



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 30** **OSC Ref. C.4840<sup>30</sup>**

27<sup>th</sup> January, 2022

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 Finance and the Public Service (MOFPS)**:

1. **Assistant Commissioner, Revenue Appeals (RMG/TA 8) – (2 posts)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Chief Standards Development Analyst (GMG/SEG 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
3. **Senior Standards Development Analyst (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Assistant Management and Establishment Analyst (GMG/SEG 2) – (4 posts)**, salary range \$2,105,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

#### **1. Assistant Commissioner, Revenue Appeals (RMG/TA 8)**

##### **Job Purpose**

The Assistant Commissioner, Revenue Appeals, is an important participant in the outcome of resolving assigned Hearings which are conducted when appellants have disputed decisions made by Heads of Revenue Authorities, in relation to revenue liabilities. In so doing, he or she respects the rule of law and applicable regulations, while demonstrating integrity, cordiality and confidence.

The incumbent maintains independence while managing assigned cases from the beginning to completion, which incorporates administering all aspects of the appeals settlement process. The Appeal Officer ensures the efficient and effective evaluation of facts, evidence and applicable law in Quasi-judiciary proceedings and is responsible for presenting a draft of recommended decisions, for approval by the Commissioner or Deputy Commissioner. He or she fulfils assigned responsibilities, while ensuring that deliverables are realized based on the tenets of the Centre of Excellence of the MOFPS.

The Assistant Commissioner, Revenue Appeals, delivers his or her responsibilities by ensuring that the appropriate output is realized while respecting the rule of law, due diligence and commitment with the appropriate levels of accountability, responsibility and productivity.

##### **Key Responsibilities**

###### ***Technical/Professional:***

- Manages all aspects of cases from assignment to completion, with the aid of the Case Management System. Resolves Revenue Appeal cases as follows:
  - ✓ Plans and schedules activities independently
  - ✓ Liaise with the pertinent parties regarding hearing procedures, evidence requirements, and other regulatory issues
  - ✓ Arrange and facilitate all Hearings, and
  - ✓ Follows up on requests for evidence. In those cases where deadlines have passed, grants extensions when and where appropriate;
- Maintains Case records and related documents pertaining to all activities carried out in resolving cases;
- Prepares Progress Reports on assigned cases, with the aid of the Case Management System;
- Serves as a resource for the Director, Appeal and the Commissioner, by providing the following:
  - ✓ A full range of Tax Law interpretations and Case Law precedents;
  - ✓ An assessment of Audit techniques/applications of relevant International Practices such as:
    - International Financial Reporting Standards (IFRS)
    - International Accounting Standards (IAS)

- International Standards of Auditing (ISA)
  - World Customs Organization (WCO) and
  - World Trade Organization (WTO) policies;
- ✓ Provides technical expertise involving the administration and application of the various revenue types;
- Administers the Appeal settlement process as follows:
  - ✓ Prepares and documents Pre-hearing analyses and all preparatory case work
  - ✓ Assists in conducting Hearings, summoning witnesses, as necessary, and marshals evidence from all parties concerned
  - ✓ Reconciles any factual differences or reconstruct missing facts, using appropriate interviewing/investigating techniques for validation
  - ✓ Performs and documents technical reviews and analyses of case evidence, adhering to the appropriate legal and regulatory framework
  - ✓ Compiles comprehensive internal case reports on Hearing proceedings which include the following:
    - Facts which support the assessment/valuation/dispute
    - Analyses and findings supportive of conclusions drawn; and
    - The recommended outcome of the Appeal/Dispute is in accordance with the Law
  - ✓ Writing superior Notices of Decisions and outlines Legislative provisions with an evaluation of the evidence considered;
- Provides advice to the relevant Revenue Authorities with respect to revenue leakage which occurs as a result of procedural and technical weaknesses or Legislative exploitation which is evident due to the facts of the case;
- Consults with Legal Counsel with respect to Legal interpretations, Case Law precedents and related Natural Justice issues;
- Testifies in Court as a technical expert, when required;
- Conducts appropriate research on any controversial issues. Consults with the Director Legal, Risk and Compliance or the Legal Counsel;
- Provides consultation and technical advice in areas of research for assigned cases, while contributing to the development of a research database;
- Conducts Workshops for professional and technical knowledge-sharing and staff development;
- Collaborates with fellow Appeal Officers to foster teamwork, shared experiences and knowledge, which will contribute to superior efficiency in case resolution;
- Performs any other related duties which are assigned by the Manager and/or the Director, Appeal.

### **Required Knowledge, Skills and Competencies**

- Expert knowledge of Revenue Administration, including Revenue Laws and related precedents.
- A comprehensive knowledge of relevant, International Principles governing Accounting, Auditing, Commerce, Customs, Trade and Law
- A working knowledge of Judicial Procedures and the Rules of Evidence

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree, from a recognized Tertiary Institution, preferably in Management Studies or Accounting or a LLB Degree or equivalent;
- Post Graduate Degree in Accounting or Business Administration or Revenue Administration or ACCA Level III, or equivalent;
- Five (5) years' specialized experience in Revenue Audits or Customs Valuation within a Revenue Department;
- Experience in adjudicating on Tax matters would be a distinct asset.

### **Special Conditions Associated with the Job**

- Travelling is an integral part of this position (which can be 30% to 40% of the time), to sites distributed island-wide;
- There can be stress due to the demands of Stakeholders;
- Extended working hours are expected to complete deadline-driven workloads.

## **2. Chief Standards Development Analyst (GMG/SEG 4)**

### **Job Purpose**

The incumbent will oversee and manage the revision, development and implementation of transparent, defensible and coherent classification instruments and job standards, through leading and directing the processes of conducting constant occupational studies, best practice research and Regional/International benchmarking. This effort responds to the classification needs of Ministries, Departments and Agencies (MDAs), such as the identification of new occupational groups and the analysis of problems and trends affecting existing occupational groups in the Public Service. The standards developed and implemented are recognized as the official documents used for classifying positions in the Public Service.

### **Key Responsibilities**

#### ***Development, revision and implementation of classification instruments and job standards:***

- Provides professional guidance and support in the effective and consistent application of job classification policies and practices;
- Recommends adoption of possible solutions to job classification issues within the existing range of solutions;
- Ensures the update and accuracy of Job Classification Standard Databases.

#### ***Ensures that relevant Public Sector jobs are properly evaluated, classified and standardized:***

- Provides professional guidance and support in the effective and consistent application of job evaluation, classification and standardization of jobs;
- Recommends for review new/revised job classification standards to meet the requirements of the job market;
- Leads the evaluation and review of jobs for classification/grade assignment to ensure equitable job hierarchy for the purposes of pay;
- Maintains a current Classification Standard database;
- Consults with Information Systems Unit (ISU) Systems Analysts regarding problems with data integrity and problems encountered during analysis.

#### ***Ensures compliance re the implementation of classification systems in accordance with established standards:***

- Leads the process of conducting Classification Compliance Audits to ensure that the classification systems are being implemented in accordance with established standards;
- Interprets and communicates Classification Policies, Systems and Procedures to officers in client Ministries and participates in training them in Job Analysis, Job Description Writing, Job Evaluation and procedures relating to job evaluation;
- Attends Classification Sessions in order to observe the application of new and/or revised standards to ensure consistency of application of the evaluation instruments;
- Participates in meetings with Trade Union representatives and Industrial Relations personnel with respect to discrepancies and/or concerns regarding classification standards.

#### ***Ensures continued relevance and competitiveness of Job Classification Structures by conducting Research and Audit:***

- Oversees management and/or Job Audits to obtain relevant information for the development/revision of job and/or classification standards;
- Oversees surveys to ascertain to what extent movements/trends in occupational groups have affected the Jamaican workforce and Public Service in particular;
- Oversees specialized research studies on a range of classification topics as specifically assigned.

### **Required Knowledge, Skills and Competencies**

- Knowledge of standard development principles and processes as applied to Public Sector institutions
- Understanding of standard development policies, procedures and systems
- Analytical and interpersonal skills necessary to conduct job analysis, gather and analyze quantitative and qualitative data from a variety of sources
- Ability to communicate effectively, both orally and in writing
- Ability to write reports, memoranda, job standards and job evaluation factor descriptions clearly and concisely
- Ability to work in a team
- Strong research, critical thinking and problem-solving skills
- Job analysis and evaluation skills

- Sound judgment and ability required to work independently with limited direction
- Excellent planning, organizing and time management skills
- Programme design and evaluation skills
- Strong computer proficiency especially with Microsoft productivity suite, database management and the ability to conduct thorough online research

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource, Public Administration, Social Services Liberal Arts;
- Five (5) or more years' progressive experience in any of the above;
- Certificate in Management Analysis would be an asset;
- Over three (3) years' experience in research and job analysis.

### **Special Conditions Associated with the Job**

- May be required to travel to collect data and verify findings;
- May have to travel locally and overseas;
- May be required to work extended hours.

## **3. Senior Standards Development Analyst (GMG/SEG 3)**

### **Job Purpose**

The incumbent will review, develop and implement transparent, defensible and coherent classification instruments and job standards, by conducting constant Occupational Studies, best practice research and Regional/International benchmarking. This effort responds to the classification needs of MDAs, such as the identification of new occupational groups and the analysis of problems and trends affecting existing occupational groups in the Public Service. The standards developed and implemented are recognized as the official documents used for classifying posts in the Public Service.

### **Key Responsibilities**

- Reviews the effectiveness of existing Classification Policies, Guidelines and Procedures;
- Ensures that the Classification Programmes are consistently administered and in compliance with policies and Government regulations, through Audits, Reports and Administration;
- Assists with creating new job classifications, applies job evaluation standards and develops specifications;
- Assists with ensuring the update, consistency and accuracy of Job Classification Databases;
- Provides professional guidance and support in the effective and consistent application of Job Classification and standardization of jobs;
- Identifies for review, Job Classification Standards to meet the requirements of the Labour Market in relation to the body of work required in the Public Service;
- Assists with evaluating and reviewing jobs for Classification/Grade Assignment to ensure an equitable job hierarchy for the purposes of pay;
- Assists with explaining and communicating Classification Policies, Systems and Procedures to officers in client Ministries;
- Attends Classification Sessions in order to observe the application of new and/or revised standards to ensure consistency of application of the evaluation instruments;
- Ensures that the Classification Programmes are consistently administered and in compliance with GOJ's regulations, through audits, reports and administration;
- Participates in meetings with Trade Union representatives and Industrial Relations personnel with respect to discrepancies and/or concerns regarding Classification Standards;
- Assists with conducting surveys to ascertain to what extent movements/trends in occupational groups have affected the Jamaican workforce and Public Service in particular;
- Assists with analyzing statistics and preparing Position Papers as requested;
- Assists with performing specialized research duties on a range of classification topics as specifically assigned;
- Liaises and builds effective working relationships with MDAs;
- Performs any other duties that may be assigned.

### **Required Knowledge, Skills and Competencies**

- Knowledge of standard development principles and processes as applied to Public Sector institutions
- Understanding of standard development policies, procedures and systems
- Communication, analytical and interpersonal skills necessary to conduct job analysis, gather and analyze quantitative and qualitative data from a variety of sources

### **Minimum Required Qualification and Experience**

- First Degree in Human Resource, Public Administration, Social Sciences or Liberal Arts;
- Three to five (3-5) years' progressive experience in the Human Resource field;
- Certificate in Management Analysis would be an asset;
- Two years' experience in research and job analysis.

### **Special Conditions Associated with the Job**

- May be required to travel to collect data and verify findings;
- May be required to work extended hours.

## **4. Assistant Management and Establishment Analyst (GMG/SEG 2)**

### **Job Purpose**

The incumbent will assist with the revision, development and implementation of transparent, defensible and coherent classification instruments and job standards, through assisting the processes of conducting constant occupational studies, best practice research and Regional/International benchmarking. This effort responds to the classification needs of MDAs, such as the identification of new occupational groups and the analysis of problems and trends affecting existing occupational groups in the Public Service. The standards developed and implemented are recognized as the official documents used for classifying positions in the Public Service.

### **Key Responsibilities**

#### ***Technical:***

- Provides technical support to a team of Management and Operations Analysts to enhance efficiency and effectiveness;
- Prepares Organizational Re-engineered Process Flow Charts in consultation with Management and Operations Analysts;
- Assists with the review of interview notes to identify gaps and prepares final documents;
- Finalizes Organizational and Procedural Reports and ensures that copies are forwarded to the relevant parties;
- Co-ordinates the logistical arrangements for workshops and seminars;
- Ensures that all relevant documents are affixed to Organizational and Procedural Reports;
- Conducts Job Analysis and Job/Desk Audits;
- Prepares Organizational Charts;
- Participates in Job Evaluation exercise;
- Conducts interviews;
- Conducts qualitative and quantitative research;
- Prepares Classification Schedule and ensures that copies are sent to the relevant parties;
- Organizes and assists with PowerPoint presentations;
- Prepares and issues formal response to client in relation to Classification Schedule;
- Conducts research and forwards relevant data and information to client;
- Organizes data and information to ensure that they are easily accessible;
- Obtains from clients, Costing Schedule of various assignments;
- Co-ordinates the logistics and prepares meeting areas;
- Ensures that documents are properly filed and easily retrieved.

#### ***Records Management:***

- Maintains data standards and quality assures information contained in database and Library;
- Assists with resolution of problems related to data collection, storage and retrieval.

#### ***Administrative:***

- Organizes meetings hosted by the Unit and receives visitors as required;
- Prepares Agenda for Unit related meetings and organizes relevant information and

documents; takes Minutes at Unit related meetings and reproduces and distributes them in accordance with established guidelines;

- Operates office equipment, such as photocopier and fax machine in support of the work of the Unit;
- Identifies and resolves minor administrative problems and situations that affect the efficient administration of the unit.

#### **Required Knowledge, Skills and Competencies**

- Knowledge of standard development principles and processes as applied to public sector institutions
- Understanding of standard development policies, procedures and systems
- Communication, analytical and interpersonal skills necessary to conduct job analysis, gather and analyze quantitative and qualitative data from a variety of sources

#### **Minimum Required Qualification and Experience**

- First Degree in Public Administration/Business Administration or Information Technology;
- Three (3) years' experience in a relevant Management Analysis environment.

#### **Special Conditions Associated with the Job**

- May be required to travel to collect data and verify findings;
- May have to travel locally and overseas;
- May be required to work extended hours.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 9<sup>th</sup> February, 2022 to:**

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

Email: [hrapplications@mof.gov.jm](mailto:hrapplications@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**