



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 57**

**OSC Ref. C.4840<sup>30</sup>**

**8<sup>th</sup> February, 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**:

1. **Audit Manager/Team Lead (FMG/AS 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Director, Research and Analysis (GMG/SEG 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
3. **Senior Auditor (FMG/AS 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Auditor (FMG/AS 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
5. **Research Officer (SOG/ST 5)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
6. **Senior Secretary (OPS/SS 3)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

#### **1. Audit Manager/Team Lead (FMG/AS 4)**

##### **Job Purpose**

The Audit Manager/Team Lead of the Ministry of Finance and the Public Service (MOFPS), ensures the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act, as well as the Government of Jamaica (GOJ) Procurement Guidelines.

The incumbent supports the Audit Manager/Specialist (CIA) by preparing the Annual Audit Plans, recommends budget, time requirements and ensures that Team Members allocate the appropriate resources for testing and reviewing. He or she manages a portfolio of Internal Audit Projects, conducts Risk-based Audit Engagement Planning and prepares Audit Reports while leading Audit Teams during field work. In addition, the Audit Manager ensures the effectiveness of internal controls and the accuracy of Financial Records in the MOFPS, as well as its Departments and Agencies.

He/ she applies risk and control concepts to scenarios encountered, which identifies any potential issues to be addressed in a timely and effective manner. The incumbent undertakes special audits and presents appropriate reports based on findings. Additionally, he or she takes charge of general compliance to audit recommendations and their subsequent implementation.

The incumbent supports the Audit Manager/Specialist by exemplifying the Vision of the Division so that Team Members deliver according to its System. He/she is seen as a role model for Team Members and encourages them to keep abreast of the various requirements of the GOJ with regard to continuous learning and development within the profession. By so doing, they will be appropriately trained and able to deliver the essentials of assigned audits, applying ethical business practices, due diligence and commitment with high levels of accountability, responsibility, as well as productivity.

The Audit Manager seeks to achieve the above by being supportive of the output of Team Members, advocating for continuous learning, development and succession planning as well as teamwork, while in the conduct of Audit operations.

### **Key Responsibilities**

- Manages and guides direct reports towards achieving the Strategic Objectives of the Audit Division of the MOFPS and supporting the Ministry's Vision of becoming a Centre of Excellence;
- Monitors assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets;
- Reviews adherence to audit procedures and agreed performance targets;
- Convenes Team Meetings to assess accomplishments, discuss upcoming audits and job scheduling as well as issues and concerns which could impact and/or prevent the team from delivering according to agreed timelines;
- Maintains cordial and professional relationships with external and internal stakeholders and clients.

### **Technical/Professional**

- Supports the Audit Manager/Specialist in conducting Strategic and Risk based planning for the MOFPS, its Departments and Agencies, The Auditor General's Department, King's House and the Houses of Parliament;
- Applies knowledge of the principles, procedures and practices of accounting, Financial Records/record keeping and audit practices to the audit process;
- Assigns Financial Statements to be appropriately checked prior to being sent to the Accountant General's Department;
- Recommends the appropriate use of techniques as well as tests and sampling methods in the conduct of audits; ensure that Team Members conform to Internal Audit Standards, Accounting Standards and Financial Regulations;
- Manages client interface with Team Members;
- Supports and maintains an approved Quality Assurance and Improvement Programme covering all aspects of Internal Audit;
- Provides support to Internal Audit Divisions in the Departments and Agencies of the MOFPS in conducting quality self-assessments as well as compliance monitoring and Risk Management Activities, as required;
- Manages the preparation and content of audit reports by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Participates in the development and implementation of Annual Audit Plan and Work Plan being guided by the MOFPS's policies, regulatory requirements and guidelines;
- Recommends changes to the Divisions Standard Operating Procedures and methodologies in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ;
- Visits MDAs being audited to ensure compliance with audit procedures, resolves challenges and maintains good client relations;
- Reports on deviations and or departure from the approved Internal Control Systems as well as any perceived risks and recommends changes which will safeguard compliance and effectiveness;
- Manages the output of assigned Audit Team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls whether automated or manual;
- Manages the Audit progress and reviews compliance with Audit procedures and quality assurance which must be aligned to that of the Internal Audit Directorate;
- Provides guidelines and instructions to Team Members and tailor instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards;
- Conducts site visit to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and or supervise special audits which are assigned by the Audit Manager/Specialist;
- Performs any other related duties which may be assigned from time to time by the Audit Manager/Specialist and or the Chief Internal Auditor.

### **Departmental Human Resource**

- Provides leadership to Team Members by emulating the Vision and motivating them towards achieving the Internal Audit Division's goals;

- Demonstrates and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Audit Team;
- Manages the welfare and development of Team Members through the timely preparation of and provides feedback on Performance Appraisals as well as recommendations for training and development programmes;
- Recommends Job Rotation among Team Members so that their experiences can be enriched and become a motivating factor for learning;
- Provides guidance to Team Members through coaching, mentoring and training. Provides assistance and support as/and when needed while ensuring that they adhere to policies, procedures and regulations of the Division and the MOFPS as a whole;
- Ensures that proper working conditions exist for Team Members;
- Ensures that all Team Members are aware of and adhere to the policies, procedures and regulations of the Internal Audit Division and the MOFPS as a whole.

#### **Customer Service**

- Supports the Audit Manager/Specialist, by ensuring that Team Members adhere to established Customer Service principles, standards and measurements;
- Ensures that Team Members' responsibilities with respect to customer service, are respected, upheld and reported;
- Monitors and reports on the adequacy and effectiveness of Team Members' performance in relation to customer service responsibilities;
- Implements the use of Customer Evaluations as part of the standard audit process;
- Contributes to the quarterly and /or annual Customer Service Reports as required.

#### **Other**

- Provides professional and technical advice as and when required;
- Represents the Audit Manager/Specialist as instructed.

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

- Sound management, leadership and team building skills.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Competent in the use of ICT solution with knowledge of relevant auditing software applications.
- Thinks critically with highly developed analytical skills and demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- An excellent knowledge of the MOFPS overall strategic plan and its responsibilities with respect to achieving its audit targets for the MOFPS, its Departments and Agencies.
- Willing to work co-operatively and collaboratively with all stakeholders.
- Excellent knowledge and understanding of the GOJ public procurement policies, procedures and guidelines.
- Project Management skills: able to manage multifaceted projects resulting in measurable success.
- Excellent presentation, oral and written communication skills, with report writing.
- Excellent investigative and problem solving skills with the tenacity to do so.
- Developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Adaptable and able to promote organizational change

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

- A First Degree preferably in Accounts, Finance, Business Administration, Management or Economic or:
- ACCA Fundamentals or equivalent and over five (5) years auditing experience and relevant experience in the specialized area;
- Successful completion of the relevant Government Auditing Courses and Professional Audit Training would be an asset.

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

- This is a typical office environment, with no adverse working conditions however, intra - island travelling is an integral part of this position.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

## **2. Director, Research and Analysis (GMG/SEG 4)**

### **Job Purpose**

To maintain a system of statistical intelligence, which guides the development and maintenance of an efficient and equitable Tax System to create a climate in which savings, investment, and production, is encouraged.

### **Key Responsibilities**

**Estimates the cost and assessment of maintaining or introducing new and/or existing measures by:**

- Designing, organizing, and directing the conduct of statistical surveys which provide the data required for formulating Taxation Policy;
- Developing and maintaining econometric models relating to specific regimes.

**Evaluates the impact of proposed taxation measures on the economy and social stability of the country by:**

- Consulting with the Revenue Departments and other Agencies in the preparation of annual projections for revenue collections;
- Providing technical input to other Government Departments on the feasibility of generating revenue from various sources.

**Determines the impact of taxation measures on taxpayers by:**

- Conducting studies on the impact of existing tax measures on revenue, taxpayer, their effectiveness and efficiency;
- Collecting data and information to provide analysis on the cost of financing new and existing incentives and concessions requested by various interest groups.

**Leads and manages the Unit in the achievement of the above strategic objectives by:**

- Planning, organizing and directing the work of the Unit, including overseeing the development of the Unit's component of the Corporate and Operational Plans and Budgets, and monitoring the Unit's achievement against them;
- Seeking feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the Unit responding appropriately;
- Developing and managing the performance of the Unit with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensuring that the Unit's staff has sufficient and appropriate physical resources to ensure efficient and effective performance of assigned duties;
- Maintaining effective working relationships with external and internal stakeholders to ensure that the Unit provides a consistently high level of service to them.

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

- Financial Analysis
- Job Knowledge
- Strategic Management
- Leadership
- Visionary
- Integrity & Ethics
- Sound knowledge of computer application – statistical programmes;
- Sound knowledge of Tax Acts and regulations

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

- Bachelor of Science Degree in Economics including Statistics and Public Finance together with postgraduate training in Economics and Tax Analysis.
- Five (5) years in Taxation and statistical research and analysis with three (3) years at management level.

### **Special Condition Associated with the Job**

- Critical deadlines

### **3. Senior Auditor (FMG/AS 3)**

#### **Job Purpose**

The Senior Auditor/Audit Supervisor of the Ministry of Finance & the Public Service (MOFPS), is responsible for ensuring the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act as well as The Government of Jamaica (GOJ) Procurement Guidelines.

The Senior Auditor supports the Audit Manager and the Audit Manager/Specialist to create appropriate work plans, execute the audits as planned and drafts the audit report for review. He/ she participate in Exit Interviews and general audit closure activities.

The incumbent applies risk and control concepts to scenarios encountered and identifies any potential issues which are shared with Senior Management to ensure that any potential concerns are addressed in a timely and effective manner. He/ she conduct reviews across the audit universe, identify any key risk areas, reports on findings and makes recommendations to management.

The Senior Auditor ensures high quality provision of assurance on the systems of internal control and on the efficiency and effectiveness of its resources.

#### **Key Responsibilities**

##### **Management/Administrative**

- Contributes to the preparation of Internal Audit's Operational Plan and Budget;
- Functions as Audit Engagement Supervisor and Team Leader for assigned Audit projects;
- Ensures that the output of assigned Audits is in line with acceptable Audit standards, practices and GOJ requirements.

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

##### **Supervise Transaction Records & Documents To Determine Compliance**

- Prepares Risk-based Audit Work Programmes and Audit Reports;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and audit practices to the audit process;
- Evaluates whether the systems of internal control are in conformance with stipulated guidelines and regulations;
- Ensures compliance with the FAA Act (Instructions), Audit Standards and Departmental Rules and Regulations;
- Develops Audit programmes and testing procedures relevant to Risk and Test Objectives in the execution Audit Engagement Field work;
- Conducts Audits according to approved Work Plans, requirements of quality assurance and schedules;
- Ensures adherence to all applicable Divisional and professional standards;
- Supervises the checking of Financial Statements;
- Prepares guidelines and instructions for effective application by Audit Team members;
- Communicates assigned tasks to Auditors in a manner that is clear and concise ensuring high quality, accurate and efficient results;
- Leads Audit Team in the field on engagements, providing guidance and overall review of deliverables;
- Identifies and communicates issues raised, offer recommended solutions relevant to business and risk;
- Ensures that Audit conclusions are evidenced-based and a complete understanding of the process, circumstances and risk;
- Maintains effective working relations with internal and external stakeholders and clients

ensuring that service delivery is consistently at a high standard;

- Prepares working papers and draft Audit Reports for review by the Audit Manager/Team Leader;
- Prepares and presents reports on any deviations and or departure from the approved system; and recommend changes to realize a more effective internal control system;
- Attends related meetings to present audit findings and results as required;
- Prepares internal reports for the Audit Manager and the Audit Manager/Specialist as required;
- Performs any other related duties which may be assigned from time to time by the Audit Manager/Team Leader or the Audit Manager/Specialist.

### **Departmental Human Resource**

- Provides guidance to Team Members through coaching, mentoring and providing assistance and support as required.

### **Customer Service**

- Supports Audit Team Members in adhering to established Customer Service principles, standards and measurements;
- Supports Team Members in respecting Customer Service responsibilities.
- Reports on the adequacy and effectiveness of Team Members' performance in relation to Customer Service responsibilities;
- Contributes to the Quarterly and/or Annual Customer Service Reports as required;
- Represent the Audit Manager at client meetings as requested.

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

- Knowledge of accounting principles and practice, auditing principles and techniques and public administration.
- Proficient knowledge of the Public Finance Legal Framework.
- Knowledge of the Financial Administration & Audit (FAA) Act, relevant laws and regulations.
- Good knowledge of GOJ ICT systems.
- Good knowledge of relevant laws, staff orders, policies and procedures and other instructions specific to the MOFPS, its Departments and Agencies.
- A good knowledge of Audit and Accounting Methodologies such as: Sampling Techniques, VFM/Operational Audit, Application of Computer Assisted Audit Techniques (CAAT) and Audit Command Language (ACL).
- Competent in the use of ICT solutions with knowledge of relevant auditing software applications.
- Critical thinker, results driven and open to change.
- Excellent presentation, oral and written communication skills, with report writing.
- Plans, investigates and utilizes problem solving skills with the tenacity to do so.
- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Developed analytical skills with demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage people.

### **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 Government auditing courses and Professional Audit Training would be an asset.

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

- This is a typical office environment, with no adverse working conditions however, intra - island travelling is an integral part of this position.

- There can be stressful periods especially when meeting deadlines and responding to unplanned developments.
- Extended working hours are expected.

#### **4. Auditor (FMG/AS 2)**

##### **Job Purpose**

The Internal Auditor is responsible for conducting assigned audits within the Ministry of Finance and the Public Service (MOFPS), as well as its Agencies and Departments. The incumbent reviews financial records and complies with all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act as well as The Government of Jamaica (GOJ) Procurement Guidelines.

He/ she conduct reviews across the audit universe, identifies any key risk areas, reports on findings and makes recommendations to management. The incumbent ensures high quality provision of assurance on the systems of internal control and on the efficiency and effectiveness of its resources.

##### **Key Responsibilities**

###### **Management/Administrative**

- Contributes to the preparation of Internal Audit's Operational Plan and Budget.

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

- Attends Entrance and Exit Conferences with the Audit Manager and or Audit Supervisor to discuss the audit and or findings;
- Conducts Operational Audits, Financial Audits, Technological Audits and any special assignments in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
  - ✓ Following the relevant Audit Procedural Programme; and
  - ✓ Applying Internal Audit procedures and techniques.
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertains and evaluates operational processes and systems of internal control;
- Ensures that output of assigned Audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements;
- Ensures that Working Papers are appropriately prepared, compiled and submitted for reviews;
- Compares, analyzes and interprets facts and figures promptly. Corresponds orally and in writing with respect to the results of audits, according to established procedures;
- Consolidates overall audit findings and prepares Working Papers highlighting deficiencies, causes, implications and makes recommendations;
- Checks assigned Financial Statements according to defined procedures;
- Attends related meetings to present Audit Findings and Results as instructed and prepares relevant reports for the Audit Manager.

###### **Customer Service**

- Adheres to established Customer Service principles, standards and measurements;
- Contributes to the Quarterly and/or Annual Customer Service Reports as requested;
- Performs any other related duties which may be assigned from time to time by the Audit Manager and or Audit Supervisor.

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

- Knowledge of accounting principles and practice, auditing principles and techniques and public administration.
- Proficient knowledge of the Public Finance Legal Framework.
- Knowledge of the Financial Administration & Audit (FAA) Act, relevant laws and regulations.
- Good knowledge of GOJ ICT systems.
- Good knowledge of relevant laws, staff orders, policies and procedures and other instructions specific to the MOFPS, its Departments and Agencies.
- A good knowledge of Audit and Accounting Methodologies such as: Sampling Techniques,

VFM/Operational Audit, Application of Computer Assisted Audit Techniques (CAAT) and Audit Command Language (ACL).

- Competent in the use of ICT solutions with knowledge of relevant auditing software applications.
- Critical thinker, results driven and open to change.
- Excellent presentation, oral and written communication skills, with report writing.
- Plans, investigates and utilizes problem solving skills with the tenacity to do so.
- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Developed analytical skills with demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage people.

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

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent and no experience;
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification, plus at least two (2) years Auditing or Accounting experience.

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

- This is a typical office environment, with no adverse working conditions however, intra - island travelling is an integral part of this position.
- There can be stressful periods especially when meeting deadlines and responding to unplanned developments.
- Extended working hours are expected.

## **5. Research Officer (SOG/ST 5)**

### **Job Purpose**

Under the general direction of the M&E Director, and working in close collaboration with M&E Analyst and Project Analysis and PDSS staff, the Research Assistant is responsible for providing support and assistance in identifying and establishing project M&E data and information needs; researching, collecting, collating, analyzing, and reporting on statistical information and data; and establishing a database of M&E related data and information, as a basis for evaluation of project performance, ensure evidenced based decision-making and the attainment of project objectives.

### **Key Responsibilities**

#### **Technical/Professional**

- Works collaboratively with M&E and Project Analysis and PDSS staff in providing project related technical support, advice and guidance to MDAs in:
  - ✓ developing M&E framework for projects;
  - ✓ identifying and implementing data collection and related system needs;
  - ✓ establishing baseline data for tracking changes from baseline conditions.
- Develops, tests and implements a data model for documenting and organizing data for M&E activities in support of MDAs;
- Supports the Director in the development and implementation of M&E tools for data collection, analysis and reporting on project indicators by MDAs;
- Participates in developing research and survey instruments and in the collection and collation of research and evaluation data as a basis for establishing baseline and end-line data and identifying models of best practices and benchmarks;
- Analyzes quantitative and qualitative research data and contributes to the reporting and interpretation of findings to inform Project Appraisals;
- Identifies strengths and weaknesses in existing data collection systems and propose solutions;
- Ensures data collected is credible, user friendly and aids and facilitates development and refinement of M&E Plans;
- Develops spreadsheets and database to support Project M&E activities in the MDAs.



- Participates in the analysis, interpretation and verification of MDA M&E framework in order to assess adequacy for use in identify trends, patterns and changes in project activity and performance;
- Supports the Director in preparing periodic and special Statistical and Narrative Reports as required, including, chart, tables and graphs indicating trends, patterns and relationships, on the basis of data collected and analysed;
- Stays abreast of trends and developments in the field of research and statistical analysis by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations;
- Performs other related duties and responsibilities as may be determined by the Director.

#### **Management/Administrative**

- Supports the Director in making presentations to stakeholders on the findings of data analysis;
- Prepares internal periodic and special reports on areas of responsibility including the status of assignments, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

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

- Ability to work independently as well as with cross-functional teams
- Ability to communicate effectively, orally and in writing and with diverse stakeholders
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Well-developed planning, analytical and organizing skills
- Ability to forge effective working relationships internally and externally
- Ability to demonstrate sound and objective judgment in decision making
- Performance and outcome oriented
- Meticulous attention to detail
- Ability to work under pressure in meeting demanding schedules and timelines

#### **Technical**

- Knowledge of research and data collection and analysis methodologies and techniques
- Ability to design surveys, tools and mechanisms for data collection and analysis
- Ability to quality assure, verify and validate data
- Ability to analyze and synthesize quantitative and qualitative information and data to produce reports
- Proficiency in data analysis packages such as SAS and SPSS and database management systems such as Access and Excel

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

- Bachelor's Degree or equivalent, preferably in, Economics, Statistics or other relevant Social Science field;
- Specialized Training in Monitoring and Evaluation or Project Planning;
- Two (2) years of proven experience conducting research, data collection and statistical analysis in a multi-sectoral/agency setting;
- Proven experience in data model design and implementation and database management

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

- Work is performed in normal office conditions;
- May be required to work beyond normal working hours in order to meet deadlines.

## **6. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

The Senior Secretary is responsible for providing administrative/secretarial support services to the Director of Administration in accordance with established standards and procedures in order to ensure the efficient operations of the unit and its staff.

### **Key Responsibilities**

#### **General Administrative**

- Liaises with Heads of Sections and personnel outside of the Division to facilitate required administrative support;
- Establishes and maintains an appropriate Filing System for the recording and easy retrieval of information;
- Co-ordinates activities for a variety of meetings; attends meetings, takes notes and prepares Minutes as required;
- Controls and monitors all files and documents that come directly to the HRM & Administration Unit;
- Maintains “third copy” files for correspondences sent out of the Division by the Director of Administration.
- Screens visitors and phone calls intended for the Director of Administration and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Follows-up on directives given and requests made by the Director of Administration;
- Compiles, stores, and retrieves management data;
- Researches and provides information to the Director of Administration in the preparation of reports;
- Assists in compiling and maintaining detailed spreadsheets, of the Unit’s performance;
- Arranges for the printing, making photocopies, binding, dispatch etc of documents produced by the Head of the Unit;
- Types and composes letters, memos and all necessary correspondence for dispatch based on general instructions;
- Circulates memoranda, circulars, magazines and other documents within the Division;
- Proofreads documents for accuracy, completeness, and conformity to established formats;
- Arranges meetings, workshops, conferences etc., including the location, agenda, and relevant documents;
- Responds promptly to internal and external customer requests;
- Assists in the compiling of the Division’s expenditure information.

#### **Human Resource Management & related Support Responsibilities**

- Provides administrative support in respect to staff welfare issues;
- Computes leave entitlements, updates leave records and prepares Leave Roster for all members of staff;
- Maintains the Petty Cash Imprest;
- Attends HR & Administration Meetings and other related meetings as directed by the Director of Administration;
- Apprises stakeholders of personnel changes within the Unit;
- Assists in the preparation of required HRM & Administration documentation.

#### **Other Administrative and support**

- Assists in requesting pro forma invoices and or quotations from suppliers;
- Provides administrative support in relation to the refurbishing, maintaining and accounting for the equipment and facilities of the Division;
- Provides administrative support with respect to the ordering, logging, securing and distribution of items of stationery, materials and of goods and services for the Division;
- Assists in the scheduling of support services for the appeal resolution Unit;
- Assists in the update of information to the electronic Case Management System;
- Provides relief support service to the Customer Service Officer and other administrative officers as required;
- Performs other related duties as assigned by the Director of Administration.

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

- Knowledge of general office administration practices, procedures and standards.
- Knowledge of relevant computer applications.
- Knowledge of human relations concepts, practices, policies and procedures.

- Knowledge of revenue administration policies and procedures.
- Knowledge of team dynamics.
- Excellent organizational and file management skills.
- Excellent interpersonal skills.
- Excellent computer related skills, including word processing, spreadsheet, and database management applications.
- Excellent time management skills.
- Excellent oral and written communication skills with the ability to foster internal and external relationships.
- Effective conflict resolution skills and public relation skills.
- Effective inventory management skills.
- Effective decision-making and problem-solving skills.
- Ability to meet performance and deadline driven output standards.
- Proficient Minute-/note-taking skills.

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

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;  
**OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Monday, 21<sup>st</sup> February 2022 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](mailto:hrapapplications@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](http://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**