



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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8th 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 **Taxation Policy Division, Ministry of Finance and the Public Service**:

1. **Director, Policy Review and Development (GMG/SEG 4)**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Taxation Policy Analyst (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Senior Taxation Relief Analyst (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. Director, Policy Review and Development (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director, Taxation Policy Development, the Director, Taxation Policy Review and Development, participates in the development and maintenance of effective Taxation Policies, which are consistent with the Government's social and economic goals.

Key Responsibilities

Technical:

- Analyzes and reviews current policy regime and makes recommendations for necessary changes via Briefs and/or Submissions through Senior Director, Taxation Policy Development to Deputy Financial Secretary (DFS), Financial Secretary (FS) and/or the Minister;
- Analyzes and reviews policy initiatives, such as Amendments to Acts, Cabinet Submissions, etc.;
- Identifies gaps in legislation;
- Conducts research in specified policy areas to ascertain implications for Tax Policy;
- Prepares Briefs, Submissions and/or reports relaying said information to Senior Director, Taxation Policy Development, DFS, FS and/or the Minister;
- Analyzes all tax proposals from various interest groups and formulates informed response to issues arising from such proposals by taking into consideration, all revenue implications;
- Prepares Analytical Report on said tax proposals for the DFS, Minister and/or FS;
- Builds stakeholder network to facilitate the collection and exchange of information, keeps abreast of issues and assesses the significance and implications of policy positions;
- Analyzes the effect of policy proposals on projects to ensure that both the investor and Government interests will be protected;
- Identifies and assesses best-practice approaches to policy formulation based on comprehensive research on international best practice in the relevant areas to facilitate possible implementation;
- Participates in the legislative/regulatory reforms;
- Prepares and reviews Draft Cabinet Submission;
- Provides support to the Tax Arrears Write Off Committee;
- Assesses cases to be written off;
- Makes submissions to the Minister with background information and recommendations;
- Prepares Progress Reports and/or feedback from these meetings, along with recommendations in keeping with Government's economic goals;
- Ensures that policies proposed reflect best advice to taxpayers and there is consistency with advice;
- Provides information in response to queries relating to Tax Policy matters from various

entities and members of the public through various mediums, such as correspondences (letters) and/or telephone.

Management/Administrative:

- Contributes to the development of the Branch's Corporate and Operational Plans and Budget;
- Prepares Individual Work Plans;
- Assists in ensuring that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Participates in stakeholders' meetings within and/or outside the Ministry as Divisional Representative, as it relates to taxation matters;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- Strong knowledge of direct and indirect taxes, as well as emerging taxes
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- Keen attention to detail/focus
- Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- Excellent leadership and people management skills
- Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions and treat these in a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the Government and tax space
- Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration/Economics, Management Studies or equivalent discipline;
- Four (4) years working experience, two (2) years of which should be in an area related to taxation.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work abnormal working hours;
- May be required to travel both locally and overseas, on official work related business;
- Will be required to attend frequent meetings.

2. Taxation Policy Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Taxation Policy Development, the Taxation Policy Analyst is responsible for analyzing and evaluating tax proposals and assisting in the development of Taxation Policies.

Key Responsibilities

Technical:

- Monitors, analyzes and makes recommendations for reporting to the Minister on policy issues relating to Tax Laws as they impact the economy as a whole and to specific sectors and/or individuals and groups within the Tax System;
- Investigates and reports on practical and sound policy and legislative proposals taking cognizance of the administrative compliance, revenue and economic effects;
- Assists in interpreting Tax Laws and formulating practical guidance to promote voluntary tax compliance;
- Keeps abreast with the latest developments in Taxation, Economics, Business and related disciplines;
- Initiates and maintains networks with the Private Sector;
- Identifies issues which may have an impact on the Tax Acts;
- Liaises with the Legal Officers in the development of draft legislation, including liaison with the Parliamentary Counsel, as required;
- Monitors the drafting process;
- Conducts effective quality assurance activities;
- Conducts reviews of the efficiency and effectiveness of the legislative measures used to implement Government's Taxation Policies;
- Makes submissions to the Senior Director, Tax Policy with background information and recommendations;
- Prepares Progress Reports and/or feedback, along with recommendations in keeping with Government's economic goals;
- Ensures that policies proposed reflect best advice to taxpayers and that there is consistency with advice;
- Provides information in response to queries relating to Tax Policy matters from various entities and members of the public through various mediums such as correspondences (letters) and/or telephone;
- Prepares comprehensive Briefs for the Minister concerning the Bauxite (Production Levy) Act, the Bauxite and Alumina Industries Encouragement Act, the Mining Act, the Petroleum Act and any other relevant Act;
- Provides resource support to the Minister in the Houses of Parliament;
- Represents the Ministry at meetings on matters relating to the Extractive Industry;
- Drafts Cabinet Submissions, prepares Orders under the above Acts and monitors those Orders through the various stages of enactment;
- Receives reports on the payment of taxes/levy by approved producers/companies;
- Collaborates with research and analysis, through the Senior Director, on the performance of taxes in order to determine areas that may need policy changes;
- Analyzes the effects of changes in Taxation Policy as it relates to the grant of exemptions, concessions and incentives for savings and investment;
- Examines proposals for changes in the Taxation Policy as it relates the granting of exemptions, concessions and incentives for savings and investments;
- Prepares Brief for Tax Legislation to give effect to Tax Policies embodied in the annual taxation programmes and proposals approved during the course of the year;
- Prepares Reports, Briefs and Submissions, outlining recommendations for policy changes and decisions;
- Drafts Cabinet Submissions to give effect to recommendations for changes;
- Assists with the development of a database on policy issues and actions taken to implement recommended changes to Tax Laws;
- Analyzes, investigates and recommends policy changes;
- Conducts research into proposals submitted by interest groups for changes to tax laws;
- Makes recommendations for changes to tax laws;
- Provides assistance to the Director in organizing stakeholders consultation;
- Prepares Monthly Report on work assigned by supervisor.

Management/Administrative:

- Contributes to the development of the Branch's Corporate and Operational Plans and Budget;
- Prepares Individual Work Plans;
- Assists in ensuring that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Participates in stakeholder's meetings within and/or outside the Ministry as Divisional Representative, as it relates to Taxation matters;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of Tax Laws and Treaties and Taxation Policies
- Strong knowledge of direct and indirect taxes, as well as emerging taxes
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- keen attention to detail/focus
- Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions and treat these in a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the Government and tax space
- Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration/Economics, Management Studies or equivalent discipline;
- Three (3) years working experience, two (2) years of which should be in an area related to taxation.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work abnormal working hours;
- May be required to travel both locally and overseas, on official work-related business;
- Will be required to attend frequent meetings.

3. Senior Taxation Relief Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Taxation Relief, the Senior Taxation Relief Analyst has the responsibility to effectively and efficiently administer a taxation relief regime consistent with Tax Legislation.

Key Responsibilities

Technical:

- Analyzes, investigates and processes all requests submitted by individuals and Corporations for relief from Taxation;
- Conducts first level research to ensure well informed recommendations are made to the Minister in relation to the relief to be granted;
- Submits findings to the Minister through the Director of Taxation Relief and the Deputy Financial Secretary, Taxation and the Financial Secretary;
- Liaises with the relevant key stakeholders to gather information to guide the making of informed decisions;
- Conducts meetings/interviews with applicants to get supporting information;
- Conducts site visits when necessary, to gather information;
- Ensures that all relevant documents are received based on the various acts in order to make informed judgements on the granting of relief;
- Submits findings/recommendations to the Minister for consideration through the Director of Taxation Relief and the Deputy Financial Secretary, Taxation;
- Prepares Cabinet Submissions;
- Participates in the review of the Customs Act and Road Traffic Act;
- Provides service and accurate information on tax related matters to external/internal

customers;

- Assists in the development and maintenance of a database to support the research and informational needs of the Ministry, Public Sector and general public;
- Receives and investigates complaints on tax related matters in order to find an appropriate solution;
- Advises applicants on the status of their request for relief;
- Maintains a database of applicants receiving Tax Concessions;
- Provides the required Monthly Reports.

Management/Administrative:

- Prepares Individual Work Plans;
- Represents the Division/Branch at meetings relating to taxation matters;
- Assists in ensuring that the Branch'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, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of Tax Laws and Treaties and Taxation Policies
- Strong knowledge of direct and indirect taxes, as well as emerging taxes
- Strong research and analytical skills
- Sound knowledge of computer applications
- Excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- Keen attention to detail/focus
- Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions and treat these in a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the government and tax space
- Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies/Economics/Accounting or equivalent academic qualifications;
- Three (3) years' experience in a similar capacity.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work abnormal working hours;
- May be required to travel locally on official work-related business.

Applications accompanied by résumés should be submitted **no later than Monday, 25th April, 2022 to:**

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

Email: hrapplications@mof.gov.jm

Please indicate 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

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer