



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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30th September, 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 Senior Financial Policy Analyst (GMG/SEG 4) in the Public Expenditure Policy & Co-ordination Division, Ministry of Finance and the Public Service**, salary range \$3,032,763 - \$3, 605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the leadership and direction of the Principal Director – Accounting and Financial Management Policy, the Senior Financial Policy Analyst, manages evidence-based research and analysis mechanisms to inform the development of policy initiatives and programmes, to support the advancement and application of GOJ Accounting and Financial Management systems, legislative instruments, tools, procedures, standards and guidelines.

Key Responsibilities

Technical/Professional:

- Researches, analyses and reviews a range of complex Accounting and Financial Policy issues and identifies emerging issues;
- Assimilates a wide array of data, policies and project information to identify key issues;
- Manages the resolution of complex and conflicting policy issues to identify the optimal long-term Accounting and Financial Management strategy;
- Develops evidence-based Accounting and Financial Policy options, and recommends solutions to resolve problems and mitigate policy risks;
- Contributes to the development of accounting, financial, cost-benefit and econometric models to ensure investment and policy decisions are based on a strong and rigorous evidence base;
- Uses Cost-benefit Analysis tools to undertake Accounting and Financial Assessments of requests for support from MDAs;
- Researches, develops and implements procedures to improve internal controls, applications and practices of the GOJ accounting and financial approaches throughout MDAs;
- Manages and delivers Accounting/Financial Projects and Assessments by considering the need to rapidly understand, integrate information and adapt in an often changing and unpredictable environment;
- Manages high-level consultations and negotiations with key MDAs and Non-governmental Agencies to ensure required subject area data is available and well-integrated to produce high quality and evidence-based advice;
- Contributes to the development of internal control mechanism to guide the management of business processes under the purview of the Branch;
- Contributes to the revision and amendments of the FAA Act and Regulations by providing proposals and recommendations in collaboration with the Legal Services Units of the AGC,;
- Provides expert accounting and financial advice to the Deputy Financial Secretary - PXPC, Financial Secretary, Permanent Secretaries and other Heads of Entity;
- Builds and maintains relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and accounting and financial assessment tools;
- Monitors, evaluates and reports on the development and/or implementation of policies and accounting and financial assessment tools to identify issues and ensure the achievement of desired outcomes;
- Mentors and guides Financial Policy Analysts and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives;
- Works with relevant MDAs, Industry and Academia to research and understand potential issues in the Accounting and Financial Management Sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with MoFPS requirements, in response to MDA's and/or GOJ requests;

- Keeps informed of developments in the public policy, accounting and financial management issues to help the Ministry operate with initiative and innovation.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Accounting and Financial Management as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on the role of Division/Unit for the Orientation/Onboarding Programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- In-depth knowledge of policy evaluation frameworks
- In-depth knowledge of Accounting and Financial Management principles and practices
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make a cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver a presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government

- Knowledge of the Government processes, including policy development, financial planning, Performance Management Systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

Minimum Required Qualification and Experience

- Master's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Project Management or Change Management;
- Four (4) years of experience in a Public Policy or Public Sector Management environment, with at least two (2) years in a management capacity.

OR

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Certification in Project Management or Change Management;
- Six (6) years of experience in a Public Policy or Public Sector Management environment, with at least three (3) years in a management capacity.
- Legal certificate and training would be an asset.

Special Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 13th October, 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: hrapapplications@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**