



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 169**  
**OSC Ref. C. 4664<sup>12</sup>**

21<sup>st</sup> 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 **vacant** post of **Risk Officer (GMG/SEG 1)** in the **Accountant General's Department**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Director, Enterprise Risk Management, the Risk Officer is responsible for identifying, evaluating and analysing risks inherent to the operations of the Accountant General's Department and participating in formulating, implementing, administering and evaluating Risk Management Strategies to efficiently and cost-effectively manage those risks. The incumbent supports management in ensuring that the Department is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on Risk Management Strategies.

### **Key Responsibilities**

#### ***Technical:***

- Performs the day-to-day activities of various Risk Management and Assessment and business continuity efforts in accordance with the Department's needs and Enterprise Risk Management goals;
- Provides support to build and maintain a sustainable process for identifying, assessing and responding to all organizational risks that might affect the achievement of the Department's Strategic Objectives;
- Facilitates and participates in the ongoing identification and assessment of Enterprise Risks;
- Collaborates closely with Division/Unit Heads (business owners) and project teams to assist in the development, assessment and monitoring of Mitigation Plans for Enterprise Risks to ensure risks are managed to an acceptable level;
- Identifies, evaluates and escalates issues that conflict with the AGD's risk tolerance;
- Facilitates the identification and evaluation of Process Risks with business areas based on an assessment of the control environment;
- Works with business areas to enhance controls or develop Action Plans to address risks;
- Collaborates closely with business owners and project teams to assist in the development, assessment and maintenance of the process level internal control environment and Risk Mitigation techniques;
- Assists management in increasing awareness, building understanding and becoming more effective and self-sufficient in managing risks, in describing their processes and risks and how they are managing those risks;
- Works with business areas and process owners to ensure that risk related documentation is clear and accurate including developing processes and procedures to assist them in maintaining documentation;
- Consults on projects, business process redesigns and other initiatives providing Risk Management Expertise to ensure risks are considered and addressed appropriately;
- Participates in the development, maintenance and improvement of Risk Management policies, methodologies, tools, templates, internal websites and internal and/or external reports;
- Participates in the development and maintenance of the Risk Management Framework, templates and structure;
- Monitors external indicators and market developments for the on-going identification and treatment of emerging financial risks;
- Performs research, conducts interviews and publishes articles to be shared with staff, Managers and Executives across the Company;
- Works with management to develop and implement policies to provide a framework to ensure that appropriate business continuity and Disaster Recovery Plans are in place for all key business processes;
- Develops and provides formal and informal training and guidance to business owners to increase awareness about disaster recovery and business continuity;

- Leads discussions and other efforts to help all areas of management become increasingly self-sufficient in exercising, testing and implementing Corporate Crisis Management, Disaster Recovery and Business Continuity policies and procedures;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Collaboration and Team Work:** The ability to be collaborative and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure
- Working knowledge of Accounting practices and applications
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Sound knowledge of, and experience in Strategic Planning
- Excellent PC skills (e.g. Microsoft Word, Excel, PowerPoint, Access, and Project)

### ***Desirable:***

- Knowledge of Public Treasury Operations
- Knowledge of Banking Operations
- Background in Enterprise Risk policy, governance and processes
- Understanding of Operational Risk Management and Operational Risk Frameworks

### **Minimum Required Qualification and Experience**

- Bachelor's Degree from a recognized institution in Management Studies, or Accounting, or Finance, or ACCA level 2; or Associate of Science Degree in Accounting (MIND), along with the Diploma in Government Accounting (MIND), or equivalent;
- Four (4) years post qualification experience in Enterprise Risk Management or Internal Auditing, preferably in an Accounting and/or Finance environment with at least two (2) years in the Public Sector;
- Background in Compliance.

***Desirable:***

- Enterprise Risk Management accreditation or certification;
- Project Management accreditation or certification.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Friday, 4<sup>th</sup> June, 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](mailto: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**