



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. 386
OSC Ref. C.5851¹⁸

17th November, 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 following **vacant** posts in the **Ministry of Education, Youth and Information**:

1. **Director, Policy Analysis and Research (GMG/EO 4) – Planning and Development Division**, salary range \$4,664,208 – \$5,544,278 per annum and any allowance(s) attached to the post.
2. **Audit Manager (FMG/AS 4) (Schools) – Internal Audit Division**, salary range \$3,154,074 – \$3,749,202 per annum and any allowance(s) attached to the post.

1. **Director, Policy Analysis and Research (GMG/EO 4)**

Job Purpose

The incumbent will manage the capture, storage, analysis and dissemination of information that will aid the Ministry with decision-making and monitoring of the Education System.

Key Responsibilities

Technical/Professional:

- Evaluates the effectiveness of existing Policies/Policy Statements, in light of changes in the Ministry's external and internal environments and makes recommendations for their revision or enforcement or the introduction of new policies;
- Oversees the preparation, presentation and dissemination of Policy Briefs and Research Studies;
- Oversees the development of Education Indicators for the Jamaican Education System;
- Directs the preparation and publication of relevant Education Statistics;
- Manages the activities of external contractors who are providing services to the Unit;
- Manages the Secretariat services for the Senior Policy Making and Executive Management Group Meetings;
- Provides guidance and direction to other Units/Divisions in respect of Policy Development;
- Prepares or ensures the preparation of Cabinet Notes and Submissions as required;
- Visits educational institutions to support Research and Policy Development activities;
- Co-ordinates local and international requests for research and interfaces with educational Institutions/Regions/Central Ministry for their implementation;
- Reviews and provides feedback on Inter-sectorial Policies, Position Papers and other documents.

Management/Administrative:

- Prepares the Annual Work Plan for the Unit in accordance with the Divisional Operational Plan and the Ministry's Corporate Plan;
- Prepares the Unit's Annual Budget and monitors the allocation and expenditure of funds;
- Prepares Management Reports on activities undertaken by the Unit;
- Develops, reviews and revises policies and procedures for the Unit;
- Co-ordinates the Unit's activities with those of other Units within the Planning and Development Division;
- Represents the Ministry on various external Committees, including the Population Policy Co-ordinating Committee, Jamaica Social Policy Evaluation Committee and the National Council on Education;
- Assesses, at intervals, the efficiency and effectiveness of the Policy Analysis, Research and Statistics Unit; develops, implements and communicates process improvements.

Human Resource:

- Provides leadership to staff through effective objective/goal setting, delegation and communication;
- Implements and maintains the established Human Resource Management Systems;

- Identifies and manages the welfare needs of assigned staff;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Collaborates with the Human Resource Management and Administration Division in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Unit and personal development and career advancement of employees;
- Fosters teamwork and a harmonious working environment and promotes collaborative working across Divisions/Units;
- Monitors the routine operations of the Unit and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff through coaching and mentoring, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance;
- Conducts Performance Appraisals of assigned staff;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Division and the Unit;
- Participates in the recruitment and selection of staff and recommends movement, when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff in the Unit and participates in the administration of staff benefits in keeping with established Human Resource Policies;
- Recommends/administers disciplinary action in keeping with established Human Resource Policies;
- Conducts Monthly and Ad-Hoc Staff Meetings;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Performs other related functions assigned from time to time by the Senior Director, Planning and Development.

Required Knowledge, Skills and Competencies

Core:

- Sound leadership, decision-making and problem-solving skills
- Excellent analytical skills and good judgement exercised
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent coaching and human relations skills
- Ability to work in a team

Technical:

- Sound knowledge of Statistical Package for Social Sciences (SPSS), the MS Office Suite and the Internet
- Sound knowledge of the Jamaican Education System
- Knowledge of Government Regulations and Procedures

Minimum Required Qualification and Experience

- Master's Degree in Education, Social Sciences or equivalent qualifications;
- Training in Quantitative and Qualitative Research Methods and Statistics;
- Ten (10) years' experience at a managerial level, specializing in Educational Administration, Planning, Research and Policy Analysis;
- Five (5) years teaching experience.

Special Conditions Associated with the Job

- Required to travel locally and overseas to attend conferences, seminars and meetings;
- Must possess a reliable motor vehicle and a valid Driver's Licence.

2. Audit Manager (FMG/AS 4)

Job Purpose

Under the general direction of the Chief Audit Executive, the Audit Manager (Schools) is required to manage and direct the Audits of Government-funded educational institutions island-wide, to determine compliance with the provisions of relevant laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems and recommend appropriate measures to be taken.

Key Responsibilities

Technical/Professional:

- Assists the Chief Internal Auditor (CIA) in the development of the one-year Audit Plan to include the priority level of each assignment, time schedules and the deployment of staff;
- Supports the Chief Internal Auditor by participating in decision-making that affects the management and work of the Team(s) that fall within the incumbent's sphere of responsibility;
- Plans scope of Audits, reviews and where necessary, prepares Audit Programmes. Plans time schedules and deploys Team Members;
- Conducts special audits/investigations as instructed;
- Reviews Audit work of Team Members and when necessary, prepares final reports of Audit findings and recommendations;
- Submits Quarterly Reports, giving updates on completed assignments and highlights unique cases as they occur (especially cases where the risk is very high);
- Represents the Division at meetings, in Court and other events as directed;
- Prepares individual timesheet.

Management/Administrative:

- Prepares the Annual Operations Plan and Budget for the Section;
Directs the identification and evaluation of the risk areas and oversees the development of the Audit Work Plan;
- Directs the overall performance of Audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures;
- Prepares monthly assignments for each Team;
- Ensures the security of Audit files;
- Prepares Monthly/Special Reports as required.

Human Resource:

- Conducts Performance Appraisals for staff supervised;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Ministry and the Internal Audit Division;
- Develops and manages the performance of Team assigned, including transferring skills, motivating staff through coaching and mentoring, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Ensures the training and other needs of staff are adequately identified and submitted to Chief Internal Auditor;
- Conducts Monthly and other Ad-hoc Meetings with staff assigned as required;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent planning, organizing and analytical skills
- Strong written and oral communication and presentation skills
- Strong interpersonal skills
- Ability to lead and build a dynamic team
- High levels of integrity, professionalism and honesty
- Attention to detail
- Highly developed investigative skills

Technical:

- Comprehensive knowledge of auditing principles, standards and techniques including sampling techniques, computer assisted audit techniques (CAATS) and value for money/operational Audits
- Expert knowledge of the accounting principles, procedures, standards and practice
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of organizations
- Proficiency in Microsoft Office Suite
- Basic training in the various accounting software
- Ability to conduct risk management
- Proficiency in computer auditing techniques

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent, plus over five (5) years' Auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government Auditing courses and professional Audit training would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Will be required to travel island-wide to perform Audits;
- May have to work in less than adequate physical conditions;
- Exposure to personal security risks.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 30th November, 2021 to:**

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

Email: 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**