



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 61**  
**OSC Ref. C. 4857<sup>16</sup>**

**11<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 Transport and Mining**:

1. **Director, Management Accounts (FMG/PA 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Director, Organization Development and Performance Management (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Executive Secretary 1 (OPS/SS 4)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

**1. Director, Management Accounts (FMG/PA 4)**

**Job Purpose**

Under the general supervision of the Principal Finance Officer (PFO), the incumbent is responsible for the preparation and implementation of the Ministry's Budgets in accordance with its approved Corporate Plan and guidelines prescribed by the Financial Secretary, to ensure that accrual Budgets for the Ministry and its Agencies are prepared in accordance with International Public Sector Accounting Standards (IPSAS).

**Key Responsibilities**

- Advises the PFO on the Financial Performance and status of the Ministry;
- Provides expert advice to Programme Managers as required;
- Assists in the development and updating of objectives and strategies of the Ministry's Corporate Plan;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan.

***Ensure that Budgets and Cash Flows are prepared in line with the Ministry of Finance and the Public Service's guidelines as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability:***

- Maintains a budgeting system that fits into a timetable and delivers Expenditure Budgets according to guidelines issued by the Ministry of Finance and the Public Service;
- Communicates to all entities, the directives for the preparation and submission of Estimates to the Budget Division, in the prescribed format, with supporting documentation/justification and within the established deadline;
- Manages the collection, detailed examination and analysis of proposals, ensuring that the specific purposes and performance indicators reflect the linkage to the Corporate Plan; subsequent and submission to the Ministry of Finance and the Public Service;
- Prepares draft Expenditure Budgets for the Ministry through a process of co-ordination, consultation and consolidation, ensuring that such Budgets are prepared in accordance with;
- Analyzes the Budget requests in respect of para-statal bodies to determine that they are in accordance with the approved objectives and strategies, are realistic and are supported by the Implementation Plan where applicable;
- Analyzes the Budget requests from Agencies/Departments to determine that they reflect the level of allocations and guidelines established by the Ministry's Senior Management Team and are supported by realistic Implementation Plan, where applicable;
- Rationalizes and prioritizes activities to match ceilings given by the Ministry of Finance and the Public Service.

***Directs and ensures the preparation of the Carry-on-Provision and Annual Cash Flow Forecasts, for presentation to the Ministry of Finance and the Public Service, in the prescribed format, for the three (3) Heads of Estimates, ensuring that all schedules are completed in its entirety:***

- Ensures that for the Capital Projects the tasks to be undertaken within specified time periods are realistic and reflected on the Work Implementation Schedules, and correlate also with the sums forecasted;
- Prepares Budget revisions according to the Ministry of Finance and the Public Service guidelines and expenditure patterns including annual and multi year commitments;
- Provides advice and guidance to Ministry Managers on Budget preparation, the status and availability of funds and interpretation of financial data;
- Provides variance reports to the PFO for major deviations appearing between the approved Budget and actual performance, analyzing the reasons for such deviation and recommendations for new or revised Budget procedure;
- Provides guidance where necessary to Agencies/Departments, in the preparation of the narratives in support of the Budget allocations so as to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Submits to the Ministry of Finance and the Public Service draft Budget in respect of the Ministry, its Departments and Agencies after its review and approval by the Permanent Secretary.

***Monitors and analyzes the performance by the Ministry and its Entities on Budget against budgeted allocations:***

- Monitors and analyzes Commitments and Monthly Expenditure Reports, to determine the trend of expenditure, its variances and the reasons for these variances; and advises/makes recommendations to the PFO of the corrective action to be taken;
- Reviews the structure of cost recovery/user fees to ensure that all possible scope for user fees/cost recoveries is covered;
- Analyzes miscellaneous revenues and any other non-tax revenue estimates that are the responsibility of the Ministry, to ensure that they reflect maximum efforts towards revenue mobilization;
- Prepares annual estimate of miscellaneous revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Prepares in accordance with the MOFPS guidelines the following Budgets for the Ministry:
  - ✓ Income and Expenditure Budget
  - ✓ Balance Sheet
  - ✓ Cash Flow Statements

***Maintains control over the level of public expenditure, ensuring that expenditures are kept within budgetary limits and that there is high standards of performance, value for money is achieved in the management of public finances and that projects are completed on time and within Budget:***

- Implements and operates an effective Cash Management System which includes:
  - ✓ Allocating the Monthly and Quarterly Warrants in accordance with agreed priorities;
  - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
  - ✓ Ensuring that Appropriations-in-Aid, if any, are fully realized;
- Ensures that expenditure against the approved Budget is met from the Warrant allocation and not from unauthorized sources, such as withholding statutory and other approved deductions, diverting Departmental Revenue, etc.;
- Reviews on an on-going basis, all Bank Accounts to ensure that there are no large idle cash balances;
- Establishes and operates a sound system for Budget implementation which will ensure proper expenditure management and control in the Ministry, including the regularity and propriety of all expenditure incurred, and general compliance with the overall requirements of the FAA Act and the instructions there from;
- Puts in place a mechanism to monitor the implementation of the Budget relating to parastatal bodies. Obtains and analyzes the monthly reports to determine whether the funds have been utilized for the specific purposes indicated in the approved Budget and whether these funds have been efficiently utilized;
- Evaluates physical and financial performance in the implementation of the capital projects and other programmes in the recurrent Budgets;
- Ensures that the actual revenue collections are monitored monthly against targets and that in the event of a shortfall in collections authorized measures are employed to improve collections and bring it in line with targets;
- Ensures that all revenues collected payable to the Accountant General for miscellaneous revenue are remitted promptly and that monthly reconciliation of such revenues with the

Accountant General's Department is done;

- Puts in place a sound system of Management Accounting and Reporting, to meet operational requirements of the Ministry.

***Manages the Management Accounts Section of the Finance and Accounts Division in the achievement of its objectives:***

- Plans, organizes and directs the work of the Unit, including overseeing the creation of the Unit's Corporate and Operational Plans and Budgets and monitoring the Unit's achievement against them;
- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients;
- Ensures that the Unit provides a consistency high level of service to its clients;
- Conducts Performance Evaluation for staff within the Unit.

***Monitors Portfolio entities' Financial Performance to ensure that expenditure is within the voted provision and has been applied so as to achieve the desired outcomes and value for money:***

- Ensures that expenditure of entity is monitored and reviewed and that it is within the limits of the Budget;
- Provides the PFO with periodic Budget Variance Reports on Portfolio entities;
- Ensures proper administration of the Ministry's Investment Portfolio;
- Provides assistance on technical accounting issues raised by Portfolio entities;
- Ensures that timely Submission of the Monthly and Annual Financial Statements by Portfolio entities within the statutory deadlines;
- Ensures that the entities' Monthly and Annual Financial Statements are adequate and accurate based on cross checks, data manipulation and using all information and knowledge of the portfolio available;
- Provides regular reports to the PFO on Financial and Accounting issues in respect of Portfolio entities, including rating them on the accuracy and timeliness of their reports, as well as on their financial performance;
- Analyzes requests for operation of new bank accounts;
- Analyzes requests for investments;
- Analyzes requests for use of Credit Cards or increase/decrease to credit ceiling;
- Monitors compliance with laid down fees and charges;
- Analyzes entities' Monthly Revenue Financial Statements;
- Monitors actual revenue collected against budgeted revenue, discussing reasons for significant variances and agreeing ways to achieve increased revenue in the future.

***Ensures proper monitoring of the financial progress of externally funded projects, maintenance of relevant Financial Records for all such projects, ensuring accuracy in reporting to Multilateral Agencies and timeliness in the draw down revenue due to GOJ:***

- Ensures detailed Ledgers and other relevant documentation of externally funded projects being implemented;
- Ensures that there is constant liaison with the relevant Agencies Financial Managers and Project Accountants regarding the timely receipts of financial data for updating of Ledgers;
- Verifies the accuracy of "Draw down claims";
- Ensures that contracts with appropriate Agency and external stakeholders are maintained to guarantee that revenues due are disbursed within specified time frames and are properly accounted for.

***Ensures that the Ministry's Investment Portfolio is managed in accordance with GOJ Investment policies in order to ensure that the Ministry's income earning capacity is maximized:***

- Conducts a detailed analysis of sums held in the Deposit and Expenditure Clearing Accounts in an effort to identify 'idle' funds which can be invested;
- Negotiates and liaises with approved financial institutions in order to access the best possible market rates for funds identified for investment;
- Submits to the PFO recommendations for approval of investments to be made;
- Ensures that the investments are concentrated in the safest types of securities and diversifying the Investment Portfolio so as to minimize the potential losses on individual securities;

- Ensures that a complete and accurate documentation and records of the Investment Portfolio is maintained in accordance with the FAA Act and MOFPS guidelines;

***Ensures collection of funds, issuing of receipts and lodgements made to relevant bank accounts:***

- Ensures cash/cheques received are properly classified and inserted on the Government Financial Management System (GFMS) and lodged promptly to the relevant bank account and receipts issued for funds collected;
- Directs the preparation of the explanations for expenditure variances against budgeted provisions in relation to the Ministry's three (3) Heads of Estimates, by Project/Activity and Object of Expenditure, on an annual basis;
- Authorizes payment and journal vouchers on the GFMS.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Excellent financial and analytical skills
- Good grasp of GOJ expenditure control and budgetary and planning processes
- Excellent knowledge in accrual accounting

***Core:***

- Good analytical and problem-solving skills
- Excellent leadership and team building skills
- Excellent judgement, planning and organizing skills
- Excellent interpersonal and influencing skills
- Excellent oral and written communication skills
- Skill in operating computerized accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

**Minimum Required Qualification and Experience**

- Bachelor of 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. Director, Organization Development and Performance Management (GMG/SEG 3)**

**Job Purpose**

Under the direct supervision of the Director, Human Resource Management and Development, the incumbent will be responsible for providing management advisory support service to the Ministry with a view to improving the beliefs, attitudes, values and structures of the Ministry, to facilitate adaptation to new technologies, challenges and opportunities.

**Key Responsibilities**

- Documents areas in need of strengthening in terms of structure, systems and Human Resource;
- Consults with Divisional Heads and other Senior Managers and staff in the Ministry to identify and determine problems;
- Conducts preliminary surveys to determine and define the objectives of the study, scope of study, appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Develops detailed Plan of Action in collaboration with the relevant parties, including targets and deadlines;
- Examines relevant statutes, regulations, directives and reports related to the organization to determine legislative framework for functional responsibility;
- Collects job related data through interviews, questionnaires and observations and examines records to validate findings;
- Examines the delegation and exercise of authority, grouping functions, inter-relationship of organizational entities to determine any significant bearing on departmental operations;

- Studies formal and informal lines of communication and controls the allocation of planning and development activities;
- Conducts detailed analyses of data collected;
- Develops specific recommendations/solutions to problems identified including changes in organizational and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel co-ordination and communication, existing legislation, manpower utilization, forms and office layout;
- Develops new and revised Job Descriptions;
- Prepares charts of existing and proposed Organizational Structures;
- Discusses findings and recommendations with Divisional Heads and Senior Managers to arrive at consensus;
- Prepares and issues reports of findings and recommendations;
- Assists with the implementation of recommendations;
- Examines the operations and workflow of the selected entities to determine systematic weaknesses, for example, duplication/overlaps, waste, as well as activities that do not add value to the process by:
  - ✓ Conducting interviews with staff;
  - ✓ Observing the activities of staff in the working environment;
  - ✓ Administering questionnaires;
  - ✓ Reviewing previous reports/documents existing job descriptions and charts;
  - ✓ Preparing Flow Chart of current operations;
- Conducts analyses of data to obtain full understanding of operations;
- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste;
- Promotes the use of technology to enhance efficient and effective delivery of service and the accomplishment of major targets and objectives;
- Prepares Flow Chart of proposed operations;
- Presents findings and recommendations to Divisional Heads and Senior Managers;
- Updates/Prepares Operational Manuals to reflect changes in policy/operations;
- Provides support for all Human Resource Policies and Programmes within the Ministry and its Agencies by participating in formal and informal training programmes, particularly for delegated functions;
- Participates in the Corporate and Operational Planning activities of the Ministry and its Agencies to gain a full understanding of the Ministry's Mission and Objectives, to inform the activities of the Human Resource Unit in providing guidance to Line Managers and staff in completing their Unit and Individual PMAS Work Plans and other requirements of PMAS;
- Develops and executes PMAS related change management initiatives in collaboration with other HRMA colleagues, the EPMAT, managers and supervisors in the Ministry;
- Develops and ensures approval of output focused Job Descriptions for the PMAS development exercise, in collaboration with other HRMA colleagues, managers and employees;
- Facilitates Unit Work Plan Sessions as is necessary;
- Develops customized PMAS material for employee Orientation Sessions in the Ministry;
- Participates in the delivery of training for newly appointed Managers and Supervisors with respect to their responsibilities under PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff, including Managers and Supervisors;
- Liaises with Managers and Supervisors to ensure that PMAS Work Plans are completed within agreed time frame;
- Monitors compliance with the conduct of Interim Evaluations and provides guidance where necessary;
- Ensures that Performance Appraisals are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective actions to address poor performance and monitors the implementation of Development Plans;
- Ensures that confidential Performance Appraisal records are properly maintained in respect of applicable pay, rewards and sanctions;
- Ensures that staff eligible for an increment/award is identified and the relevant HR Officer and Payroll notified in the stipulated time frame;
- Plans and co-ordinates the arrangement of recognition and award activities/events at the Corporate level;
- Prepares Office of the Services Commissions' Reports;
- Provides quarterly inputs for the Operation Plan regarding the submission of Work Plans and Performance Evaluation Reports;
- Uploads requested information to the MyHr+ Platform;
- Develops a structured feedback process to guide supervisors.

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

### **Core:**

- Demonstrated initiative
- Effective problem-solving skills
- Excellent oral and written communication
- Effective planning and organizing skills
- Excellent interpersonal skills
- High level of integrity and confidentiality
- Results oriented

### **Technical:**

- Excellent knowledge of Human Resource Management
- Basic knowledge of Government Administrative Systems
- Comprehensive and sound knowledge of the PMAS as established in the Guidelines issued by the Office of the Cabinet
- Proficient use of computer applications (Word, Powerpoint, Excel)
- Strong presentation skills
- Strong coaching skills
- Sound analytical thinking
- Strong change management skills

## **Minimum Required Qualification and Experience**

- First Degree in Management Studies or Social Sciences;
- Training in Management Analysis;
- Five (5) years' experience in Operations Management or Human Resource Development, to include two (2) years in a similar position.

### **3. Executive Secretary 1 (OPS/SS 4)**

#### **Job Purpose**

The incumbent is responsible for providing administrative support to the Principal Finance Officer, in order to ensure that the operations of the Office are effective and efficient in relation to communications and work assignment between the Principal Finance Officer and his/her direct reports, and the Permanent Secretary.

#### **Key Responsibilities**

- Liaises with Senior Heads of Sections and personnel outside of the Unit to facilitate administrative support;
- Establishes, supervises and maintains an appropriate Filing System for the recoding and easy retrieval of information;
- Oversees the logs of all mails/files that comes directly to the Principal Finance Officer;
- Maintains a Database for tracking Submissions and decisions made to the Ministry of Finance and the Public Service;
- Oversees and maintains the "third copy" files for correspondence sent out by the Principal Finance Officer;
- Types reports, correspondences, memorandum, forms, agendas, etc.; proofreads documents for accuracy, completeness and conformity with established formats;
- Co-ordinates activities for a variety of meetings; attends meetings and prepares Minutes;
- Ensures that all documents and papers are prepared by relevant officers for the Principal Finance Officer's meetings;
- Screens visitors and phone calls intended for the Principal Finance Officer and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Reviews directives given and requests made by the Permanent Secretary;
- Compiles, stores and retrieves management data;
- Researches and provides information to the Principal Finance Officer in the preparation of reports;
- Aids in the preparation of the Annual Budget and Weekly Cash Flow of the Unit's expenditure;
- Monitors the Financial Performance of the Unit, using the electronic performance monitoring system and provides regular updates to the Principal Finance Officer;

- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled and payments are made in respect of toll calls;
- Prepares Requisition Forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Makes arrangements for local and overseas travel for the Principal Finance Officer;
- Takes dictation and reproduces confidential and other correspondence;
- Deals with urgent correspondences, faxes and emails in the absence of a Unit official;
- Maintains and shares electronic folders containing calendar and contacts in the Microsoft Outlook Programme;
- Assists in the preparation of Corporate and Operational Plans for the Unit;
- Attends Administrative Meetings, on the instructions of the Principal Finance Officer;
- Arranges for printing, making photocopies, binding and dispatching of documents produced;
- Maintains an effective general filing system;
- Prepares resource material and packages for participation in seminars, workshops and Retreats;
- Maintains the Principal Finance Officer's Diary recording appointments, meetings, conferences, visits, etc., on a daily basis. Confirms, cancels and reschedules appointment on the Principal Finance Officer's behalf;
- Takes action Minutes at meetings, where directed to do so and circulates them as required;
- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Ability to communicate effectively, both orally and in writing
- Excellent time management skills
- Good interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude

#### **Technical:**

- Sound knowledge of computer applications-Microsoft Word, Excel, PowerPoint, Publisher and Access
- Excellent knowledge of Government operations and protocol
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material

### **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 five (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 five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency 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 five (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 Thursday, 24<sup>th</sup> February, 2022 to:**

Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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