



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. 186
OSC Ref. C. 4840²⁹

10th June, 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/be assigned to the following posts in the **Economic Management Division, Ministry of Finance and the Public Service**:

1. **Senior Fiscal Economist (Forecast and Monitoring) (GMG/SEG 3) – (Not Vacant)** – salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Macro Economist (Data Monitoring, Management and Analysis) (GMG/SEG 3) – (Not Vacant)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. **Senior Fiscal Economist (Forecast and Monitoring) (GMG/SEG 3)**

Job Purpose

The incumbent has responsibility for forecasting, monitoring and reporting of Fiscal Operations. In addition, the incumbent will participate in the co-ordination and drafting of major sections of the bi-annual Fiscal Policy Paper (FPP) as well as participate in the Attendant Communications Programme and consultations initiatives.

Key Responsibilities

Technical/Professional

- Prepares baseline fiscal projections, sensitivity analyses, stress tests and impact analyses by:
 - ✓ Liaising with Macro Section to review assumptions and forecasts for key macroeconomic variables produced by the BOJ, PIOJ and other local and international agencies;
 - ✓ Developing and enhancing forecasting tools for “primary” fiscal variables, their application in the preparation of baseline projections and the integration of projected values for interest payments, and financing flows in the consolidated projections;
 - ✓ Assessing the stability of the results involving subjecting baseline projections to stress tests and developing alternative scenarios with respect to key variables;
 - ✓ Applying professional judgement to guide the refinement of baseline projections.
- Contributes to the formulation of fiscal policy recommendations by:
 - ✓ Analyzing and assessing gaps between baseline fiscal projections and target values (as per the legislated Fiscal Rules) or from the DSA results in light of the sensitivity and stress test analyses;
 - ✓ Formulating alternative options to address these gaps keeping in mind other Government policies and undertakings;
 - ✓ Developing a recommended set of measures and rationale.
- Prepares relevant information for submission to the AGD for development, execution and monitoring of cash management plans by:
 - ✓ Reviewing monthly projections of fiscal variables in line with the annual approved Budget;
 - ✓ Reviewing analysis of in-year fiscal outcomes and Budget execution against plans;
 - ✓ Contributing to the formulation of recommendations for in-year fiscal corrections as required to address any emerging gaps against targets.

- Prepares relevant Budget documents and of key in-year fiscal monitoring documents reporting on the achievements and expectations of the Government's Fiscal Programme by:
 - ✓ Preparing draft Briefs for the Minister, FS, or members of the Senior Leadership Team for consultations with internal and external clients;
 - ✓ Preparing drafts of various sections of the bi-annual FPP;
 - ✓ Incorporating the inputs into the FPP documents from other Divisions and Departments;
 - ✓ Preparing fiscal information to, and in collaboration with the Government's negotiating team in wage discussions and negotiations with Unions and other relevant bodies;
 - ✓ Preparing supporting documents and actively participating in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Computing the Annual Fiscal Balance of the Specified Public Sector consistent with the debt ceiling (FAA Act) as per the Fiscal Rules;
 - ✓ Undertaking the process of recalibration of the required Annual Fiscal Balance of Specified Public Sector (FAA Act) consistent with legislated debt ceiling;
 - ✓ Managing and assesses the Notional Account established under the Fiscal Rules (FAA Act);
 - ✓ Assisting in the drafting of supporting documents for presentations to and discussions with Parliamentary Committees as required.
- Prepares fiscal information and data by:
 - ✓ Reviewing all fiscal data prepared by direct report to ensure consistency and accuracy prior to dissemination;
 - ✓ Managing the enhancement of the General Data Dissemination Standards (GDDS) and preparation of the Special Data Dissemination Standards (SDDS) Work Plan;
 - ✓ Preparing Government Finance Statistics (GFS) Information for submission to the IMF Statistics Department;
 - ✓ Reviewing all Briefs and Submissions emanating from direct report.
- Participates in the work of the Technical Inter-Agency Macro-Fiscal Working Group. Issues will cover:
 - ✓ Internal and external assumptions for the fiscal and macroeconomic frameworks;
 - ✓ Risk factors to the fiscal real, external and financial sector forecasts;
 - ✓ Policies designed to achieve macro-fiscal targets;
 - ✓ Macro-fiscal data issues and articulation of a data improvement work plans;
 - ✓ Issues related to monetary-fiscal policy co-ordination
- Supports the Ministry's Consultations and Communications strategy and nurtures productive relationships with various Jamaican institutions, Private Sector, other interest groups, Ratings Agencies and International Financial Institutions by:
 - ✓ Preparing and making presentations to groups within and outside of Government that explain the Government's fiscal objectives and policies;
 - ✓ Contributing to the preparation of presentations on fiscal issues to be made by the FS and members of the Ministry's leadership team to Parliamentary Committees and other consultations and fora;
 - ✓ Fostering productive relationships with the media and advanced learning institutions;
 - ✓ Fostering productive relationships with IFIs and other key stakeholders.

Administrative/Management

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carries out some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Oversees the work of the direct report;
- Proposes agenda items to the Chief Fiscal Economist for meetings of Section Heads and Branch meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, co-ordinate the work of the direct report;
- Provides technical input to various internal and external committees;
- Represents the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, etc;
- Co-ordinates the preparation of special papers on fiscal issues that may be requested by other Branches/Units/Divisions, MDAs or domestic and International Agencies.

Human Resources

- Mentors and participates in the progress of the Fiscal Economist through undertaking Performance Appraisals and recommending required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Fiscal Economist on development of job rotation strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Sound knowledge of the processes, methods and tools used in fiscal forecasting, stress testing baseline solutions and impact analyses;
- Excellent knowledge of Jamaica's revenue system, expenditure composition and debt dynamics;
- Sound knowledge of fiscal and economic history of Jamaica and context for current situation;
- Sound knowledge of financial administration legislation, particularly in respect of fiscal rules and associated targets and commitments;
- Excellent knowledge of the International Monetary Fund (IMF) Government Finance Statistics and Data Dissemination Standards;
- Excellent knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;
- Four to five years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Seven years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with Job

- Pressured working conditions with numerous critical deadlines

2. Senior Macro Economist (Data Monitoring, Management and Analysis) (GMG/SEG 3)

Job Purpose

The incumbent has responsibility for the analysis of macroeconomic and sector developments and policies, monitoring of economic outcomes, acting on behalf of the Ministry in inter-agency efforts to prepare and monitor the Country's Economic Programme. In addition, the incumbent shares responsibility for the preparation of information and the drafting of the Macroeconomic Framework Section of the bi-annual Fiscal Policy Paper (FPP) and the attendant monitoring, consultation and communication initiatives.

Key Responsibilities

Technical/Professional

- Provides all required historical data to enable the construction, testing, and assessment of models and other quantitative tools used to evaluate the impact of changes in assumptions and of macroeconomic, structural or sector policies and to enable quantitative research by;
 - ✓ Preparing the Macroeconomic Framework Sections of Budget documents and of key in-year Macroeconomic Monitoring documents reporting on the achievements and expectations of the Government's Economic Programme;
 - ✓ Preparing regular Macroeconomic briefs for the Principal Director and Chief Macroeconomist;
 - ✓ Reviewing, analyzing and providing comments on the Macroeconomic contents of reports from other Units/Branches/Divisions, MDAs or external Agencies;
 - ✓ Reviewing and incorporating relevant Macroeconomic information from the BOJ, PIOJ, STATIN and other local and international institutions into the FPP;
 - ✓ Providing macroeconomic information to support and guide the Government's Team in wage negotiations and discussions with unions and other relevant bodies;
 - ✓ Preparing supporting documents and actively participating in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Preparing draft briefs for the Minister, FS or members of the senior leadership team for consultations with internal and external clients.
- Prepares accurate Macroeconomic information and data for dissemination by:
 - ✓ Examining all relevant Macroeconomic data to ensure consistency and accuracy prior to dissemination;
 - ✓ Managing the updating of the Macroeconomic datasets/dashboard and metadata;
 - ✓ Reviewing all briefings, submissions, etc. originating from the Macroeconomist.
- Represents the Macroeconomic Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and play a supporting role in its Secretariat, alongside the BOJ and PIOJ:
 - ✓ Supports the Secretariat function for the TIAMFWG by:
 - ✓ Preparing for meetings, agenda items and performance of Secretariat function, when required. Issues will cover:
 - Internal and external assumptions for the macroeconomic framework;
 - Risk factors to the real, external and financial sector forecasts;
 - Policies designed to achieve macro-fiscal targets;
 - Macro-fiscal data issues and articulation of data improvement work plans;
 - Monetary-fiscal policy coordination matters.
- Plays an active supporting role in executing the Ministry's consultation and communication strategies and nurture productive relationships with various Jamaican institutions, private sector, other interest groups, Ratings Agencies and International Financial Institutions by:
 - ✓ Drafting reports for presentations to groups within and outside of Government that explain the Government's Economic objectives and policies;
 - ✓ Drafting reports for presentations on macroeconomic issues to be made by the FS and members of the Ministry's Leadership team to Parliamentary Committees and other consultations and forum;
 - ✓ Participating in Section efforts to foster productive relationships with the media and advanced learning institutions;
 - ✓ Participating in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carry out some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Directs the work of the direct report;
- Proposes agenda items to the Chief Macroeconomist for meetings of Section Heads and Branch meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, co-ordinate the work of the direct report;
- Provides technical input to various internal and external committees;

- Represents the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, etc;
- Co-ordinates the preparation of special papers on Macroeconomic issues that may be requested by other Branches/Units or Divisions.

Human Resources

- Mentors and participates in the progress of the Macroeconomist through undertaking performance appraisals and recommending required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports the direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to the direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Macro Economist on development of job rotation strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Excellent knowledge of the process, methods and tools used in macroeconomic forecasting, assessing the confidence interval surrounding the baseline solutions and in analyses of the impact of changes in exogenous assumptions or policies;
- Sound knowledge of strategies used to compile macroeconomic dashboards and to make effective presentations;
- Excellent knowledge of the macroeconomic history of Jamaica and context for current situation;
- Good knowledge of financial administration legislation, including in respect of macroeconomic and fiscal targets and commitments;
- Thorough knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;
- Four to five years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Seven years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions associated with the job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd June, 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**

E-mail: happlications@mof.gov.jm

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer