



**CIRCULAR No. 167**  
**OSC Ref. C.6612/S5<sup>6</sup>**

25<sup>th</sup> April, 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 **Tax Administration Jamaica (TAJ)**:

1. **Audit Manager (Level 7)** in the **Kingston Revenue Service Centre**, salary range \$3,921,802 – \$4,823,322 per annum, with the applicable allowance(s) attached to the post.
2. **Manager, Systems Administrator (Level 7)**, in the **Montego Bay Revenue Service Centre**, salary range \$3,921,802 – \$4,823,322 per annum and any allowance(s) attached to the post.
3. **Network Security Analyst (Level 6)** in the **East Street Location**, salary range \$3,036,937 – \$3,735,050 per annum, with the applicable allowance(s) attached to the post.
4. **Valuer (Level 4)** in the **Stamp Duty and Transfer Tax Branch, Montego Bay Revenue Service Centre**, salary range \$1,821,110 - \$2,239,735 per annum and any allowance(s) attached to the post.

1. **Audit Manager (Level 7)**

**Job Purpose**

To plan, direct, co-ordinate and supervise activities of a team of Auditors ensuring the execution of Audits and investigations which will determine the taxpayer's liability for taxes and settling objections and the raising of best judgment assessments.

**Key Responsibilities**

- Develops, implements and monitors Audit Plans;
- Assigns, reviews and accepts/returns Audits and Assessments;
- Approves cases (Audits, Objections, Best Judgement Assessments);
- Reviews work load;
- Maintains Database for cases;
- Prepares and submits Reports;
- Manages Human Resource.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of all the relevant tax laws, regulations and guidelines;
- Excellent knowledge of audit and the applicable auditing standards and techniques;
- Excellent knowledge of the FAA Act and other accounting principles, procedures and practices;
- Comprehensive knowledge of Tax Administration Jamaica operations, functions and Code of Conduct;
- Working knowledge of computer systems and the relevant applications.

**Required Skills and Specialised Techniques:**

- Excellent planning, organizing and negotiating skills;
- Excellent analytical, decision-making and problem-solving skills;
- Excellent time management and communication skills;
- Very Good leadership skills.

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

- Bachelor's Degree in Accounting/Business Management/Financial Management or equivalent qualification;
- Diploma in Tax Audit and Revenue Administration (TARA);
- Four (4) years' work related experience.

## **2. Manager, Systems Administrator (Level 7)**

### **Job Purpose**

To ensure the stability, integrity, and efficient operation of the Information Systems that support core organizational functions by planning, implementing, monitoring, maintaining, supporting, and optimizing all software, inclusive of operating systems, that are installed on computers and servers across the TAJ Network as well as to help identify, communicate, and resolve issues in order to maximize the benefit of Information and Communication Technology (ICT) Systems investments.

### **Key Responsibilities**

- Manages operating and application systems;
- Implements and enforces Security policy and procedures;
- Monitors account usage and system access;
- Develops and implements back-up strategies;
- Conducts site visits;
- Maintains Information Technology (IT) equipment;
- Monitors and maintains IT inventory;
- Prepares and submits Reports;
- Manages Human and Financial Resources.

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

- Comprehensive knowledge of all operating and application systems in Tax Administration Jamaica;
- Comprehensive knowledge of Hardware Active Directory and Share Point Server;
- Working knowledge of TAJ's operations, functions and Code of Conduct;
- Knowledge of supervisory and management principles and practices;

### **Required Skills and Specialized Techniques:**

- Excellent time management skill;
- Excellent organizing, planning, decision making and judgement skills;
- Excellent trouble shooting skill;
- Very good interpersonal, communication and team skills.

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

- Bachelor of Science Degree in Computer Science or its equivalent;
- Certificate in Microsoft Server configuration;
- Certificate in CompTIA A+ would be an asset;
- Four (4) years' work related experience.

## **3. Network Security Analyst (Level 6)**

### **Job Purpose**

To analyse TAJ's technology operations against the regulatory landscape, identify risks and access the adequacy of internal controls; monitors all computer security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems and anti-virus software as well as actively participate in the planning, execution and monitoring of Disaster Management and recovery activities.

### **Key Responsibilities**

- Investigates network events and incidents;
- Researches Information on Network Security Control;

- Mitigates Network vulnerabilities;
- Maintains systems for access control Framework and levels of access;
- Identifies and revokes Improper access;
- Makes recommendations for disaster and recovery plan and policy;
- Makes recommendations for ICT Security Plan and policy;
- Conducts training on Network and Information Security procedures;
- Prepares and submits reports.

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

- Excellent knowledge of Information Technology, Security IT Governance;
- Excellent knowledge of how firewall's IPS and proxy solutions work;
- Thorough knowledge of Information Service methods and procedures of operations for computers and peripheral equipment;
- Good knowledge of Microsoft Software applications and other software applications as required;
- Familiarity with security best practice standards such as ISO 7001;
- Knowledge of Tax Administration Jamaica operations and functions.

#### **Required Skills and Specialized Techniques:**

- Excellent decision-making, planning and organizing skills;
- Excellent judgement, and analytical skills;
- Excellent communication, interpersonal and team building skills;
- Very good time management skills

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

- Degree in Computer Science, Information Technology or equivalent qualification;
- Certified Ethical Hacker (CEH) or certification as a Certified Information Systems Security Professional (CISSP);
- Three (3) years' experience in an Information Security, Audit, compliance, quality assurance or Risk Management Environment.

### **4. Valuer (Level 4)**

#### **Job Purpose**

To carry out appraisals on Valuation Cases, vet sales at arms-length, gather information for feasibility studies, research real estate and analyze sales data.

#### **Key Responsibilities**

- Inspects and values properties;
- Prepares Valuation Reports;
- Answers queries and provides decisions;
- Prepares and submits Reports.

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

- Expert knowledge in Property Appraisals;
- Very good knowledge of the Acts governing Stamp Duty and Transfer Tax;
- Working knowledge of the functions, operations and Code of Conduct of Tax Administration Jamaica;
- Working knowledge of computer systems and the relevant applications;

#### **Required Skills and Specialised Techniques:**

- Excellent time management skills;
- Good analytical, planning and organising skills;
- Good judgement, decision making and problem solving skills;
- Good communication, interpersonal and team skills;

**Minimum Required Qualification and Experience**

- Bachelor of Science in Land Economy and Valuation Surveying or equivalent;
- Diploma in Construction Technology/Construction Management/Agriculture;
- Two (2) years' work related experience.

Applications accompanied by résumés should be submitted **no later than Friday, 6<sup>th</sup> May, 2022 to:**

**The Recruitment Officer  
Tax Administration Jamaica  
Donald Sangster Building  
(5<sup>th</sup> Floor),  
116 East Street  
Kingston 4.**

Email: [taj-jobs@taj.gov.jm](mailto:taj-jobs@taj.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**