



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 113
OSC Ref. C. 4840²⁹

26th 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 be assigned to the post of **Monitoring and Disbursement Officer (GMG/SEG 2) – (Not Vacant)** in the **Economic Management Division, Ministry of Finance and the Public Service**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent has the responsibility to monitor the financing agreement for certain internationally funded projects and in particular, the disbursement/reimbursement of funds to ensure that all conditions precedent to disbursements as stipulated in the Agreement, are met. In addition, he/she will contribute to the preparation of the following reports:

- Annual Foreign Exchange Inflows Projection Report
- Monthly Foreign Exchange Inflows Report
- Foreign Exchange Variance Report

Key Responsibilities

Processes disbursement/reimbursement requests under certain externally funded projects by:

- Liaising with Project Managers to ensure that claims for disbursement/reimbursement are submitted for drawdowns to Lending Agencies in a timely manner;
- Checking all Disbursement/Reimbursement Claims to ensure that:
 - ✓ The activities undertaken are stipulated in the Agreements
 - ✓ The amounts requested are in accordance with the Financing Plan as in the Agreement
 - ✓ No Objection Letters for contracts are signed and in place
 - ✓ The eligibility and accuracy of expenditure
 - ✓ Only persons authorised to sign, duly signed
 - ✓ The necessary supporting documents accompany each application;
- Identifying and reporting on any form of discrepancy found in the applications in order that adjustments/corrective action can be made;
- Consulting the Project Unit, PEX regarding the expenditure of loan/grant funds to ensure that budgetary allocation is not exceeded;
- Liaising with the Reconciliation Unit (DMB) regarding the reconciliation of Special Accounts established at the National Commercial Bank and BOJ;
- Submitting processed applications to the supervisor with comments.

Monitors the Financing Agreement of projects by:

- Monitoring expenditure at each stage of the projects;
- Identifying and reporting on projects coming to the end of the terminal date of disbursement, but are ongoing and making recommendations for extension of disbursement period to facilitate the completion of such projects;
- Preparing Monthly Disbursement Report on the Multilateral and Bilateral portfolio;
- Liaising with Ministries and Project Implementing Agencies to obtain reports on the status of project development;
- Undertaking site visits to assess work and clarify discrepancies that may arise from the various reports submitted;
- Monitoring the external financial flows to determine if they are in line with budget figures;
- Attending Project Review Meetings and preparing reports;
- Contributing to the preparation of draft Annual Financial Statements to facilitate project auditing.

Projects and prepares the Annual Foreign Exchange Inflows from Multilateral/Bilateral Projects by:

- Preparing a listing of all loan/grants funded projects to be included in the Annual Estimate of Expenditures;
- Obtaining from the Implementing Agencies the requested Budgetary allocation for each

- Capital 'B' Project;
- Examining individually signed agreement to ascertain period for project implementation and the Financing Plan as stipulated i.e. the categories to be financed total resource provided: external funds vs GOJ financing portion;
 - Consulting with the project managers in the Project Unit, PEX to ascertain:
 - ✓ The stage the project is at
 - ✓ The pace of implementation
 - ✓ The past disbursement trends
 - ✓ The activities to be determined within the fiscal year;
 - Compiling a listing of all the loan/grant balances and the implementation period;
 - Projecting and preparing the Foreign Exchange Inflows for each project on a quarterly basis by using the Exchange Rate used in casting the Annual Estimate of Expenditure after consultation with the Fiscal Policy Monitoring Unit (FPMU);
 - Conducting quarterly examinations to determine if projections match actual inflows and preparing Variance Reports as necessary.

Required Knowledge, Skills and Competencies

- Good Knowledge of Budget Preparation and Budget Process
- Good knowledge of Lending Agencies disbursement procedures
- Good knowledge of Project Management
- Knowledge of legislation and legal procedures including FAA Act, Loan Act, etc.
- Working knowledge of Microsoft Office Suite including Word and Excel
- Analytical ability
- Good problem-solving skills
- Good interpersonal and customer relations skills

Minimum Required Qualification and Experience

- First Degree in Economics or equivalent qualifications;
- Three to four (3-4) years' experience in a related field.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 13th April, 2021 to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@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**