



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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/be assigned to the following posts in the **Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Director (FMG/PA 4) – Public Enterprises Division – (Vacant)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Financial Analyst (FMG/PA 3) – Monitoring Unit, Public Enterprises Division – (Vacant)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Senior Financial Analyst (FMG/PA 3) – Public Private Partnerships Unit, Public Enterprises Division – (Vacant)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Payroll Manager (FMG/PA 2) – Finance and Accounts Division – (Not Vacant)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

1. Senior Director (FMG/PA 4)

Job Purpose

The incumbent will plan, direct, co-ordinate and monitor the Section's contribution to the Monitoring Unit's participation in the Public Enterprises Division's activities as the prime source within the Ministry of Finance and the Public Service (MOFPS) of advice to the Minister of Finance and the Public Service (HMOFPS) and the Financial Secretary in respect of all matters in which MOFPS interacts with the Public Bodies and as the Division required to spearhead MOFPS's efforts to serve the national interest in the enhancement of the efficiency, effectiveness, economy, transparency and accountability (a) with which the individual Public Bodies serve their own respective missions within the context of the Fiscal Responsibility Framework and the array of other statutes, subsidiary legislation and Government policies underlying the framework for their governance as components of the Public Bodies Subsector of the overall Public Sector of Jamaica and (b) with which the Public Bodies Subsector therefore collaborates with the rest of the overall Public Sector in the achievement of the national goals and objectives.

Key Responsibilities

- *Directs the Section's contribution to the Monitoring Unit's participation in the Division's work of continuously reviewing the composition of the Public Bodies Subsector and of collaborating whenever appropriate with other stakeholders in the development and implementation of programmes for its rationalization by:*
 - ✓ Maintaining and by means of appropriate research and investigation constantly updates (and ensuring the prevalence within the Section of) a thorough familiarity with the evolving debate in Jamaica and elsewhere about the identification of various services as appropriately to be provided to the nation by the Public Sector and within that by the Public Bodies Subsector;
 - ✓ Managing, on the basis of the above, the Section's participation in activities relating to the rationalization of the composition of the Public Bodies Subsector by:
 - Providing of data relating to the Section's assigned individual Public Bodies and engaging in the various analyses required for the various Teams
 - Articulating the position of the Ministry of Finance and the Public Service in the various fora
 - Serving on to Enterprise, Evaluation and Negotiation Teams as appointed by the Deputy Financial Secretary (DFS)
 - Making representations on/or to Enterprise, Evaluation and Negotiating Teams
 - Co-ordinating/collaborating with consultants and the respective portfolio Ministry in pursuit of planned activities
 - Collaborates with the consultants/portfolio Ministry in respect of merger activities for Public Bodies to the Monitoring Unit;

- ✓ Participating in other Divisional activities relating to the rationalization of the composition of the Public Bodies Subsector by:-
 - Participating in the Monitoring Unit's exploration of possible policy options for ownership and control of Public Bodies and for the effective management of Government's investment in those entities to generate optimal economic and social benefits for the country as a whole, in its initiation and drafting of policy papers for discussions and in its preparation of advice to the Deputy Financial Secretary on these options
 - Articulating the position of the Ministry of Finance in all relevant fora
 - Bearing direct responsibility to the Unit Director for the processes by which the Monitoring Unit examines and analyzes Cabinet Submissions submitted by portfolio Ministries and the Divestment Secretariat in respect of Public Bodies assigned to the Section and makes recommendations made to the Deputy Financial Secretary regarding the financial and other implications of these submissions.
- *Directs the Section's contribution to the Monitoring Unit's participation in the Division's continuous review of the Government policies, the statutes and subsidiary legislation providing and subserving the continuously evolving general Governance Framework of the Jamaican Public Sector and in particular the Corporate Governance Framework within which Public Bodies operate by:*
 - ✓ Maintaining and by means of appropriate research and investigation constantly updates (and ensures the prevalence within the Section of) a thorough familiarity with the evolving policy context (the global and national socio-economic environment, the prevailing set of national policy priorities and targets) and the laws within which the various Public Bodies individually seek to achieve their respective Missions;
 - ✓ Manages, on the basis of the above and as authorized by the Unit Director and the Deputy Financial Secretary, the Section's participation in and promotion, encouragement and facilitation of formal and informal dialogue within the Division, within MOFPS and within the wider Public Body community (Cabinet and Development Council Sub-Committees, Special Task Forces, individual portfolio Ministers, Permanent Secretaries and Policy Officers, Public Body Boards, Chief Executive Officers, Legal Officers, and other interested parties) with a view to eliciting ideas for maximizing the benefits which the nation derives at any given period from the Public Bodies Subsector as it then exists by optimizing the relevant aspects of the set of national policy priorities and targets and of the PBMA Act, other relevant statutes and subsidiary legislation involved in the governance of the Public Bodies;
 - ✓ Participating as required in the preparation of Cabinet Submissions in respect of these policy and legislative initiatives and the Minister and in the implementation of ensuing Cabinet Decisions by drafting appropriate Circulars for issuance by the Financial Secretary and by interfacing with the Chief Parliamentary Counsel in respect of the drafting of appropriate Bills and subsidiary legislation.
- *Directs the Section's contribution to the Monitoring Unit's work in enabling the Deputy Financial Secretary's intermediation between MOFPS and Public Bodies in all matters in respect of which HMOFPS or the Financial Secretary is required or entitled to take and implement decisions bearing on or likely to be affected by the management and administration of the finances of such Public Bodies. Of particular importance here is the DFS's consequent service on the MOFPS Team managing the development and implementation of Jamaica's Fiscal Policy with primary responsibility for intermediating between that Team and the Public Bodies by:*
 - ✓ Guiding the Section's Public Bodies in the preparation of the Corporate Plans required of them by the PBMA Act's Section 7 ("Corporate Plan") with a view to ensuring that the Minister of Finance and the Public Service can reasonably be advised to allow those Corporate Plans to come into effect (by granting his or her endorsement under that Section of that Act to the putative final versions produced on the basis of his or her comments on drafts) and to allow them to be modified during the course of the years during which they are in force (by granting his or her endorsement to proposed modifications of previously endorsed Corporate Plans), such comments and endorsements having importantly to do with the congruence of those Corporate Plans with the relevant Public Bodies' fiscal targets. In particular:-
 - Ensuring that each of the Section's Public Bodies receives the Budget Call in sufficient time to allow it to prepare (and to submit for the Division's analysis) the Operating Budget and the justified Capital Budget which the PBMA Act's First Schedule requires to be included in its Corporate Plan and which the Minister of Finance and the Public Service can be advised to endorse if inter alia it is congruent with the Public Body's fiscal targets for the relevant Financial Year

- Ensuring that each of the Section's Public Bodies produces a Capital Budget representing the expected costs of the relevant year of an annually updated rolling four-year Investment Programme which is included in the similarly configured Public Sector Investment Programme
 - Guiding the analysis of each such Public Body's proposals for financing those Budgets in conjunction with that Public Body's representatives, taking account both of the need for financing and of whether the Public Body can source the requisite amounts from income or retained earnings or whether it must seek funding external to itself (and if so, whether its financial position and prospects allow it to borrow the desired sums without Government Guarantees or Letters of Comfort). In the latter case, identifies the proposed quantities and kinds of financing (borrowings, subsidies, grants or equity injections), sources of funding (Consolidated Fund, Capital Development Fund or other Public Bodies within the Overall Public Sector, commercial banks, bilateral or multilateral financing institutions outside) and probable terms and conditions of such financing and ratifies these proposals (where possible) subject to their congruence with the Public Body's fiscal targets for the relevant year
 - On the basis of such analysis, advises the Unit Director and the Deputy Financial Secretary as to the nature of the comments which the Minister of Finance and the Public Service can appropriately make on the first submitted draft of the relevant Corporate Plan and as to whether he or she might wish to grant endorsement to a final version
 - Managing the Section's work in the last quarter of each Financial Year in respect of the requirement under the PBMA Act's new Section 2A ("Estimates of revenue and expenditure") that the Minister of Finance should cause Estimates of Revenue and Expenditure to be prepared for the Public Bodies for the ensuing Financial Year by assembling the Budget components of the endorsed Corporate Plans of the Unit's Public Bodies, by preparing summaries of the narratives of those Corporate Plans, by making those PBs' financial flows (historic and projected) available to MSU for consolidation across the Subsector and by taking part in the drafting of the requisite Ministry Paper and Cabinet Submission, by ensuring the printing of the requisite copies.
- ✓ Participates in the implementation of the Corporate Plans of the Section's Public Bodies by:-
- Reviewing approved requests for funding from the Consolidated Fund or the Capital Development Fund, ensuring that the Public Expenditure Division takes the expected monthly cash requirements into account and includes them as far as possible in the relevant monthly or quarterly Warrants and that the Accountant General includes them in the disbursements from those Funds
 - Reviewing the Public Bodies' efforts to operationalize the debt operations foreseen in their Corporate Plans and advising the DFS as to whether the Minister of Finance and the Public Service should grant the prior approval which the PBMA Act's Section 5 requires if such Public Bodies' borrowing powers are legally to be exercised
 - Where one of the Section's Public Bodies requires a Government Guarantee in order to raise a loan, participating in the processes whereby that guarantee is agreed and (if that guarantee is indeed agreed) ensuring that the Unit drafts the requisite Ministry Paper and Cabinet Submission for securing the Parliament's agreement
 - Participating in discussions with lending agencies (National and International) in regard to direct and/or guaranteed loans to Public Bodies and ensuring that the conditions inherent in such loans are fulfilled by the Public Bodies involved
 - Managing and monitoring the processes by which the Ministry issues "comfort letters" in respect of the Section's Public Bodies to banks and other financial intermediaries and financial institutions;
- ✓ Providing input into the Unit Director's support of the DFS's advice to HMOFPS in his or her decisions as to whether or not to grant approval to the terms of the Performance Contracts to be concluded between the Boards and the Chief Executive Officers of the Sector's assigned Public Bodies under Paragraph (e) of the PBMA Act's Section 6, having regard *inter alia* to whether those Performance Contracts adequately capture Chief Executive Officers' responsibilities in respect of the achievement of their Public Bodies' fiscal targets; and in particular takes frontline responsibility to the Unit Director for PED's collaboration with each such Public Body's Board and its portfolio Ministry:-
- In determining the most challenging feasible Key Performance Indicators (KPIs) which can be entered into its CEO's Performance Contract in the light of its fiscal targets

- In evaluating the CEO's performance over each relevant assessment period and in particular in determining whether failures to achieve the targets for each KPI are to be explained by fiscal developments outside the CEO's control; and
- In determining action to be taken under each such Performance Contract in the light of such evaluations;
- ✓ Managing the Section's collaboration in the Unit's support of the DFS's undergirding of HMOFPS's role as responsible Minister within the terms of the PBMA Act's Section 2 ("Interpretation") in respect of those of the Sector's assigned Public Bodies for which the Governor-General has charged that Minister with responsibility by directions issued in writing under the Constitution's Section 77 and over which that Minister has therefore come under the constitutional obligation to exercise general direction and control in keeping with the terms of the Constitution's Section 93 and under the various legal obligations stipulated for responsible Ministers by the PBMA Act and by the relevant enactments or constituent documents respectively pertaining to those Public Bodies (and which the Constitution's Section 93 requires the Financial Secretary to supervise);
- ✓ Participating in the preparation of draft Cabinet Submissions, Ministry Papers and Responses to Parliamentary Questions as necessary for the Minister of Finance and the Public Service in respect of all other matters which fall within his or her portfolio and which pertain to the efficiency, accountability and financial performance of the Sector's individual Public Bodies;
- ✓ Ensuring that the Unit Director and the Deputy Financial Secretary are fully aware of the idiosyncrasies of the financial positions of each of the Section's individual Public Bodies when intermediating between the MOFPS Fiscal Policy Management Team and those Public Bodies and that team in the determination of the sectoral Fiscal targets for the Public Body Sector, in the distribution of those sectoral targets amongst the individual Public Bodies, the monitoring of each Public Body's performance against its own fiscal targets (once determined), in the effort to implement corrective action when any such Public Body deviates from its agreed Fiscal trajectory and in the adjustment of such individual targets as and when demonstrated to be necessary in the national interest within the course of particular programming periods. More specifically:-
 - Ensuring that the Section's own staff members and the staffs of those Public Bodies' Finance Divisions are thoroughly familiar with the procedures for deriving fiscal accounts in the prevailing agreed format (at present the so-called "Statement A/Statement C" format) from the accounts which Public Bodies maintain for their own internal purposes
 - Ensuring that at the appropriate time before the beginning of each Fiscal Policy Programming Period, each Public Body provides historical data and projections in that format covering its finances to the beginning of that period and simultaneously provides projections in the same format of its finances over the course of the relevant forthcoming Programming Period on the basis of its own assumptions as to what it must do to meet the minimum requirements of its individual mandate
 - Ensuring that the Unit Director and the DFS are armed with that knowledge when the DFS is participating with the rest of the Fiscal Policy Management Team in the discussions leading to the proposals to be put to the Minister and to the Cabinet as to the distribution of that programming period's overall Public Sector fiscal targets between the various Subsectors (Central Government, Public Bodies and Central Bank in respect of the fiscal costs of monetary policy operations) and as to the distribution of the consequent Public Bodies Subsector fiscal target between the various Public Bodies involved
 - On receipt of the Cabinet's approval of a Subsectoral and intra-Subsectoral distribution of the overall Public Sector fiscal target for such a programming period, ensures that each of the Section's Public Bodies and its Portfolio Ministry is informed as to its implications for that Public Body over that Programming Period and in particular for the establishment or the modification of its Corporate Plan, for the terms of any Performance Contract to be concluded between its Board and its Chief Executive Officer and any exercise of its borrowing powers
 - Ensuring the timely monitoring of each such Public Body's performance against its fiscal targets over the course of each such Programming Period, seeks in the case of negative deviations (smaller surpluses or larger deficits than targeted) to mediate corrective action to bring such a Public Body back on track and advises the Fiscal Policy Management Team of any substantial uncorrectable negative deviations which may require adjustments of the Sub-sectoral or intra-Sub-sectoral distribution of the fiscal targets if the overall Public Sector target is to be achieved
 - Providing all necessary data on the Section's Public Bodies to ensure the

completeness of the DFS's knowledge of the Section's Public Bodies when participating as above in any processes leading to resetting the overall Public Sector fiscal target or its Sub-sectoral distribution and mediating any consequent necessary redistribution of the targets among the Unit's individual Public Bodies

- Informing those Public Bodies of any such redistribution and ensures that they make the necessary adjustments to their Corporate Plans, borrowings and other activities likely to impact on the achievement of the new fiscal targets.
- *Directs the Section's contribution to the Monitoring Unit's collaboration with its assigned individual Public Bodies to optimize the efficiency, effectiveness, economy, transparency and accountability with which Public Bodies conduct their operations and manage and administer their finances in the pursuit of their respective missions by (a) ensuring the awareness and understanding by their portfolio Ministries, Board Chairpersons, other Board Members and their CEOs and other Senior Management staff of the implications of the statutes, subsidiary legislation and Government policies relevant to their operations, (b) identifying and evaluating underlying macro-economic and micro-economic issues affecting or likely to affect their individual performances and (c) providing technical advice and guidance in respect of such issues by:*
 - ✓ Interfacing on a continual basis with Senior Managers and other personnel of the Section's Public Bodies on a range of issues affecting their operations so as to assist them in the identification, the correct interpretation and the efficient implementation of the requirements of the original and subsidiary legislation and the Government policies relevant to Public Body financial management and to specific Public Body economic and financial issues;
 - ✓ Leading the Section in the preparation of detailed analysis of financial data on individual Public Bodies, in order to facilitate regular reviews of operating performance and to provide detailed information to support new long-term investment proposals and the determination of working capital requirements;
 - ✓ Leading the Section in its analysis of Public Bodies' financing proposals to identify the financial implications, advises on sources of financing and assists in the determination of what financing terms are acceptable recommends terms and conditions;
 - ✓ Participating in the establishment of guidelines for the release of monies from the Capital Development Fund to Public Bodies or the Consolidated Fund as loans, grants or equity injections;
 - ✓ Interfacing with Public Body personnel in the development and evaluation of Restructuring Plans, Strategic Plans, Corporate Plans and Budget;
 - ✓ Assisting Public Bodies with viability problems in the development and optimization of operating models for determining whether modifications or cessation of operations is the better option in effecting economies, conserving financial resources or contributing to sustainable economic growth.
- *Monitors the management and administration of the finances and other aspects of the operations of the individual Public Bodies assigned to the Section with a view to analyzing assessing and reporting at appropriate intervals through or on behalf of the Deputy Financial Secretary to HMOFPS, the Financial Secretary and other relevant stakeholders on each Public Body's level of success or failure in meeting its specific financial and other performance targets. The provision of reports giving early warning signals forms a critical element of the monitoring process by:*
 - ✓ Directing the Section in the maintenance of an effective and efficient reporting system for generating and continuously updating a data base which will bring its assigned Public Bodies' Annual, Half-Yearly and Quarterly Reports together with other data such as Auditor-General's and Contractor-General's Reports and will thus provide accurate historical information on the operations of the Section's Public Bodies;
 - ✓ Directing the preparation of detailed analyses of the historical financial data thus forthcoming from individual Public Bodies in order to facilitate regular reviews of operating performance and to provide detailed information to support new investment proposals;
 - ✓ On the basis of such analyses and other relevant information:-
 - Evaluating the strength of the financial management of Public Bodies
 - Advising the Unit Director and the DFS as necessary as to whether to commission management audits and special examinations of Public Bodies as necessary
 - Reviewing procurement practices and determines correctness of the Section's Public Bodies' interpretation and implementation of procurement policies, guidelines and the Contractor-General Act.
 - Reviewing reports from the Auditor General and determines adequacy of the Section's Public Bodies' systems of internal controls
 - ✓ Supporting Unit Director in reporting expeditiously through DFS to stakeholders

(HMOFPS, Financial Secretary and the relevant Public Body's portfolio Ministry, Chairman, Board and Chief Executive Officer) on the information garnered from these monitoring exercises.

- *Collaborates with the relevant stakeholders in the generation, adoption and implementation of proposals for policies and innovative strategies to enable those Public Bodies and the Overall Public Sector to cope with the short-term consequences of failure to meet financial obligations and to assist those individual Public Bodies to improve their financial management practices, to enhance their viabilities and either to maximize their financial contributions to the Consolidated Fund or to reduce their dependence on subventions from that Consolidated Fund as they attempt to fulfil their mandates by:*
 - ✓ Identifying and when necessary, mediating the coming-together of the Human Resources needed to generate solutions to problems discovered, on the basis of the results of the exercises carried out under Strategic Objective 5 above;
 - ✓ Collaborating and participating on behalf of MOFPS in the implementation of corrective action identified as above and agreed by the authorities.
- *Monitors the management and administration of the operational activities of the individual Public Bodies assigned to the Section with a view to analyzing assessing and reporting at appropriate intervals through or on behalf of the Deputy Financial Secretary to HMOFPS, the Financial Secretary and other relevant stakeholders on the extent to which such individual Public Bodies' affairs are being managed and administered in compliance with prevailing Government policy and with the statutes and subsidiary legislation governing its operations by:*
 - ✓ Monitoring the Section's assigned Public Bodies for their compliance with the PBMA Act and subsidiary legislation thereunder, in particular as regards the timely observance of the PBMA Act's procedures for establishing their annual Corporate Plans, as regards the timely submission of the suite of Annual, Half-Yearly and Quarterly Reports required by the PBMA Act, as regards the provision of any additional information requested by the Financial Secretary under that Act, and as regards the securing of permission by the Minister of Finance before the exercise of borrowing powers;
 - ✓ Monitoring the Section's assigned Public Bodies as regards their compliance with the requirements of other relevant Acts and subsidiary legislation and as regards the extent to which their management and administration is being conducted in accordance with established Government policy not enshrined in statute.
- *Collaborates in the Division's formulation of appropriate responses by MOFPS to all instances in which the management and administration of such a Public Body's affairs is discovered to be non-compliant with Government policies, statutes and subsidiary legislation and to represent HMOFPS and the Financial Secretary in interventions made by the Government in consequence of such discoveries:*
 - ✓ Where the Section's Public Bodies or their staffs are found to be non-compliant with the PBMA Act, other relevant original or subsidiary legislation or Government policy participate in the processes by which PED formulates its recommendations as to the most appropriate action in keeping with governing legislation;
 - ✓ Where such action is determined to include the deployment of sanctions under the PBMA Act, participate with the DFS in the implementation of those sanctions in collaboration with MOFPS's Public Accountability Inspectorate, with the relevant portfolio Ministries and with the Attorney-General.
- *Participates in the representation of the interests of the Government of Jamaica on issues affecting the Unit's Public Bodies locally and internationally by:*
 - ✓ Representing the DFS, the Financial Secretary, and HMOFPS at conferences, symposiums/seminars/ workshops both local and overseas and makes presentations on issues bearing portfolio responsibility;
 - ✓ Representing the DFS, the Financial Secretary and the MoFPS, as required, on Boards and Committees.
- *Supervises the Section's continuous collection of comprehensive, accurate and up-to-date information on its assigned individual Public Bodies and to collaborate with the Management Support Unit in ensuring that the Division's data bases are continuously populated with those data by:*
 - ✓ Ensuring that the Management Support Unit has all necessary data on the Section's assigned Public Bodies for the Register of Public Bodies (PBs) and for the data base of relevant Jamaican statutes, subsidiary legislation and other legally binding documentation constituting the legal underpinnings of the framework for the governance of Jamaican Public Bodies, for the Total Asset Register of PBs and for its records of privatized PBs.;

- ✓ Ensuring on behalf of the Unit Director that the Management Support Unit has all necessary data on the Section's assigned Public Bodies for the Register of Guarantees and Letters of Comfort issued by MOFPS to financial institutions in respect of Public Bodies;
 - ✓ Taking responsibility for the Section's assigned Public Bodies in the Monitoring Unit's collaboration with the Management Support Unit in the maintenance and updating as necessary of an effective and efficient reporting system which provides accurate and timely information on the operations of all Public Bodies (including budgeted and actual data, Variance reports, Capital Investment Plans, Schedules of debt service obligations, Sensitivity Analyses, Trend Analyses and Forecasting) and in the maintenance and updating of a data base populated not only by the outputs of that reporting system but also by copies of the Public Bodies' Quarterly Reports, Half-Yearly Reports and Annual Reports and Audited Financial Statements and other data such as Auditor-General's and Contractor-General's Reports;
 - ✓ Participating in the Monitoring Unit's collaboration with the other Monitoring Units and the Management Services Unit in reviewing and as necessary updating the Division's Procedural Manual.
- *Leads and manages the Section in the achievement of the above Strategic Objectives by:*
 - ✓ Planning, organizing and directing the work of the Section, including overseeing the creation of the Section's operational plans, and monitor its achievement against them;
 - ✓ Developing, managing and evaluating the performance of the Section and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
 - ✓ Facilitating effective working relationships with external /internal stakeholders and clients, by ensuring that the Unit provides a consistently high level of service to them;
 - ✓ Developing and maintaining control mechanisms for tracking individual work performance in the Unit;
 - ✓ Identifying staff in the Section for attendance at relevant seminars, workshops and conferences;
 - ✓ Evaluating the performance of staff and recommends training where necessary;
 - ✓ Maintaining open lines of communication by convening regular meetings and discussions with staff to disseminate information and receive feedback.

Required Knowledge, Skills and Competencies

- Knowledge of accruals and Government cash accounting
- Good knowledge of GoJ budgeting and planning processes
- Excellent leadership and problem-solving skills
- Quality of Output
- Initiative
- Sound judgment
- Excellent planning and organizing skills

Minimum Required Education and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- Post-Graduate Degree in Accounting/Financial Accounting, **or**;
- Practising Chartered Accountant and a member of a designated professional Accounting Body, **or**;
- ACCA Level 2 or 3.

2. Senior Financial Analyst (FMG/PA 3) – Monitoring Unit

Job Purpose

The incumbent will gather data on the finances and other operations of assigned Public Bodies and on that basis to analyse those operations, to identify issues affecting their performance, and to generate information capable of serving as a platform for the Division's work to spearhead MOFPS's efforts to serve the national interest in the enhancement of the efficiency, effectiveness, economy, transparency and accountability with which the individual Public Bodies serve their own respective missions within the context of the Fiscal Responsibility Framework and the array of other statutes, subsidiary legislation and Government policies underlying the framework for their governance as components of the Public Bodies Subsector of the overall Public

Sector of Jamaica and with which the Public Bodies Subsector therefore collaborates with the rest of the overall Public Sector in the achievement of the national goals and objectives.

Key Responsibilities

- Identifies, evaluates and reports on issues affecting the financial operation of Public Bodies by:
 - ✓ Preparing detailed analysis of financial data on each assigned PB, in order to facilitate regular review of operating performance and to make recommendations regarding new investment proposals
 - ✓ Analyzing annual Budget and Corporate Plans of entities within the Sub-Unit and submitting reports thereon
 - ✓ Undertaking fieldwork including visits to the entities and work sites, to assist in problem solving and to assess progress on capital projects
 - ✓ Assisting in the development of budgets of Public Bodies within the Sector
 - ✓ Recommending alternative courses of action to decrease or eliminate the need for budgetary support
 - ✓ Monitoring actual financial performance from data received, on a weekly, monthly and quarterly basis and reporting thereon
 - ✓ Assisting in the evaluation of the strength of the financial management of the enterprises
 - ✓ Recommending alternatives to the Sector Director that will alleviate, prevent or resolve impending financial problems identified in these entities and ensure their continued financial viability
 - ✓ Analyzing financial proposals for withdrawal from the Capital Development Fund or the Consolidated Fund and recommends possible terms and conditions
 - ✓ Assisting in determining long term and working capital needs and identifying sources of financing through the most cost-effective options
 - ✓ In considering the working capital needs of Public Bodies and sources of funding to meet those needs by:
 - Reviewing expected monthly cash requirements and liaises with the Budget Division for the provision of funds
 - Undertaking financial analyses in respect of requests from Public Bodies for loan financing, letters of undertaking - “comfort letters” or Parliamentary Guarantees.
- Provides support in the drafting and recommendation of policy alternatives for improving enterprises’ financial management and compliance with governing acts by:
 - ✓ Liaising with senior management in the respective PBs regarding the implementation of these policies and recommending possible strategies for their achievement, including the development of performance measures;
 - ✓ Advising the Sector Director of the implications of certain policy recommendations referred to the Cabinet by Portfolio Ministries;
 - ✓ Identifying those entities within the Sector for which Management Audits and special examinations may be necessary;
 - ✓ Recommending reconstruction of entities and assisting in the process where necessary;
 - ✓ Examining and analyzing Cabinet Submissions sent in by portfolio Ministries and the Divestment Secretariat on a timely basis and makes recommendations to the Deputy Financial Secretary regarding the financial and other implications of these submissions;
 - ✓ Producing financial information related to selected and other Public Bodies in the development of the Ministry’s financial programming models;
 - ✓ Obtaining financial statements for the preceding year, annual budgets for current year, detailed cash flows, monthly revenue, commitments and expenditure in relation to Budget allocations and comparable revenue expenditure figures for past periods.
- Provides financial data and represent MoFPS on the operations of the assigned PSE for various stakeholders by:
 - ✓ Updating and evaluating data, which forms the basis for the formulation and management of the Government’s Fiscal Policy;
 - ✓ Liaising with management of entities in preparing data for use in the determination of targets and facilitating where possible the achievement of those targets;
 - ✓ Liaising with the MS Unit regarding the operation of an efficient and effective monitoring and reporting system, which will provide accurate and timely information in respect of the achievement of targets;
 - ✓ Articulating the position of the Ministry of Finance and the Public Service in the various forums;

- ✓ Examining and analyzing Cabinet Submissions sent in by portfolio Ministries and the Divestment Secretariat on a timely basis and making recommendations to the Deputy Financial Secretary regarding the financial and other implications of these submissions.

Required Knowledge, Skills and Competencies

- Knowledge of Accruals and Government Cash Accounting
- Good knowledge of GoJ budgeting and planning processes
- Deliver output of a consistently high quality
- Ability to exercise initiative and sound judgment
- Excellent interpersonal skills
- Be compliant with rules and regulations
- Excellent oral and written communication skills
- Good analytical skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Accounting, MIND.

3. Senior Financial Analyst (FMG/PA 3) – Public Private Partnerships Unit

Job Purpose

The incumbent will assist in the co-ordination, management and evaluation of the financial implications of Public Private Partnerships (PPP) through the provision of high quality and timely advice, reviews and analyses of PPP proposals and/or business plans primarily to Cabinet and the PPP Unit, Development Bank of Jamaica (DBJ), in order to identify and mitigate GOJ's exposure to fiscal risks and contingent liabilities.

Key Responsibilities

- *Assists in enabling the implementation of Public-Private Partnership (PPP) Projects to achieve the value for money through cost effective and optimal allocation of risk by:*
 - ✓ Participating as directed in the PPP Monitoring and Evaluation processes and represents the MOFPS in the review process to ensure that projects are well substantiated and meet eligibility criteria for consideration as a viable PPP;
 - ✓ Assessing value for money by evaluating the proposed PPP against "Public Sector Comparator" and the degree of deferred financing in order to provide feedback on the negative implications of pursuing these projects as PPPs;
 - ✓ Assisting in crafting contributions to GOJ's Annual Fiscal Policy Statement to Parliament on PPP matters/projects;
 - ✓ Reviewing analyses done by other Agencies and consultants to ensure that these are of high quality and consistent with GOJ imperatives;
 - ✓ Reviewing and evaluating Fiscal Reports from PPP contract managers in order to advise MOFPS's internal and external stakeholders;
 - ✓ Maintaining professional working relationships with counterparts at a comparable level in:
 - The Privatization and PPP Unit in the Development Bank of Jamaica (DBJ)
 - Sector Ministries, Departments and Agencies that are developing PPPs.
- *Assists in monitoring Fiscal risks across the Government's portfolio of PPP Projects, including receiving and assessing Quarterly Risk Reports from Government Entities with active PPP Projects by:*
 - ✓ Conducting research to determine applicable standards relating to the accounting treatment of PPPs in order to guide the enhancement of transparency and accountability of Public Sector entities through regular reporting on service concession arrangement assets and related financing;
 - ✓ Assisting in the monitoring of fiscal risks across the government's portfolio of PPP projects, including receiving and assessing quarterly risk reports from Government entities with active PPP Projects;

- ✓ Undertaking rigorous economic, financial and value for money assessments to drive decision making on PPPs and ensuring consistency and compliance with the Government of Jamaica's fiscal constraints by:
 - Ensuring that all fiscal commitments required by candidate PPP Projects are identified early in the process
 - Conducting economic and financial analyses and giving appropriate prominence in decisions relating to PPPs
 - Allocating appropriate weights in prioritizing candidate PPP Projects with positive fiscal impact and scrutinizing those with negative impacts
 - Carrying out the following analyses to determine possibility for value for money with respect to proposed PPP projects:
 - economic costs and benefits analysis
 - fiscal risk analysis
 - expected fiscal costs and benefits analysis
 - Seeking to identify all sources of fiscal risks liabilities that may negatively impact the GOJ's planned Economic Programme;
- ✓ Enabling the risk identification process so that all fiscal commitments required by candidate PPP projects are identified early including ensuring the:
 - Identification, and proper calculation of 'expected' and 'worst case' values of any fiscal commitments and highlights these in business cases and other decision documents on PPP that are submitted to Cabinet in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
 - Analyses and evaluations of economic costs and benefits for requests from other agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the Country to pursue certain projects;
 - Development of an appropriate Mitigating Action Framework and guiding its implementation as necessary; and
 - Devising and implementing mechanisms to ensure that Fiscal commitments related to PPPs are appropriately budgeted for, appropriated, and reported on;
- ✓ Making recommendations on certain investments based on a review of PPP proposals and related documentation on the potential outcomes for respective Public Bodies and ultimately, the GOJ and its Fiscal Programme, including, but not limited to, consideration of proposed Foreign investment in Jamaica with clause for a Public Body undertaking of the loan/investment guarantees;
- ✓ Liaising and consulting, as directed, with the Public Expenditure Division (PEX) and the Economic Management Division (EMD), regarding fiscal space to accommodate PPP Projects that requires inclusion in GOJ's economic programme, particularly where availability payments are to be made;
- Represents the MOFPS, as directed, at:
 - ✓ Gateway Review Process at the Office of the Prime Minister to ensure that projects are well substantiated, meets our criteria and that Cabinet Submissions present the projects as needed for Cabinet to make a well informed decision;
 - ✓ Meetings with Government Entities and Local and International Sector Partners to determine key factors to consider when undertaking PPP Projects and/or transactions; and
 - ✓ PPP transactions as a representative of the Enterprise Teams;
- Examines and analyzes Cabinet Submissions on portfolio PPPs on a timely basis and makes recommendations to the Director, Public Partnership, regarding the financial and other implications of these submissions.

Required Knowledge, Skills and Competencies

- Expert knowledge of Risk Management techniques, investment analysis and financial analysis
- Expert knowledge of and practical exposure to economic cost benefit analysis of infrastructure projects
- Sound knowledge of GOJ policies and programmes in relation to Industry or Sector
- Sound knowledge of GOJ accounting, budgeting and planning processes
- Sound knowledge of Project Financing and Risk Management, including Private Sector financing perspectives
- Sound knowledge in developing project proposal, writing appraisals and evaluations
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong negotiating and persuasive presentation skills
- Proficiency in developing and analyzing complex financial models for infrastructure projects capable of sensitivity analysis
- Proficiency in the use of the relevant computer applications

- Logical problem-solving and analytical skills
- Ability to exercise initiative and sound judgment
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Possess and exercise high integrity and ethical standards
- Excellent interpersonal skills
- Deliver output of a consistently high quality
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Accounting, MIND.

4. Payroll Manager (FMG/PA 2)

Job Purpose

The incumbent will have overall responsibility for the control and payment of salaries and wages.

Key Responsibilities

Ensures the operation of an effective and efficient payroll system by:

- Receiving all correspondence in respect of salary, noting and dispatching them to the relevant Payroll Officer, along with any necessary clarification or explanation of any technical matter;
- Ensuring that the Unit is carrying out the proper procedures and guidelines regarding the payment of salaries;
- Training members of staff in all the complexities and intricacies regarding the computation of salaries and allowances;
- Reducing and eliminating the number of instances of overpayment and underpayment of salaries and ensuring that proper controls exist for the early detection of errors;
- Ensuring that salaries and all deductions are paid on time in accordance with the FAA Instructions;
- Dealing with any technical problems relating to salary, which the Payroll Officers are unable to solve;
- Answering queries and providing information in relation to salaries;
- Ensuring that advances and overpayment of salaries are promptly recovered;
- Ensuring the proper maintenance of the Salaries On-and-Off Control Register;
- Ensuring the proper maintenance of a continuous record of salary particulars of each employee reflecting the following information; the date of appointment, the anniversary date for the payment of increments, post, cost centre, salary scale, present salary and notes re acting appointment, etc.

Deductions and Returns:

- Checks and verifies that all Statutory Deductions and other authorized deductions are made and paid over promptly;
- Ensuring that Annual Returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Other Duties:

- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Management Accounts Unit reflecting the following particulars for each member of staff:
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of appointment
 - ✓ Date for the payment of incremental salary adjustments, etc.
- Provides letters to employees or organizations regarding the salaries paid to employees, including:
 - ✓ Salary payable
 - ✓ NHT contributions
 - ✓ Income Tax, etc.

Supervises the Payroll Unit ensuring that the Unit's objectives are achieved:

- Constantly monitors the progress of Payroll preparation to ensure that all deadlines are met;
- Ensures that the Unit provides a consistently high level of service to its clients;
- Evaluates the performance of members of staff of the Unit.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgment skills
- Excellent problem-solving, planning and organizing skills
- Excellent oral and written communication skills
- Ability to work in a team
- Excellent interpersonal and influencing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NCQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Accounting, MIND.

Applications accompanied by Résumés should be submitted **no later than Monday, 13th December, 2021 to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.gov.jm

Please identify the job title of interest as the Subject.

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**