



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 247**

**OSC Ref. C. 5851<sup>18</sup>**

**23<sup>rd</sup> July, 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 Manager (contractual)** in the **Policy and Planning/CTD Office, Ministry of Education, Youth and Information**, salary range **\$2,778,800** per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Chief Technical Director-Policy and Planning, the Risk Manager is responsible for executing the Ministry's Risk Management functions, by assessing the level of risks to which the Ministry and its Portfolio Agencies may be exposed; designing risk mitigation strategies to reduce, minimize and avoid the likely effects of the risks on the Ministry's policies and programmes. The incumbent will also monitor the implementation of the approved policies, strategies and programmes to ensure compliance with the stated portfolio objectives and standards.

### **Key Responsibilities**

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

- Designs, develops and implements a Risk Management Plan for the Ministry and Agencies;
- Identifies, analyses and determines potential risks relating to the Ministry's policies, staff, customers, property, physical assets and reputation;
- Evaluates Risks Mitigation Strategies implemented and establishes the level of acceptable risk;
- Apprises management and staff of their roles in the risk environment;
- Reviews the Ministry's property and health insurance provisions, employee benefits, as well as, safety measures to determine implications/provisions for risk;
- Reviews reports, contracts, and other related documents, identifies loss trends and provides recommendations for improving the effectiveness of the overall Risk Management Programme;
- Implements policies, procedures and programmes to limit exposure and control costs;
- Liaises with internal and external Auditors to assist in determining risk exposure;
- Conducts research to ascertain developments and trends in the Risk Management Arena, in order to recommend updates to Management;
- Identifies operational components that are non-compliant with established standards, and recommends strategies to enforce adherence;
- Identifies, analyses and makes recommendations to mitigate risk, or reduce potential loss on any new or changing exposures related to the Ministry's operations;
- Collaborates in the development of the Ministry's Safety and Security Programmes, identifying risk and recommends Risk Mitigation Strategies;
- Collaborates with the Strategic and Business Planning Branch regarding the overall performance of the Ministry's Portfolio Objectives and Risk Mitigation Strategies;
- Implements measures to ensure that the Ministry is compliant with Government and International Risk Management standards and regulations;
- Participates in the development of measures/plans for emergency situations;
- Identifies and reports on gaps identified in respect of standards that will underpins the Risk Assessment.

#### ***Management/Administrative:***

- Prepares Annual Work Plan in accordance to PMAS procedures;
- Provides technical inputs in the development of the Division's Operational Plan and the Administration of the Division's Budget;
- Keeps abreast of trends and developments in the field of Risk Management;
- Develops and maintains a Risk Management Procedures Manual;
- Prepares regular and special reports;

- Performs other related functions assigned.

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

#### ***Core:***

- Ability to exercise sound judgment
- Excellent decision-making skills
- Excellent planning and organizing skills
- Excellent research and analytical skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Ability to communicate effectively with persons at various levels
- Ability to multitask and work in a team
- Excellent time management skills
- Ability to undertake corporate risk assessment
- Exhibits a passion for achieving excellence in performance outcomes
- Strategic thinker who excels at coming up with original ideas and is able to execute
- Ability to work under pressure and manage a complex and varied workload and conflicting priorities
- Change oriented
- Keen attention to detail
- Ability to maintain confidentiality, exhibit initiative and integrity
- Ability to make effective presentations
- Good problem-solving techniques and dispute resolution skills
- Proficiency in the use of related computer applications and research databases

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

- Knowledge of the policies, rules and regulations of the Ministry
- Knowledge of the Jamaican Education System
- Sound knowledge of Risk Management strategies
- Knowledge of statistics used for modelling cost and risk trends
- Ability to interpret laws, rules and regulations pertaining to risk management
- Knowledge of Microsoft Office Suite

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

- Bachelor's Degree in Risk Management/Business/Public Administration/Economic/Business Law/Political Science or equivalent with at least four (4) years' related working experience;
- Certification in Risk Management and four to five (4-5) years' related working experience.

### **Special Condition Associated with the Job**

- Required to travel during the course of duties;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Applications accompanied by résumés should be submitted **no later than Monday, 9<sup>th</sup> August, 2021 to:**

**Director – Human Resource Management  
Ministry of Education, Youth & Information  
2- 4 National Heroes Circle  
Kingston 4**

Email: [jobapplications@moey.gov.jm](mailto:jobapplications@moey.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**