



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 49**

### **OSC Ref. C. 6276<sup>13</sup>**

**4<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 be assigned to/fill the following posts in the **Ministry of Local Government and Rural Development**:

1. **Financial Management Specialist – (Contract)**, salary range \$3,295,434 - \$4,119,294 per annum and any allowance(s) attached to the post.
2. **Financial Economist/Statistician (FMG/PA 3) – (Vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Administrator (GMG/AM 3) – (Not Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
4. **Payroll Officer (FMG/AT 2) – (Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
5. **Records Officer 2 (PIDG/RIM 3) – (Not Vacant)**, salary range \$933,069 - \$1,109,126 per annum and any allowance(s) attached to the post.

### **1. Financial Management Specialist**

#### **Job Purpose**

This position is located in the Local Government Reform Unit of the Ministry of Local Government and Rural Development, with overall responsibility for providing expertise in establishing a viable Financial Management Framework for the Municipal Corporations. The framework includes structured and scheduled liaison, primarily with the Chief Financial Officer on Financial Management Policies, Procedures and Systems for achieving transparency in the Local Government System. The position also provides for collaboration in the installation of appropriate Financial Management Information Systems within the Municipal Corporations (MCs).

#### **Key Responsibilities**

- Provides specialist expertise necessary for the establishment of an appropriate Financial Management Framework in the MUs by periodic reviews and monitoring of implementation of recommendations;
- Organizes seminars/workshops where appropriate, to communicate and consult on recommendations for improvement in the Financial Management System of MCs;
- Develops Financial Management Policies, Procedures and Systems in order to achieve accountability and transparency in all financial transactions within the MCs;
- Ensures that appropriate Accounting Systems are in place to manage all the financial activities of the MUs, including applicable Management Information System; monitors and reviews these Systems periodically, to ensure prudent and effective accounting practices;
- Collaborates with external consultants contracted to (i) assess the accounting systems of Municipal Corporations (ii) perform business process analysis and re-engineering in order to facilitate implementation of the IPSAS Accrual Accounting System;
- Acts as the major conduit between the external consultants and the Ministry of Finance and the Public Service and the Ministry of Local Government and Rural Development;
- Conducts revision of the structure of the Accounting Department and prepares job descriptions to support Accrual Accounting, under the guidance of external consultants and the Ministry of Finance and the Public Service;
- Develops revised vouchers and Financial Statements, under the guidance of external consultants;
- Collaborates with internal and external partners in selecting and installing applicable Management Information System within the Local Authorities (LAs);
- Prepares Financial Management and Accounting Policy and Procedures Manual for the MUs;

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

- Demonstrate knowledge of the Financial Audit and Administration (FAA) Act, the Local Government (Financing and Financial Management) Act
- Demonstrated excellence in analytical and problem-solving skills and data analysis;
- Demonstrated ability to plan and organize around many tasks implemented simultaneously
- Have specific knowledge of Local Government Reform (Legal and Administrative); principles and practices of modern public administration and development; decentralized processes; Municipal services operations; relationships with Local Authorities/Local and Central Government; involvement and participation of Non-governmental groups/communities and Civil society in local governance and as practiced internationally
- Good working knowledge of the operations of the Municipal Corporations
- Strong report writing skills
- Expertise in computer applications (Proficiency in Microsoft programs, including but not limited to Word, Excel, Power Point access and ability to learn other software programs required by the Unit
- Ability to quickly acquire knowledge of the Unit's program structure (mission, goals, objectives) policies and procedures
- Ability to plan, schedule and evaluate assigned activities and organize information
- Must maintain professional and technical expertise through participation in continuing education
- Ability to handle multiple interruptions and adjustments to priorities throughout the day
- Ability to communicate effectively with diverse individuals and efficiently handle emergency situations
- Excellent memory and organizational ability as it relates to setting priorities, organizing workload, handling multiple responsibilities and meeting deadlines
- Ability to work in a team

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

- Bachelor's or Master's Degree in Business Administration, Public Administration, Management or other related field or a Professional Chartered Accountant;
- Five (5) years' experience in the Public Sector's financing/financial management of Local Government system and practices.

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

- Must possess a valid Driver's Licence.

## **2. Financial Analyst/Statistician (FMG/PA 3)**

### **Job Purpose**

Reporting to the Director, Parochial Revenue Fund, the Financial Economist/Statistician is responsible for assessing the economic environment in which the Local Government System has to operate, recommending program initiatives which will ensure the continued viability of the Municipal Corporations. The incumbent addresses specific fiscal measures which can be introduced for the direct benefit of the Councils, revenue sharing initiatives, financing of capital and social infrastructure, as well as developing a database to assist in monitoring the operations of the Councils. In addition, the incumbent will undertake analysis of the Councils' Budgets and very critically, play a key role in the development of funding proposals for programmes under the Ministry's portfolio.

### **Key Responsibilities**

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

- Participates in the development of the Operational and Work Plans;
- Undertakes in-depth research relating to fiscal measures which can be introduced or improved to support the financial viability of the Municipal Corporations;
- Develops and implements, in conjunction with the relevant Departments/Agencies, tax and other fiscal measures aimed at supporting the programmes of the Ministry and affiliated Agencies;
- Devises methods and procedures for the timely and accurate collection of data to be used to support the Ministry's economic database;
- Ensures the availability of timely, relevant, comprehensive and accurate economic data on the Local Government fraternity, as well as on the Ministry's other portfolios;

- Develops and maintains a network of relevant contacts in Government, Private Sector, International Organizations, Academia and Civil Society;
- Advises the Ministry's Managers and other senior personnel of trends and changes which can impact on the economic fortunes of the Councils and other entities of the Ministry's portfolio;
- Undertakes in-depth research on emerging Urban Centres throughout the island to determine economic and policy drivers, which impact on business locations, investment decisions and housing solutions;
- Examines the possible impact of the devolution of fiscal and financial decisions from the Centre to Municipal Corporations as it pertains to select activities, such as Property Taxes, Trade Licences and the sourcing of long term financing for use by the Municipal Corporations;
- Develops Policy Papers based on research conducted on such areas as revenue sharing, devolution of certain fiscal powers and borrowing powers, for consideration by the relevant decision makers;
- Conducts economic impact assessments of proposed projects/programmes so as to determine the feasibility of actually implementing such programmes;
- Develops, in conjunction with the Director, performance metrics which can be used as the basis for determining the allocation of general grants, Equalization Fund support or any other discretionary allocations to the Municipal Corporations;
- Explores, using research techniques, funding proposals/mechanisms for social infrastructure and programmes required/offered by the Municipal Corporations and the Ministry's Agencies and Departments;
- Works closely with Municipal Corporations, Departments and Agencies of the Ministry, to identify and prepare project proposals for considered funding by local and international funding agencies;
- Analyzes the Financial Reports emanating from the Municipal Corporations;
- Undertakes special projects as assigned;
- Performs other duties and responsibilities determined from time to time.

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

#### ***Core:***

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties

#### ***Functional:***

- Excellent working knowledge of the operations of Government
- In depth knowledge of Local Government and Local Governance matters and in particular the Government of Jamaica's Local Government related programmes and activities
- Excellent knowledge regarding research methodologies, as well as the collection analysis and presentation data
- Excellent analytical, diagnostic and constructive thinking skills
- Sound working knowledge of participatory techniques and stakeholders consultation
- Ability to design, write and effectively communicate the requirement of complex processes to those involved in their management
- Ability to monitor data validity and integrity

### **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 Government Accounting, MIND.

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

- Will be required to travel to various Municipal Corporations.

### **3. Administrator (GMG/AM 3)**

#### **Job Purpose**

Reporting to the Director, Co-ordination and Monitoring, the incumbent is responsible for examining proposals for the sale, lease and purchase of properties for the Local Government Authorities and Agencies, to ensure conformity with the relevant laws, regulations and policies. The incumbent also provides administrative support by clarifying and interpreting certain Acts, facilitating consultations, checking and monitoring approval processes and preparing draft Cabinet Submissions for the Division.

#### **Key Responsibilities**

- Participates in the preparation of the Unit's Budget and Operational and Work Plans;
- Prepares draft submission for the sale and lease of properties;
- Checks proposals from Local Government Authorities for the disposition and acquisition of properties, ensuring adherence to prescribed guidelines and prepares submissions to the relevant persons;
- Provides advice and guidance and interpretation of certain Acts in response to requests from Local Government Authorities;
- Circulates information to the Kingston and St. Andrew Municipal Corporation and the Local Government Municipal Corporations, on behalf of other Ministries and Agencies;
- Seeks consultation and comments on draft bills and other matters, within the given time frame;
- Examines resolutions from Local Authorities and either dealing with them internally or referring to the appropriate Agency for attention;
- Requests and examines documents from the Local Government Authorities pertaining to former Councillors to determine eligibility for payment of honoraria;
- Prepares Submissions to the Ministry of Finance and the Public Service for determining quantum of honoraria and conveys decision to the Local Government Authorities and to this Ministry's Finance Department to effect payment;
- Seeks and obtains the advice of either the Ministry's Legal Department or the Attorney General's Department on behalf of the Local Authorities and the Municipality of Portmore in cases where claims have been made against them, for which there is ambiguity in wording of documents necessary for the determination of liability also for the interpretation of conditions and clauses in the governing regulations, laws, guidelines and other documents;
- Seeks the Minister's approval regarding proposals for Councillors to conduct business with the Municipal Corporations in which they serve;
- Prepares draft Cabinet Submissions for the Appointment of Boards for the Municipal and Parish Council Services Commission, the Board of Supervision, the Jamaica Fire Brigade, NSWMA and the Golden Age Home;
- Liaises with JALGO, KSAC and ALGA to obtain nominees for Municipal and Parish Council Services Commission to ensure that the new members of the Commission's appointments are gazetted;
- Provides administrative assistance as Assistant Secretary duties to the Procurement Committee;
- Schedules meetings, disseminates reports to members, drafts Minutes and prepares recommendations from the Procurement Meeting to the Chairperson of the Committee for the Permanent Secretary's approval;
- Performs other duties and responsibilities determined from time to time.

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

##### ***Core:***

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relations skills
- Sound integrity/ethics is exercised in the performance of duties

##### ***Functional:***

- Good knowledge of the Local Government System
- Sound analytical skills
- Sound judgment and initiative
- Sound planning and organizing skills
- Proficiency in the relevant computer applications

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

- First Degree in Public Administration, Management Studies or other related field from a recognized institution;
- Three (3) years' experience in a related field.

### **4. Payroll Officer (FMG/AT 2)**

#### **Job Purpose**

Reporting to the Payroll Manager, the incumbent is responsible for the preparation of the fortnightly salaries and the monthly On and Off Control and maintains proper record keeping in accordance with the relevant Acts and policy guidelines.

#### **Key Responsibilities**

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

- Computes salary payment for Fortnightly paid staff, ensuring that all relevant changes/information in connection with the payment of salaries, are properly entered on the Payroll System;
- Posts salary input data for fortnightly paid staff on the computer-based Payroll System and generates Registers and reports;
- Maintains and balances the salaries 'On and Off' Control Register for the Monthly Payrolls;
- Prints cheques/lodgment advice slips for Fortnightly Payroll and batched along with Payroll Registers;
- Maintains Payroll Records, Registers, Files, etc., in keeping with established standards;
- Researches Annual Returns information for past and present employees;
- Prepares salary payment vouchers to facilitate the timely funding of the salaries bank account;
- Assists in the preparation of Salary Statements for NHT, Bank, Credit Unions, etc.;
- Assists in the computation of salary arrears, salary advance and other salary computation;
- Acquires signatures for statutory deduction cheques and dispatching of family benefit cheques;
- Prepares employee information in respect of monthly insurance payments for submission to the Ministry of Finance and the Public Service and the insurance service provider;
- Verifies salary for Human Resource Department;
- Performs other duties and responsibilities determined from time to time by the Permanent Secretary.

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

#### ***Core:***

- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good customer relations skills
- Sound integrity/ethics exercised in the performance of duties

#### ***Functional:***

- Excellent knowledge of payroll preparation
- Good knowledge of accounting principles, standards and techniques
- Excellent planning and organizing skills
- Proficiency in the relevant computer skills
- Sound judgment and initiative

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

- AAT Level 2, **or**;
- ACCA-CAT Level B/Level 2, **or**;
- NVQJ Level 2 Accounting, **or**;
- Certificate in Accounting from an accredited University, **or**;
- Completion of second year of the Bachelor of Science Degree in Accounting/Management Studies or BBA at an accredited University **or**;
- Associate of Science in Business Studies/Business Administration/Management Studies;
- Associate of Science Degree in Accounting, MIND, **or**;
- Certificate in Government Accounting Level 2.

## **5. Records Officer 2 (PIDG/RIM 3)**

### **Job Purpose**

Reporting to the Human Resource Officer, the incumbent updates and maintains an automated Human Resource Records Management System/Human Resource Management Information System (HRMIS).

### **Key Responsibilities**

- Maintains a Human Resource Management Information Systems database to provide support for the manpower planning activity;
- Conducts research to identify HR related information to keep the Branch informed of Industry changes and abreast with new practices;
- Prepares, maintains and updates Staff Lists and Profiles on all categories of staff;
- Provides the Ministry of Finance and the Public Service with Quarterly Reports bearing data on separation, payroll, age, group, qualification and status of employment for the MLG&RD;
- Provides support to the HREMC Committee by preparing Schedules for appointment, Personnel Data Forms, Registration/Separation etc., as required;
- Updates and monitors information relating to all employees on the E-Census database for the MLG&RD;
- Liaises with the Information Analyst at OPM/PSTU in regard to the updating/monitoring of the E-Census database for the Municipal Corporations;
- Liaises with the Agencies and Municipal Corporations to ensure that their E-Census Database is being updated and maintained on a regular basis;
- Maintains and updates Motor Vehicle Allowance Register and verifies all motor vehicle particulars;
- Encloses correspondence for Motor Vehicle documents on personal files;
- Updates PEPAS Database System for officers scheduled to retire from the MLG&RD;
- Assists in calculating and submitting Pre-retirement Leave for officers within the MLG&RD to the Ministry of Finance and the Public Service, for processing;
- Researches and collects data for HRMIS;
- Enters data on the database for employees, eg. Separation and Leave Record;
- Performs any other duties and responsibilities determined from time to time.

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

#### **Core:**

- Good interpersonal skills
- Excellent oral and written communication skills
- Good leadership skills
- Good integrity/ethics exercised in the performance of duties

#### **Functional:**

- Proficiency in the relevant computer applications
- Sound problem-solving and organizing skills
- Sound judgment and initiative
- Sound planning and organizing skills
- Proficiency in the relevant computer applications

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

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, and training in Records and Information Management Systems, Procedures and Practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

Applications accompanied by résumés should be submitted **no later than Thursday, 17<sup>th</sup> February, 2022 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.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