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(CENTRAL GOVERNMENT)
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10th 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 **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. **Credit Card Programme Administrator (FMG/PA 2)**, salary range \$2,023,418 – \$2,405,208 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.

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

- To lead the preparation of the Strategic, Operational and related Plans;
- To ensure the implementation of these plans; the alignment to Budget and their consistency with the Departments Strategic Objectives;
- To review, analyse and evaluate the Department's, Division's and Unit's performance and identify areas for improvement;
- To establish metrics, indicators, standards and dashboards to collect, organize and monitor performance data;
- To conduct root cause analyse to identify problems/barrier points and provide feedback to management;
- To prepare required reports on performance;
- To engage in data collection and research;
- To provide advice and interpretations;
- To conduct training and coaching sessions to facilitate the involvement of all staff towards achieving the strategic objectives;
- To oversee the management of the ISO Quality Management System (QMS).

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 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;
- Performs any other related duty that may be assigned from time to time.

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 is 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;

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- 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

Managerial:

- Strong Leadership Skill
- High Emotional Intelligence
- Strong Performance Management Skills

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. Credit Card Programme Administrator (FMG/PA 2)

Job Purpose

The Credit Card Programme Administrator is responsible for monitoring and controlling all Government funded credit cards in the Central Government as well as provides guidance and advice to any other applicable institutions. The incumbent also analyzes credit card usage, reports on trends and promotes compliance.

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

- To set-up and adjust card controls;
- To monitor compliance in the use of the credit cards to prevent abuse, waste, fraud and other deviant activities;
- To liaise between the GOJ and credit card provider in addressing all issues concerning contract and the operations of the programme;
- To prepare periodic dash board reports of the entire credit card platform;
- To promote standardization, centralization and automation of the programme through-out Government;
- To monitor the timely payment of credit card bills;
- To reinforce compliance by tracking and reviewing items of expenditure to determine appropriateness with regulations thereby contributing to greater transparency and accountability.

Key Responsibilities

Technical:

- Manages issuance, replacement, activation, deactivation and termination of credit cards based on request submitted by MDAs;
- Monitors Credit Card Accounts and provides oversight of card holder activity;
- Monitors credit card reconciliation activities;
- Prepares and maintains working paper files;
- Establishes, maintains and uses various mechanisms for the analysis of data;
- Performs analysis and accurate forecasting to inform Financial Management and Planning;
- Conducts reconciliations/ audits with MDAs and any other applicable institutions to ensure compliance;
- Provides oversight for spending limits and adjusts/changes spending profiles when necessary;
- Ensures accurate and timely payments of credit card bills on behalf of MDAs;
- Identifies delinquent account and prepares the relevant reports;
- Conducts site visits to obtain source documents from MDAs;
- Performs monthly credit card reconciliation and provides oversight of balances and recent charges;
- Prepares expenditure and other reports to the Ministry of Finance and Public Service and MDAs;
- Issues and interprets Department Policy and Procedures on the use of the credit card;
- Maintains relationships with all MDAs to enhance the effectiveness of the central oversight of the Credit Card Programme;
- Ensures all examinations and referral activity related to the card misuse is documented and escalated accordingly;
- Provides advice and recommendations to Accountant General, Assistant Accountant General, MDAs, and any other applicable institutions on the operations of the credit card system;
- Engages in scenario planning to identify risks and recommends preventative/corrective actions;
- Establishes and implements internal controls to ensure compliance;
- Conducts Training Sessions and presentations at MDAs and any other applicable institutions;
- Establishes and maintains review processes for unauthorized purchases;
- Prepares policies, Standard Operating Procedures and related documents;
- Maintains files of all documentation according to the Department's protocols;
- Performs any other related duty that may assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Excellent knowledge of Accounting and Reporting Practices and Principles
- Good knowledge of Legislations, Policies and Procedures

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**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Three (3) years' experience working in a supervisory level in Accounting or Finance;
- Experience analyzing financial performance of an organization;
- Experience in Budget Management.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Extended working hours may be required;
- Travelling will be required to MDAs.

Applications accompanied by Résumés should be submitted **no later than Friday, 21st May, 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**