disbursement of funds to Ministries, Departments and Agencies (MDAs) for funding the operations and programmes of the Government. The incumbent ensures the execution of an efficient payment system. The incumbent also ensures compliance as per Section 15 of the FAA Act.

Key Responsibilities

Technical:

- Provides technical advice to the Assistant Accountant General and the Deputy Accountant General;
- Maintains an Expenditure Payment System to ensure that all Government obligations are settled in a timely and efficient manner;
- Executes all payments on behalf of MDAs;
- Maintains general management and oversight over all centralized payments and centralized receipts of the Centralized Treasury Management System (CTMS);
- Manages warrant release to MDAs;
- Maintains adequate records and control of recurrent and capital releases;
- Corresponds with MDAs on Capital Expenditure related matters;
- Oversees the reconciliation of cash backing with budgetary releases;
- Oversees the monthly reconciliation of Warrants;
- Manages the preparation of Statutory Financial Statements of the Government and any other statements of account required by the Minister of Finance and the Public Service;
- Monitors the accuracy of all payments from the TSA and reporting to the Accountant General to ensure that cash requirements are accurate to allow forecasting and accurate financial management and planning;

- Monitors the Disbursement Unit continually to minimize/avoid any potential risks;
- Provides guidance to team on technical matters and ensures resolution;
- Assists the Assistant Accountant General and Deputy Accountant General to prepare timely and accurate Financial Management Reports, Special Reports, Forecasts and Statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and MDAs, as well as Financial Institutions, in accordance with defined procedures.

Strategic 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 Unit's fiscal function and performance;
- 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:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's 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 staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Training and Development Manager 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 the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity
- Strong leadership skills
- High emotional intelligence skills
- Strong performance management skills
- Strong knowledge and understanding of Accounting and Reporting Practices
- Strong knowledge of required Legislations, Policies and Procedures
- Comprehensive knowledge of Accounting practices and applications
- In-depth knowledge and experience in all areas of financial management
- Sound knowledge of how financial markets operate
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Knowledge of banking operations
- Comprehensive knowledge of public treasury operations

Minimum Required Education and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**
- ACCA Level 2, **or**

- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Eight (8) years' experience in Accounting;
- Five (5) years' experience working at an executive level in Accounting or Finance;
- Experience analysing financial performance of an organization;
- Experience in budget management.

Special Conditions Associated with the Job

- Required to travel locally and internationally;
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Monday, 15th 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**