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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. **Senior Director Information and Technology – Three (3) years Contract**, salary range \$6,853,795 - \$8,350,684 per annum and any allowance(s) attached to the post.
2. **Director Information Technology – Three (3) years Contract**, salary range \$5,357,361 - \$6,527,424 per annum and any allowance(s) attached to the post.
3. **Database Administrator (MIS/IT 5) – Three (3) years Contract**, salary range \$3,273,335 - \$3,988,241 per annum and any allowance(s) attached to the post.
4. **Hardware Engineer (MIS/IT 5) – Three (3) years Contract**, salary range \$3,273,335 - \$3,988,241 per annum and any allowance(s) attached to the post.
5. **Systems Analyst (MIS/IT 4) – Three (3) years Contract – two (2) posts**, salary range \$2,558,646 - \$3,117,462 per annum and any allowance(s) attached to the post.

1. Senior Director Information and Technology

Job Purpose

Reporting to the Accountant General, the Senior Director – Information and Technology provides vision and leadership for the effective co-ordination of all the Information and Communication Technology (ICT) activities of the Treasury in achieving the GOJ's objectives. She/he will ensure the execution of the necessary training of the AGD, MOFPS and MDA staff in the use of the various related IT systems deployed throughout the Public Sector. She/he will also oversee the provision of information solutions in all forms to all stakeholders for the improved performance of the Treasury, and Public Financial Management.

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

- To develop and implement Strategic and Operational plans for the IT Division ensuring its alignment with the strategic objectives of the AGD;
- To develop and maintain an appropriate IT organizational structure that supports the needs of the AGD and the MOFPS, assessing and making recommendations on the improvement or re-engineering of the IT Division as required;
- To ensure the establishment and maintenance of an agile Information Technology Management System that will cater to and respond to the needs of, and solutions required at, the Treasury, MOFPS and MDAs;
- To ensure training of the staff of the Treasury and other MDAs on the GIFMIS, CTMS, and other IT systems deployed by the GOJ;
- To oversee the management of relevant media technology – mobile, camera, internet, social, PR, website, and satellite;
- To oversee the Registry and Treasury Information Communication and Technology Services

Key Responsibilities

Technical:

- Ensures technological guidance is provided to the Accountant General and the staff of the AGD, MOFPS and MDAs with respect to AGD systems;
- Participates in the development, tracking, optimizing and enforcing of short-term and long-term computer and Information System Plans and Budgets;
- Keeps current with relevant emerging IT trends, and current dominant technologies;
- Ensures the development, implementation and maintenance of a platform to serve the AGD and its stakeholders as required;

- Co-ordinates and facilitates consultation with stakeholders to define business and systems requirements for new technology implementations;
- Defines and communicates corporate plans, policies, and standards for the Organization for acquiring, implementing, and operating IT systems;
- Participates in the assessment of AGD's workflows and processes, and definition of data requirements and conduct of relevant cost-benefit analysis;
- Identifies opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development to accomplish the AGD's business objectives;
- Develops business case justifications and cost/benefit analyses for IT spending and initiatives;
- Assesses and communicates risks associated with IT investments, including the IT infrastructure, software, business processes and Human Resources;
- Ensures continuous delivery of IT services through oversight of service level agreements with end users and monitoring the performance of IT systems;
- Ensures IT system operation adheres to applicable standards, laws and regulations;
- Promotes and oversees strategic relationships between internal IT resources and external entities;
- Directs development and execution of a Department-wide Disaster Recovery and Business Continuity Plan.

Strategic Leadership:

As part of the Executive Team

- Plans, organizes and directs the work of the AGD, including participating in the preparation of the Department's Strategic Corporate and Operational Plans, and Budgets, and monitors 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 adhere to the Organization's, policies, procedures and regulations;
- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD;
- 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;
- Deputizes for the Accountant General as and when required.

As Divisional Head:

- Establishes IT Divisional goals, objectives, and operating procedures;
- Leads IT strategic and operational planning to achieve the Department's and PFM goals by fostering innovation, prioritizing IT initiatives, and co-ordinating the evaluation, deployment, and management of current and future IT systems across the Organization
- Develops, tracks, and controls the Information Technology Annual Operating and Capital Budgets;
- 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 Division;
- Meets or exceeds Divisional performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Division by overseeing the development of performance targets for the Division and staff (Divisional Operation Plan) based on the Corporate Strategic Plan;
- Ensures that the Division'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;
- Leads in the recruitment of staff for the Division;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Manager, Training and Development to develop and implement Staff Development and Succession Plans for the Division to ensure adequate staff capacity;
- Monitors job 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 Divisional staff are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- In depth technical and working knowledge of IT
- Knowledge of the various relevant guiding Acts and Regulations related to IT
- Considerable knowledge of business theory, business processes, management, Budgeting, and business office operations
- Good understanding of computer systems characteristics, features, and integration capabilities
- Comprehensive and technical knowledge of IT Architecture and Technology;
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Division, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Division's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Division 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
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT 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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors 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 behaviors, 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
- **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
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills
- Ability to work effectively under pressure

Minimum Required Education and Experience

- A post graduate Degree from a recognized institution in the discipline of Computer Science or Information Technology, or Business Administration with technology as a core component, or equivalent;
- Specialized training in the establishment and maintenance of integrated PC/MIS Systems;
- Technical expertise in IT systems and systems development;
- Ten (10) years' related post qualification experience with at least five (5) years in a Senior Executive and Technical IT position;
- Five (5) years' project management experience;
- Working experience in a Finance and Accounting environment;

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- All successful candidates will be subject to security screening.

2. Director Information Technology

Job Purpose

Reporting to the Senior Director- Information and Technology, The Director – Information Technology ensures that the operations of the AGD are enhanced and supported through the use of improved methods, techniques and cutting edge Information Technology. The incumbent will ensure that the relevant automated, integrated, effective, efficient and economical information systems are employed throughout the AGD, MOFPS and MDAs to improve the Government's acquisition, allocation, utilization and conservation of public financial resources. The incumbent will also ensure that the GIFMIS is developed and maintained, that staff are trained in the use of the systems, and that there is compliance with recognized standards and applicable policy.

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

- Directs the establishment and maintenance of an agile Information Technology Management system that will cater to and respond to the needs of, and solutions required at, the Treasury, MOFPS, MDAs and wider stakeholder population;
- Co-ordinates the implementation of requisite training programmes to the Treasury and other MDAs on the GIFMIS, CTMS, and other IT systems and portals deployed by the GOJ;
- Oversees the management of relevant media technology – mobile, camera, internet, social, PR, web, and satellite;

Key Responsibilities

Technical:

- Provides technological guidance to the Accountant General and the staff of the AGD, MOFPS and MDAs;
- Collaborates with the Accountant General, Senior Director – Information and Technology, and other Senior Officers and Department Heads to shape interdepartmental IT policy;
- Participates in the establishment of the strategic and tactical goals, policies, and procedures for the information technology Division;
- Participates in the development, tracking, optimizing and enforcing of short-term and long-term computer and information systems Budgets;
- Ensures co-ordination and supervision of Information System and Communications network;
- Oversees the development, implementation and maintenance of a customer service platform to serve the AGD and its stakeholders in every aspect utilizing web enabled security controlled access portals, popular social media interfaces and mobile friendly applications/platforms;
- Ensures that departmental workflows, processes and definition of data requirements are properly assessed and conducts relevant cost-benefit analysis;
- Oversees the design, establishment, and maintenance of a network infrastructure for local and wide area connectivity and remote access;
- Consults with Administration, Treasury and MDA end users, to exchange information, present new approaches, and to discuss and effectively facilitate equipment and system changes;
- Ensures that effective research for hardware and software solutions requirements are performed for the Centralized Treasury Management System (CTMS);
- Conducts technical analysis of application systems and specification of technical requirements for maintenance/enhancement activities and hardware;
- Oversees the design of technical specifications and programming of application components for distributed applications;
- Oversees Computer Operations – monitoring of servers, storage devices, and other input and output equipment and media; backup and recovery procedures;
- Oversees the design and maintenance of Database architecture, metadata, and data repositories;
- Ensures that the Unit Administers Network activities and functions for designated MDAs or programmes and uses information, software, hardware, policies, and procedures to plan, configure, operate, optimize, and troubleshoot networks of communicating devices.;
- Oversees the development and implementation of printed and online documentation including programming and operations documents, user manuals, and help screens;
- Oversees the provision of first level automation support to AGD, MOFPS and MDAs, including evaluation of hardware/software needs, and general computer support;
- Monitors to ensure appropriate input and back-up procedures are followed; procedures are updated, errors corrected, troubleshooting and contact of vendors or systems staff as needed;
- Participates in and oversees vendor contract negotiations for purchases for all new computer equipment and software being purchased for the AGD;

- Oversees the deployment of new computer equipment and evaluates the risks associated with adopting new technologies and computer systems;
- Ensures the Division monitors, updates and maintains applications;
- Assesses and anticipates technology projects and recommends appropriate actions and resources;
- Keeps current with emerging IT trends, and current dominant technologies;
- Drives the delivery of requisite training programmes to the Treasury and other MDAs on the GIFMIS, CTMS, and other IT systems and portals deployed by the GOJ;
- Ensures that the Division identifies user needs and resolves problems;
- Ensures that the Department analyses and fulfils user requests for information from Treasury, MDA and other data sources;
- Ensures that reported problems are identified, prioritized, and resolved including voice, data, account administration, email, desktop, and institutional applications issues; and collaborates with other support and technology groups to manage an effective triage and resolution procedure;
- Oversees the administration, monitoring and directing of all aspects of the daily operation for data centre or similar operations.

Strategic Leadership:

- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the Department and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Department and Division;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget, and supports the Senior Director, Information and Technology to deliver the Division's Operational Plan in an accurate and timely manner;
- Prepares and monitors the Information Technology Department's Operational Plan and Budget ensuring the work of the Department is carried out according to plan, and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Senior Director, Information and Technology as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit Performance targets.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the corporate Strategic 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 recruitment 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 Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job 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 that welfare issues of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of computer systems audit
- Comprehensive and technical knowledge of IT Architecture and Technology
- Cutting edge knowledge of IT direct service delivery through on line web enabled portals, use of popular social media and mobile platforms and interfaces
- Knowledge of the various guiding Acts and Regulations
- **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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **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
- **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
- **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
- **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 behaviors 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 behaviors, in order to build trust and credibility;
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills
- Ability to work effectively under pressure

Minimum Required Education and Experience

Essential:

- A post graduate degree from a recognized institution in Information Technology;
- Incumbent must have technical expertise in IT Systems and Systems development;
- At least 10 years' experience working in a management and technical IT position
- Proven experience in IT industry business applications
- Proven experience in IT leadership, IT architecture development, organizational enhancement, technology enhancement, and vendor management
- Proven and advanced skills in Project Management

Desirable:

- Certification as a member of at least one recognized IT certifying body

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- All successful candidates will be subject to security screening.

3. **Database Administrator (MIS/IT 5)**

Job Purpose

Reporting to the Manager Systems Operations, the Database Administrator is responsible for the performance, integrity and security of the Treasury databases. The incumbent co-ordinates the planning and development of databases and troubleshooting any application issues due to database inconsistencies. The incumbent assists with the physical translation and implementation of logical data design specifications. The incumbent also assists in the maintenance of the integrity and security of application systems data and related databases.

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

- To perform application development, database administration, and web development services;
- To ensure database integrity and security is maintained and the recovery of application systems within a specified recovery time objective.

Key Responsibilities

Technical:

- Establishes the needs of users and monitors user access and security;
- Monitors performance and manages parameters to provide fast responses to front-end users;
- Maps out the conceptual design for planned databases;
- Considers both back-end organization of data and front-end accessibility for end-users;
- Refines logical designs so that they can be translated into specific data models;
- Refines further physical designs to meet system storage requirements;
- Installs and tests new versions of the DBMS;
- Maintains data standards;
- Writes database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Controls access permissions and privileges;
- Develops, manages and tests back-up and recovery plans;
- Ensures that storage and archiving procedures are functioning correctly;
- Conducts capacity planning;
- Collaborates and works closely with Programmer/Webmaster and other IT staff;
- Communicates regularly with technical, applications and operational staff to ensure database integrity and security;
- Participates in research on database technology trends;
- Assists Research and Development efforts in data collection as well as analysis of emerging database technologies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- In-depth knowledge of Structured Query Language (SQL) and normalized relational databases.
- Knowledge of applicable data privacy practices and laws.
- Good working knowledge of Operating Systems such as Windows, Unix.
- Exposure to database systems.
- Excellent understanding of multi-disciplinary nature of IT solutions.
- Sound understanding of project management principles.
- An understanding of database structures, theories, principles, and practices.
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT.
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience, and training/education.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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 a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Ability to work effectively under pressure**
- **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.
- **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.
- **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.
- **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.
- **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.
- **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 behaviors 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 behaviors, in order to build trust and credibility.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-ones face-to-face, with excellent public speaking skills.

Minimum Required Education and Experience

- A Bachelor's Degree in Computer Science or Information Technology;
- Training in Database Management Systems (DBMS) administration and maintenance, database design, analysis, and management;
- Six (6) years' experience working in a similar capacity.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- All successful candidates will be subject to security screening

4. Hardware Engineer (MIS/IT 5)

Job Purpose

Reporting to the Manager Infrastructure Operations, the Hardware Engineer is responsible for the maintenance and support of all computer hardware within the Treasury's operations. The incumbent oversees the configuration and installation of the relevant computer systems, servers, Uninterrupted Power Supply (UPS), Power Distribution Units (PDU), rack management as well as peripherals including keyboards, mouse and printers; and the troubleshooting and testing of computer hardware.

The incumbent is responsible for day-to-day maintenance and support of the hardware and power aspects of the computing environment to ensure consistency in the safety, reliability, performance and quality of hardware and power systems.

The incumbent evaluates existing computer systems and improves models, and designs hardware and infrastructure solutions to meet the AGD's and other stakeholders' emerging needs.

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

- To research, design, develop, and test computer hardware and infrastructure solutions to meet the Department's emerging needs;
- To analyze existing systems to identify flaws and or inefficiencies and make modifications that will increase the functions of computers;
- To maintain and support the hardware and power aspects of the computing environment to ensure consistency in safety, reliability, performance and quality.

Key Responsibilities

Technical:

- Understands user requirements;
- Designs, develops and implements safe, effective and reliable hardware and infrastructure solutions;
- Updates systems by improving the components, layout and design of computers for increased efficiency, increasing speed and function;
- Updates existing computer equipment so that computer hardware components work together with the latest software developments, in collaboration with software developers;
- Conducts research on technology trends and submits reports and recommendations on significant findings for follow-up evaluation;
- Researches and documents on the technical specification, security and environmental implications of devices to be included in the Treasury's computing environment;
- Assesses various Information Technology systems in determining their suitability;
- Assists in the technical evaluation of tenders/bids from vendors/contractors for the supply and/or installation of products and/or services;
- Monitors and manages the implementation activities of contracted vendors/suppliers for the proper installation and servicing of hardware and power systems;
- Tests hardware and power systems to ensure that a quality solution is accepted;
- Establishes security levels and ensures they are adhered to;
- Monitors and captures relevant environment statistics using available tools;
- Tracks and analyses resource utilisation for capacity planning;
- Ensures hardware and power availability for application systems;
- Ensures availability of all sufficient resources to assure system availability (spares, support agreement, power supply);
- Monitors hardware and power infrastructure performance and troubleshoots problem areas as needed;
- Carries out the regular preventative maintenance activities for supported equipment;
- Effects the necessary repairs, replacement and relocation of hardware;
- Monitors and tests power system performance and provides power system performance statistics and reports;
- Identifies and implements Industry standards, best practices and emerging technologies to manage and monitor access to and use of hardware and infrastructure, and to create/promote new directions/advances in computer hardware/systems for the Treasury and stakeholders;
- Maintains knowledge of computer engineering trends and new technologies.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Demonstrated ability to apply technology solutions to business problems
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, and end user experience
- Functional understanding of project management principles and their application to Infrastructure projects
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team 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
- **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

- **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
- **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
- **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.
- **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 behaviors 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 behaviors, in order to build trust and credibility
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills

Minimum Required Education and Experience

- A Bachelor's Degree from a recognized institution in Computer Engineering or equivalent;
- At least six (6) years' experience, in a related technical IT position;
- Experience in hardware and power system design, configuration and maintenance;
- Experience in related IT disciplines such as data processing, hardware platforms, enterprise software applications, database administration and outsourced systems.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- All successful candidates will be subject to security screening

5. Systems Analyst (MIS/IT 4)

Job Purpose

Reporting to the Senior Programmer, the Systems Analyst in collaboration with other IT staff is responsible for designing new IT solutions, modifying, enhancing or adapting existing systems and integrating new features or improvements, to improve the efficiency of Treasury operations, productivity, and effectiveness. In support of the development and maintenance of the Government's Integrated Financial Management Information System (GIFMIS), and other enterprise wide systems, the incumbent ensures the development of applications that meet the needs of end users, administers the Operating Systems (OS) on which these applications reside, and maintains application backup and recovery schedules.

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

- To act as liaison between the AGD and Suppliers/Developers of solutions;
- To examine existing IT systems and business models;
- To analyse systems requirements;
- To undertake product development;
- To implement, configure and test feasible solutions by:
 - ✓ Conducting cost analysis and agree the timeframe to implement the proposed solutions.
 - ✓ Specifying and shape system requirements and operations, user interface and output and develop proposals.
 - ✓ Working closely with staff and software developers, during the report and implementation phases.

Key Responsibilities

Technical:

- Provides technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance the Treasury's existing Microsoft based systems;

- Makes recommendations on custom applications which include a number of MS-Access data capture systems for Stewardship and other databases which need to be moved into a central SQL repository;
- Identifies opportunities that can improve efficiency of the Treasury business processes;
- Investigates and resolves application functionality related issues and provides first level support and troubleshooting all Treasury systems;
- Co-ordinates application development for multiple projects;
- Assists in troubleshooting software application issues;
- Assists in managing an outsource relationship for third (3rd) party application development consultants;
- Assists with application installation and testing;
- Troubleshoots technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Provides assistance and advice to all users in the effective use of applications and Information Technology;
- Provides minor programming for some in-house IT projects;
- Writes technical procedures and documentation for the applications including operations, user guide, etc;
- Produces technical documentation for new and existing applications;
- Participates in weekly meetings with the IT Network Team to discuss progress and issues to be resolved, and reports progress on a weekly basis to the Senior Programmer;
- Participate on IT project Steering Committees and be involved in the design phase of any new IT software development projects;
- Assists in the creation of the system design and functional specifications for all new development projects;
- Serves as a liaison and facilitator between all Divisions and Units to assist in addressing and resolving IT software issues;
- Collaborates with Units in regard to business process re-engineering and develops system requirement specifications that meet those needs.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up
- Thorough understanding of multiple platform function including Mini-Computers, Personal Computers and workstations, to include operating system, utilities, shared and peer function
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions.
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience, and training/education
- Functional understanding of project management principles and their application to Infrastructure projects and teams
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **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 in a consistent, effective and efficient manner
- **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
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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 a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Ability to work effectively under pressure**

- **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
- **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.
- **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 behaviors 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 behaviors, in order to build trust and credibility
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills

Minimum Required Education and Experience

Essential:

- Bachelor's Degree in Computer Science or Information Technology or equivalent;

Desired:

- Business Studies;
- At least six (6) years' experience as a System/ Programmer Analyst or other relevant post.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- All successful candidates will be subject to security screening.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 11th August, 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**