



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 66**  
**OSC Ref. C. 4840<sup>30</sup>**

**15<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 **Public Expenditure Policy Co-ordination Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Financial Policy Analyst (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Financial Monitoring and Evaluation Analyst (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

1. **Financial Policy Analyst (GMG/SEG 3)**

**Job Purpose**

Under the direction and management of the Senior Financial Policy Analyst, the Financial Policy Analyst is responsible for assisting with the development, review and analysis of Accounting and Financial Management policies, legislative instruments, standards, procedures and guidelines relating to Accounting and Financial Management in the GOJ and for contributing to high-quality policy advice on contentious and emerging issues

**Key Responsibilities**

***Technical/Professional:***

- Researches, analyses and develops sound policy submissions and advice to enable informed decision making on a range of Accounting and Financial Management matters in the GOJ;
- Proactively identifies and analyses policy options and emerging issues related to a range of Accounting and Financial Management in the GOJ;
- Provides a range of project management and support services, including preparation of discussion papers, briefs and Project Plans to contribute to the development and delivery of policy initiatives;
- Builds and maintains relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision making;
- Communicates with key stakeholders and co-ordinates working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation;
- Provides expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of a range of Accounting and Financial policies to support MDAs;
- Monitors, evaluates and reports on the development and/or implementation of Accounting and Financial Management policies to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, Industry and Academia to research and understand potential issues in the Accounting and Financial Management Sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Researches and benchmarks GOJ's Accounting and Financial Management systems, standards and procedures against other national and international jurisdictions;
- Prepares policy responses for Cabinet or MDAs requesting Accounting and Financial Management information;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with GOJ requirements, to respond to MDAs and/or GOJ requests;
- Keeps informed of developments in the Public Policy, Accounting and Financial Management issues to help the Ministry operate with initiative and innovation.

**Management/Administrative:**

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Accounting and Financial Management as needed.

**Human Resource:**

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment.

**Customer Service:**

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual Customer Service Reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

**Technical:**

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Good knowledge of policy evaluation frameworks
- Good knowledge of Accounting and Financial Management principles and practices
- Good ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good oral and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Three (3) years' experience in a Public Policy or Public Sector Management environment.

**Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;

- May be required to travel locally and overseas to attend conferences, seminars and meetings.

## **2. Financial Monitoring and Evaluation Analyst (GMG/SEG 3)**

### **Job Purpose**

Under the direction and management of the Senior Financial Monitoring and Evaluation Analyst, the Financial Monitoring and Evaluation Analyst is responsible for assisting in the establishment and implementation of Monitoring and Evaluation (M&E) systems for policies and associated programmes in the PXPC Division of MOFPS. The Financial Monitoring and Evaluation Analyst duties include formulating policy outcomes, performance indicators and data capture systems, inter alia.

### **Key Responsibilities**

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

- Provides guidance and advice to ensure sound, client-responsive and innovative Performance Monitoring/Management Plans;
- Develops and implements plans including all accounting/financial policies and associated programmes in the Monitoring and Evaluation (M&E) process;
- Develops and implements Performance Monitoring Plans, and regularly identify planning and M&E Information requirements for the range of accounting/financial policies and associated programmes;
- Develops innovative tools for measurement of progress and achievements of the Ministry's policies;
- Ensures that the MOFPS's M&E Standard Operating Procedures and guidelines are followed during policy implementation;
- Identifies and designs performance questions, key indicators and targets for each policy and associated programmes;
- Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes;
- Plans and conducts baseline and end line studies for the Branch's policies and associated programmes;
- Conducts field visits to obtain data in order to inform the design of Performance Monitoring/Management Plans where necessary;
- Establishes and maintains Monitoring and Evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated;
- Liaises with and provides Monitoring and Evaluation information to the Cabinet Office and related MDAs as required;
- Participates in the linking of evaluation findings to policy formulation processes of the PXPC;
- Prepares and analyses Monitoring and Evaluation Reports for management to assist in its decision-making processes;
- Designs and leads training and other capacity building initiatives on monitoring and reporting systems for internal and external stakeholders;
- Assists key internal staff and MDAs in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding;
- Provides targeted analysis of documents and proceedings, including research studies, proposals, Cabinet Submissions, discussion papers, etc. from internal and external stakeholders;
- Participates in assessments of new projects/programmes, as needed;
- Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.

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

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Accounting and Financial Management as needed.

**Human Resource:**

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains in a harmonious working environment.

**Customer Service:**

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established Standards;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

**Technical:**

- Good knowledge of policy monitoring and evaluation frameworks
- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Good knowledge of Accounting and Financial Management principles and practices
- Good ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good oral and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on Inter-ministerial and Multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Three (3) years' experience in a Public Policy, M & E or Public Sector Management environment.

**Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Monday, 28<sup>th</sup> February, 2022 to:**

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

**Email: 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**