



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 262
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3rd August, 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 be assigned to the post of **Programme Management & Co-ordination Officer (GMG/SEG 2) – (Not Vacant)**, in the **Economic Management Division, Ministry of Finance and the Public Service**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

To assist with the provision of support for the management and co-ordination of activities related to Budget Support Programmes (BSPs), Policy-Based Loans (PBLs), Policy-Based Grants (PBGs), and Technical Co-operations (TCs) being implemented/executed by the Government of Jamaica (GOJ). In particular, the incumbents will assist the Director in managing the progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that targets related to the respective programmes/projects as specified in the Financing Agreements are achieved.

Key Responsibilities

Provides support in managing and co-ordinating the implementation of activities related to BSPs, PBLs, PBGs, and TCs by:

- Assisting with the provision of support to facilitate the MOFPS's participation in meetings and assisting with the development of policy matrices and related means of verification, and providing reports on the outcome of meetings;
- Assisting with the monitoring of progress in relation to programme activities, preparing the necessary reports and making recommendations to ensure that specified conditions/commitments regarding the respective financing agreements are achieved;
- Assisting in the co-ordination and submission of means of verification for the satisfaction of conditions/triggers to the relevant funding agency;
- Assisting with monitoring and verifying outcomes and achievement of policy triggers of active programmes to ensure objectives are achieved;
- Assisting with the preparation of official correspondence to funding partners for signing by the Deputy Financial Secretary, Economic Management Division (DFS, EMD), the Financial Secretary (FS) and the Minister of Finance and the Public Service (MFPS).

Conducts research, prepares reports, maintains records and provides advice/information on portfolio related issues by:

- Conducting research as requested and providing analysis/advice as necessary;
- Identifying research issues and providing data and other information on relevant portfolio issues;
- Reviewing and providing analysis/comments for Draft Cabinet Submissions and other documents;
- Assisting in the preparation of Briefs, Reports, Draft Cabinet Submissions and Ministry Papers for the DFS EMD, FS, and MFPS in relation to the portfolio;
- Providing comments on any policy and budget support related agreements and documents;
- Assisting in the preparation of briefs, memoranda and reports on policy-based and Budget support programmes to inform decision-making;
- Assisting with maintaining records in respect of policy-based and Budget support programmes and related documents;
- Assisting with the review of Policy Based and Budget Support Programme Estimates and the related Financing Agreements and Addendums prior to submission for signing by the relevant Ministry personnel.

Maintains effective relationships with internal and external stakeholders and represent the interests of the MOFPS/GOJ on issues related to PBLs, PBGs, and TCs by:

- Assisting with maintaining appropriate relationships with key internal and external stakeholders;
- Liaising with the Planning Institute of Jamaica (PIOJ) and Funding Partners to ensure timely receipt of expected inflows for policy-based programmes;
- Liaising with other MOFPS staff as well as the relevant staff of MDAs and Public Bodies for the provision of advice or the sharing of information in order to facilitate the effective execution of duties.

Required Knowledge, Skills and Competencies

- Good knowledge of project/programme management
- Knowledge of fiscal and macroeconomic policies
- Knowledge of public policy in relation to Financial Management and the Financial Acts and Regulations
- Knowledge of the Public Debt Management Act (PDMA) and Regulations.
- Knowledge of Jamaica's Legislative Process.
- Proficient in Microsoft Office Suite including Word and Excel.
- Proficient in the use of Communication technology
- High level of confidentiality, honesty and integrity
- Project implementation skills
- Strong analytical skills
- Strong oral and written skills
- Problem solving and analysis
- Strong interpersonal skills
- Team oriented
- Strong organization skills

Minimum Required Qualification and Experience

- Bachelors Degree in Management Studies, Business Administration, Public Administration or equivalent qualifications;
- Two (2) years of experience in a position related to the field.

Special Condition Associated with the Job

- Highly pressured working conditions with numerous competing critical timelines and deadlines.
- Occasional ad hoc hours outside of the normal working hours to meet critical deadlines.
- Valid Jamaican Drivers' License and a reliable motor vehicle

Applications accompanied by Résumés should be submitted **no later than Tuesday, 17th August, 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***

Email: 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.


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