



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 145
OSC Ref. C. 4840²⁹

3rd May, 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 **Economic Management Division, Ministry of Finance and the Public Service**:

1. **Director, International Financial Institutions (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Programme Management & Co-ordination Officer (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995, per annum and any allowance(s) attached to the post.
3. **Negotiation Officer (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Director, International Financial Institutions (GMG/SEG 3)

Job Summary

The incumbent oversees the functions of the International Financial Institutions (IFI) Unit and provides technical support that contributes to the improvement of the Ministry's policy relationship with international and regional institutions in finance, trade and development.

Key Responsibilities

Technical/Professional

Oversees and effects necessary procedures to fulfill the executive and legislative requirements regarding international financial institutions on behalf of the Ministry and the Government of Jamaica (GoJ) by:

- Ensuring the quality and accuracy of the Unit's outputs and undertaking effective monitoring through to completion of all the executive and legislative processes with regards to the GoJ's membership obligations to specific international and regional financial institutions;
- Researching and validating the executive and legislative procedures;
- Researching, analyzing, evaluating and examining policy proposals and providing recommendations, counter-proposals and alternative options;
- Analyzing policy proposals from international financial institutions and undertaking activities to satisfy the legislative and executive aspects with implications for government policy;
- Co-ordinating the drafting of Cabinet Submissions, Tabling of the Memorandum of Understanding, Minutes and Ministerial Papers in the Houses of Parliament;
- Researching and analyzing documents from international organizations to develop position papers to inform National Policy and Legislation;
- Providing comments on relevant Cabinet Submissions and policy frameworks.

Provides strategic policy advices, formulates and proposes positions on international financial and trade-related issues through the preparation of briefs, position papers for internal and external clients by:

- Monitoring Jamaica's involvement, as well as collaborating with various Agencies and Public Sector entities, to ensure participation and a co-ordinated position within Jamaica's broader Foreign and Trade Policy;
- Researching, analyzing and recommending MOFPS's position in relation to policy proposed by international organizations and preparing related Cabinet documents;
- Advising the Political Directorate and Senior Executives on all significant matters relating to international financial institutions;

- Researching, analyzing and examining proposals, international reports and agreements to advise the Senior Directorate on developments and measures to be taken as well as keeping abreast of international perspectives and within the context of International Relations;
- Providing technical support through research and the monitoring of Financial Trade Activities that contributes to the development of the Ministry of Finance and the Public Service's International Policy relationships with international and regional institutions.

Oversees and implements measures that monitor Jamaica's membership obligations and relations to particular international organizations to maintain benefits by:

- Examining and analyzing policy proposals from international financial institutions to ensure awareness of the implications and to inform National Policy and the associated legislation;
- Advising the Senior Directorate within the MOFPS of the payments required for Jamaica's subscriptions to the international financial institutions and other regional organizations and working in conjunction with the Public Expenditure (PEX) and the Finance and Accounts (FAD) Divisions to effect the payments;
- Submitting requests, invoices and payment information to FAD and Budget/PEX Division for payment related to Jamaica's membership obligations.

Formulates, develops and provides input to inform the MOFPS's contribution to Jamaica's broad international policy position through collaboration with various public and private sector entities by:

- Collaborating with public sector stakeholders on areas requiring national input and co-ordinating responses to international and national entities;
- Collaborating with internal, external, regional and international entities to ensure policy consistency and coherence and developing strategies to resolve issues;
- Providing advice and assistance to public entities and related bodies to resolve complex and sensitive operational issues;
- Researching and providing advice to key stakeholders to inform negotiation positions that are aligned and consistent with the strategic objectives and priorities of the Ministry and the wider GoJ.
- Contributing to the development of public-private partnerships;
- Examining requests from various international financial institutions seeking clearance to conduct trade-related activities with Jamaican businesses or entities;
- Conducting research on the eligibility of identified businesses including assessment of tax compliance status etc.;
- Providing feedback to International Financial Institutions regarding the status and eligibility of Jamaican businesses or entities.

Implements and oversees measures to monitor and advise on the status of Jamaica's payments as well as arrangements made with IFIs for settling arrears in subscriptions and contributions by:

- Examining and analyzing agreements and loan documents from IFIs;
- Negotiating and monitoring the arrangements for settlement of overdue liabilities;
- Preparing and reviewing annual payment projections for budgetary purposes;
- Developing and maintaining a database to track IFIs membership, policy activities and other activities of the Section.

Administrative/Management

- Manages the development of the Unit's activities for the Branch's Corporate and Operational Plans and monitors the Unit's achievement against them;
- Provides expert advice or assistance to resolve complex or sensitive issues;
- Plans, organizes and directs the work of the Section;
- Participates in regular Branch meetings ;
- Participates in the development of the Branch's Corporate and Operational Plans, Budget and monitors the Unit's achievements against them;
- Reviews and monitors staff;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Unit provides a consistently high level of service.

Human Resources

- Manages the welfare and development of staff through the preparation of Performance Appraisals and recommendation for required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and reviews the Unit's policies, procedures and systems to meet the Branch and Divisional goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Branch, Division and the Ministry;
- Convenes regular Team Meetings to address performance and any other matters.

Other related duties

- Represents the Branch Director at various consultations with national and international stakeholders and clients.;
- Represents the MOFPS at National and International Seminars, Conferences and Symposiums;
- Prepares special papers on IFI issues that may be requested by the Branch Director;
- Represents Jamaica in regional consultations among CARICOM states to ensure that the GOJ's concerns are adequately reflected in any CARICOM positions being taken in negotiations;

Required Knowledge, Skills and Competencies

- Sound knowledge of GOJ's foreign policy;
- Sound practical knowledge of macroeconomics, public sector economics, accounting and attendant quantitative tools;
- Sound knowledge of fiscal and economic history of Jamaica and context for the current situation;
- Excellent practical knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Excellent up-to-date awareness of the forces shaping the international environment and the implications for Jamaica's economic prospects and emerging challenges;
- Sound practical knowledge of the process, methods and tools used in economic and fiscal forecasting, stress testing baseline solutions and impact analyses;
- Sound practical knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments;
- Sound practical knowledge of financial administration legislation, including in respect of fiscal targets and commitments;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and secure database management and electronic information exchanges.
- Proficient in management and financial accounting.

Minimum Required Qualification and Experience

- Masters Degree in Economics, Management Studies, Political Science, Public Finance, International Relations, Business Administration or equivalent;
- Seven (7) to eight (8) years' experience in policy design and implementation, quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- Possession of a valid Drivers' License and a reliable motor vehicle.

2. Senior Programme Management & Co-ordination Officer (GMG/SEG 3)

Job Summary

To provide support for the management and co-ordination of activities related to Policy-Based Loans (PBLs), Policy-Based Grants (PBGs), and Technical Co-operations (TCs) being implemented/executed by the Government of Jamaica (GOJ). In particular, the incumbent will assist in managing progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that targets related to the respective programmes/projects as specified in the Financing Agreements are achieved.

Key Responsibilities

Provides support in managing and co-ordinating the implementation of activities related to PBLs, PBGs, and TCs by:

- Participating in meetings on behalf of the MOFPS and contributes to the input in the development of policy matrices and related means of verification, and providing the necessary updates on the outcome of the meetings to Senior Management;
- Monitoring progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that specified conditions/commitments regarding the respective financing agreements are achieved;
- Assisting in the co-ordination and submission of means of verification for the satisfaction of conditions/triggers to the relevant funding Agency
- Monitoring and verifying outcomes and achievement of policy triggers of active programmes to ensure objectives are achieved and advising the Negotiation Section and Senior Management through the supervisor;
- Drafting report on implementation status to the Branch Director, Deputy Financial Secretary (DFS), Economic Management Division (EMD), Financial Secretary (FS) and Funding Agency Portfolio Review Team;
- Contributing to the preparation of official correspondence to funding partners for signing by the DFS (EMD), the FS and the Honourable Minister of Finance and the Public Services.

Conducts research, prepares reports, maintains records and provides advice/information on portfolio-related issues by:

- Conducting research as requested and providing analysis/advice as necessary;
- Identifying research issues and providing data and other information on relevant portfolio issues;
- Reviewing and providing analysis/comments for Draft Cabinet Submissions and other documents;
- Assisting in the preparation of briefs, reports, Draft Cabinet Submissions and Ministry Papers for the DFS (EMD), FS, and HMFP in relation to the portfolio;
- Providing comments on any policy and Budget support-related agreements and documents;
- Assisting with preparation of internal briefs, memos and reports on policy-based and Budget support programmes, terms and conditions for Senior Management to inform decision-making;
- Assisting with maintenance of records in respect of policy-based and Budget support programmes and related documents;
- Assisting with the review of Policy Based and Budget Support Programme Estimates and the related Financing Agreements and Addendums prior to submission for signing by the relevant Ministry personnel;

Maintains effective relationships with internal and external stakeholders and represent the interests of the MOFPS/GOJ on issues related to PBLs, PBGs, and TCs by:

- Developing and maintaining appropriate relationships with key internal and external stakeholders;
- Liaising with the PIOJ and Funding Partners to ensure timely receipt of expected inflows for Policy-based Programmes;
- Liaising with the Negotiation Section regarding performance (historical) in relation to policy programmes to inform decision making and formulation of policy targets/conditions;
- Conducting research to inform advice provided to the Branch Director, DFS, FS and HMFP through the Director of any issues associated with the policy-based programmes with recommendations as applicable to obtain the relevant approvals and/or directives to address issues.

Required Knowledge, Skills and Competencies

- Good knowledge of project/programme management.
- Good knowledge of Macroeconomic policies.
- Good knowledge of Project Management.
- Good knowledge of public policy in relation to Financial Management and the Financial Acts and Regulations.
- Proficient in Microsoft Office Suite including Word and Excel.
- Project Implementation skills
- Analytical ability
- Problem-solving and analysis skills
- Interpersonal skills
- Customer relations skills

Minimum Required Qualification and Experience

- Bachelors Degree in Economics, Finance, Business Administration or equivalent qualifications;
- Three to four (3 - 4) years experience in a related field.

Special Conditions Associated with the Job

- Highly pressured working conditions with numerous competing critical timelines and deadlines.
- Possession of a valid Drivers' License and a reliable motor vehicle.

3. Negotiation Officer (GMG/SEG 2)

Job Summary

Assist with the negotiation function related to the execution of Multilateral and Bilateral funded Investment Loans, Policy-Based Loans (PBLs), Grants, and Technical Co-operations (TCs) being undertaken by the Government of Jamaica (GOJ).

Specifically, the incumbent will undertake the administrative activities for specific assignments, conduct research and assist in pre-negotiation and negotiation activities.

Key Responsibilities

Assists with the provision of technical support and participates in the pre-negotiation and negotiation activities in respect of Investment Loans, Policy-Based Loans, Grants and Technical Co-operations by:

- Liaising/consulting with, as applicable, the Public Expenditure and Public Enterprise Divisions in the preliminary preparation and pre-negotiation stages of prospective projects and programmes regarding budgetary and other related implications;
- Attending pre-negotiation meetings with Executing Agency/Portfolio Ministry, PIOJ, AGC and acting regarding issues/concerns which need to be addressed prior to the formal negotiations;
- Assisting in the preparation of documentation in relation to Financing Agreements (Official funding requests, Policy letters, Authorisation letters etc.);
- Consulting with the MOFPS Divisions, Departments and Agencies, the PIOJ and other line Ministries regarding externally funded loans and grants;
- Providing information to assist in the preparation of official funding requests, policy letters, letters of intent, letters of confirmation and interest and/or fiscal provisions for potential projects/programmes for signing by the Deputy Financial Secretary (DFS) Economic Management Division (EMD), the Financial Secretary (FS) and the Minister of Finance and the Public Service (HMFPS) as necessary;
- Assisting with the review of draft agreements, amendatory agreements and the related documents ensuring that the terms are consistent with the Government's policies, operating procedures, legal and constitutional framework;
- Assisting with the review of draft Minutes of Negotiations to ensure that they accurately reflect the concerns/issues raised by the GOJ Team and the final resolutions or recommendations for further action prior to the document being signed by the MOFPS lead representative;

- Assisting in the preparation of schedules on behalf of the Ministry in relation to the Policy Programmes and where required participates in meetings, missions, seminars and workshops.

Conducts research, prepares reports, maintains records and provides advice/information on portfolio-related issues by:

- Conducting research as requested and providing analysis/advice as necessary;
- Identifying research issues and providing data and other information on relevant project/programme negotiations;
- Preparing reports on prior financing arrangements, terms and conditions for management and internal/external clients;
- Assisting in the preparation of the relevant memos and/or briefs to advise the Public Expenditure (PEX) Division, Fiscal Policy Management Branch (FPMB) and Debt Management Branch (DMB) of potential inflows to ensure conformity with the Public Sector Investment Programmes (PSIP), Medium Term Expenditure Framework and Medium Term Debt Management Strategy;
- Assisting in the preparation of briefs, reports, Cabinet Submissions and Ministry Papers;
- Assisting with preparation of reports on prior financing arrangements, terms and conditions;
- Assisting with maintaining records for all new Financing Agreements finalised by the GOJ.
- Assisting with co-ordinating activities to ensure the requisite budgetary provisions are in place for programmed inflows;
- Assisting with revision of revised Budget Support Programme Estimates and the related Financing Agreement Addendums prior to submission for signing by the relevant Ministry Personnel.

Maintain effective relationships with local and international stakeholders and represent the interests of the MOFPS/GOJ on issues relating to loan and grant negotiations by:

- Assisting in maintaining appropriate relationships with local and international financial institutions and other key stakeholders regarding loan and grant negotiations;
- Assisting with preparation activities for special committees as directed;
- Liaising with MOFPS and other relevant staff of Ministries, Agencies and Departments for the provision of advice or the sharing of information in order to facilitate the effective execution of duties.

Required Knowledge, Skills and Competencies

- Good knowledge of loan negotiation activities.
- Good knowledge of Macroeconomic policies.
- Knowledge of Project Management.
- Knowledge of public policy in relation to Financial Management and the Financial Acts and Regulations.
- Proficient in Microsoft Office Suite including Word and Excel.
- Negotiating skills
- Analytical ability
- Problem-solving and analysis skills
- Interpersonal skills
- Administrative skills

Minimum Required Qualification and Experience

- Bachelors Degree in Economics, Finance, Business Administration or equivalent qualifications.
- Two (2) years experience in a related field.

Special Conditions Associated with the Job

- Highly pressured working conditions with numerous competing critical timelines and deadlines.
- Possession of a valid Drivers' License and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Thursday, 13th May, 2021 to:**

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

Email: **hrapplications@mof.gov.jm**

Please identify the job title of interest as the Subject

*Detailed information about the positions can be accessed on the Ministry's website
www.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**