



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
Website: www.osc.gov.jm

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14th June, 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 Finance and the Public Service (MOFPS)**:

1. **Director, Debt Strategy and Analysis (GMG/SEG 5) (Fiscal Policy Management Unit, Economic Management Division)**, salary range \$3,706,560 – \$4,405,935 per annum and any allowance(s) attached to the post.
2. **Manager, Policy and Research Analyst (GMG/SEG 4) (Debt Management Branch, Economic Management Division)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
3. **Portfolio Management Analyst (GMG/SEG 3) (Debt Management Branch, Economic Management Division)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Policy Research Analyst (GMG/SEG 3) (Debt Management Branch, Economic Management Division)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
5. **Manager, Compliance (GMG/SEG 3) (Debt Management Branch, Economic Management Division)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
6. **Senior Fiscal Economist (Research, Policy Review and Risk Assessment) (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

1. **Director, Debt Strategy and Analysis (GMG/SEG 5)**

Job Purpose

The incumbent has responsibility for the design of a Public Debt Strategy, for final authorisation of Senior Government Authorities, which will involve cost/risk modelling and an analysis of macroeconomic and market constraints. In addition he/she will manage the Communications Programme and Investor Relations, both domestic and international.

Key Responsibilities

To formulate and analyse Debt Strategies and policies:

- Directs and leads analytical and research work in support of debt policy and strategy formulation;
- Reviews previous Debt Strategies by analysing strengths/weaknesses and make recommendations for adjustments as necessary;
- Examines Government's Economic policies by collaborating with the Planning Institute of Jamaica (PIOJ) and the Fiscal Policy Monitoring Unit (FPMU) to ensure that Debt Strategies are consistent with same;
- Formulates Debt Management policy and strategy that supports the policy objectives;
- Conducts cost-risk analysis as part of the strategy formulation;
- Monitors and reviews the strategy against the Debt Policy;
- Formulates policy for debt related issues such as guarantee and on-lending;
- Identifies and analyses potential constraints on the Debt Portfolio.

To review and monitor the implementation of Medium-Term Debt Strategy (MTDS) and Government's Debt Portfolio and make recommendations regarding prudent Portfolio Management:

- Conducts regular monitoring of credit and operational risks as well as the annual monitoring and reporting against strategy as part of the Budget memorandum;
- Monitors refinancing risk through analysis of the maturity profile of Debt Portfolio by:
 - Examining the Debt Portfolio and using the projected resource flow to determine debt for early redemption, refinancing, conversion and swaps that will achieve the objective and making recommendations accordingly;
 - Developing Debt Portfolio monitoring indicators against strategy and debt ratio trigger points;
 - Monitoring risk limits and Debt Portfolio.

To conduct Risk Management Analyses and provide support for debt sustainability analyses (DSA):

- Plans, designs and implements an overall Risk Management process for DMB by developing operating models;
- Develops risk controls that conform to debt policies, these include:
 - Market risks – interest rate and exchange risks;
 - Refinancing risks – (average time to maturity and average time to refinancing);
 - Operational risks – such as Business Continuity Plan and Recovery Plan by working closely with the Ministry's IT System;
- Participates in the development and review of Procedure Manuals for Debt Management functions and identifies potential risk areas;
- Performs Risk Analysis on contingent liabilities as well as operational risks;
- Provides support to FPMU in respect of the Debt Sustainability Analyses (DSA) function.

To provide debt related information for international financial institutions, investment banking community, rating Agencies, local and international investors and the public in general:

- Examines all Debt Data to ensure accuracy prior to dissemination;
- Co-ordinates the preparation of the prospectus on Jamaica that details the socio-economic situation with special reference to the performance of the economy;
- Monitors the preparation and publication of:
 - Borrowing schedules;
 - Quarterly debt bulletin that illustrates key debt indicators;
 - Update presentation on website such as auction results, announcements, news on rating actions, trading levels of securities etc.;
- Sign off on all Briefings, Submissions on issues related to public debt.

To serve as Secretariat to the Debt Financing Committee (DFC):

- Serves as Secretariat to the DFC charged with responsibility for the following functions:
 - Agreeing and proposing to the PMDC the over-arching debt management objective for the medium term;
 - Proposing to the PDMC the policy and strategy on public debt borrowing;
 - Recommending the Annual Borrowing Plan;
 - Consistently with the high-level objective, agree and propose to the PDMC the Strategic Debt Management policy objectives for each year including in relation to contingent liabilities;
 - Propose to the PMDC key policies in relation to cost –risk analysis.

To manage the Communication Programme and Investor Relations both domestic and international:

- Fosters relationships with national and international financial market participants, credit Agencies and other stakeholders;
- Oversees and monitors the planning and preparation for conferences, road shows and other investor events;
- Oversees the development and publication of the Annual Communication Strategy Plan, Quarterly debt bulletin and the Annual report covering functions such as:
 - Limits on debt ratio and targets (e.g. floating rate vs. fixed rate bonds, proportion of foreign currency dominated bonds);
 - The delivery of the financing remit including performance against targets for the previous fiscal year;
 - Debt Management Strategy;
 - Information on market developments;
 - Statistics on the Debt Portfolio.

To plan and co-ordinate the Policy Research and Analysis functions:

- Leads the analytical and research work in support of debt strategy and policy formulation;
- Oversees and monitors the conduct of research and specific economic studies to inform policy development in all issues related to public Debt Management.

To manage Section and Staff in the achievement of the above-mentioned strategic objectives:

- Participates in the development of the Section's Corporate and Operational Plans and monitors the Section's achievement against them;
- Develops and manages the performance of the Section and staff, including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback to staff;
- Ensures that all staff members are performing the range of duties/responsibilities appropriately and within allowable parameters and hold them accountable for their action;
- Promotes a work environment that encourages continuous learning and new skill development;
- Identifies requirements, recommends and ensures that appropriate training and development sessions are provided;
- Signs performance reports;
- Participates in Section Heads Meetings to discuss developments and developing synergies through shared information;
- Maintains effective working relationships with external and internal stakeholders and ensure that the Section provides a consistently high level of service to them;
- Performs any other duties that may be assigned including:
 - Serve on various committees;
 - Represent the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums and make presentations;
 - Prepare special papers on Debt Management issues that may be requested by the Senior Director.

Required Knowledge, Skills and Competencies

- Risk Management
- Strong leadership skills
- Strong analytical and problem-solving and skills
- Relevant job knowledge
- Strong customer relations and interpersonal skills
- Use of technology
- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools
- Excellent knowledge of the process, methods and tools used in macroeconomic forecasting, assessing the confidence interval surrounding the baseline solutions and in analyses of the impact of changes in exogenous assumptions or policies
- Sound knowledge of the processes, methods and tools used in undertaking macroeconomic research
- Excellent knowledge of the macroeconomic history of Jamaica and context for current situation
- Good knowledge of financial administration legislation, including in respect of macroeconomic and fiscal targets and commitments
- Thorough knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges

Minimum Required Qualification and Experience

- Masters' Degree in Economics or Econometrics or equivalent;
- Six-eight (6-8) years' experience in Policy, Quantitative Research/Analysis and/or Risk Management of which at least four (4) years are spent in a financial institution.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Manager, Policy and Research Analyst (GMG/SEG 4)

Job Purpose

To lead the analytical and research activities in support of policy development in all issues related to Public Debt Management and strategy formulation. In addition the incumbent will carry out debt analysis including the Medium-term Debt Strategy (MTDS) and support the Fiscal Policy Management Unit (FPMU) in conducting Debt Sustainability Analysis (DSA).

Key Responsibilities

To lead the analytical and research work in support of debt strategy and policy formulation:

- Plans, organizes and co-ordinates the conduct of research and specific economic studies to inform policy development in all issues related to public Debt Management. These include:
 - Analysis of constraints on Debt Portfolio Management (macroeconomic, financial markets etc) and their influence on debt strategy;
 - Debt strategy formulation and design of strategic targets and/or benchmarks;
 - Research and development technologies aimed at improving Public Debt Management;
 - Contributes to the process of expanding the investor base in national public securities through studies and medium/long-term strategic measures;
 - Seeks and stimulate technological innovations in Public Debt Management in keeping with best and next practices;
 - Gathers, compiles and analyzes information regarding holders of public securities to identify their investment profile and proposes instruments considered adequate to their needs;
 - Communicates research findings through reports, publications, workshops, seminars and meetings and makes links with policy and practice;
 - Builds and maintains relationships with key stakeholders, including research participants, policy makers and practitioners.

To design policy and strategy on Public Debt Management and provide support to other functional areas:

- Co-ordinates *with* other policies such as fiscal, macro and monetary;
- Participates in the development of the medium and long-term public debt financing strategy in a manner consistent with economic policy guidelines and Risk Management and Financial market conditions;
- Monitors and analyses the internal and external scenarios in such a manner as to provide support to the debt financing strategy;
- Prepares projections for the major economic indicators that provide parameters for financing operations and economic evaluations;
- Provides information of an economic-financial character as part of the process of security issuance and other international market operations;
- Provides input on the preparation of the prospectus on Jamaica that details a situation analysis of the socio-economic conditions in Jamaica with particular reference to the performance of the economy;
- Works closely with the front office to develop issuance calendars;
- Develops risks limits in relation to public debt (through working closely with the Risk Management Unit) these include limits on foreign currency exposure, mix of floating rate vs fixed rate debt obligation etc;
- Provides support to the Risk Management Unit;
- Provides leadership in collaboration with the Front Office to work on the integration of debt and Cash Management with the objectives to:
 - Ensure that the funding needs of Government are met;
 - Minimise the cost of debt in the medium-term and the long-term;
 - Keep risk in the Debt Portfolio at acceptable levels;
 - Promote the development of the domestic debt market;
 - Collaborate with Manager Risk Analysis to develop and formulate policy on debt related issues such as contingent liability and on-lending.

To oversee the development of Debt Strategy and review against Debt Policy:

- Works closely with the Risk Management Unit to develop Debt Portfolio monitoring indicators against strategy and debt ratio trigger points;
- Puts in place policy framework for debt related issues – guarantees and on-lending and regular monitoring;
- Co-ordinates and monitors the implementation of medium and long-term financing strategy for the public debt together with contingency plans in a manner that is consistent

with the approved debt guidelines as well as domestic and international financial market conditions;

- Monitors DMB performance against the debt strategy and other indicators including risk limits and the Debt Portfolio;
- Reviews, the adequacy of the public debt indicators, viewed against legally established limits and proposes corrective measures as necessary.

To manage Unit and Staff in the achievement of the above-mentioned strategic objectives:

- Participates in the development of the Section's Corporate and Operational Plans and monitor the Unit's achievement against them;
- Manages the performance of the Unit including transferring skills, assigning work, setting priorities, setting evaluation criteria, monitoring performance and providing feedback to staff;
- Ensures that all staff members are performing the range of duties/responsibilities appropriately and within allowable parameters and holds them accountable for their action;
- Promotes a work environment that encourages continuous learning and new skill development;
- Identifies requirements, recommends and ensures that appropriate training and development sessions are provided;
- Provides appropriate training including on the job training and specific training for staff members;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Unit provides a high level of service to them;
- Participates in Management meetings to discuss developments in portfolio, builds teamwork and develops synergy through shared information.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Relevant job knowledge
- Use of technology including desk top modelling
- Excellent interpersonal skills
- Excellent knowledge in macroeconomics
- Good knowledge of how government machinery works
- Sound knowledge of capital market and Government securities Market
- Sound knowledge of Investment Portfolio Management
- Expert knowledge in both quantitative/qualitative research methodologies
- Proficient knowledge of relevant computer software e.g. statistical tools, Microsoft Office Suite Word

Minimum Required Qualification and Experience

- Masters' Degree in Economics/Econometrics/Finance or equivalent qualifications;
- Three-five (3-5) years financial market research experience either in private or public Sector environment.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

3. Portfolio Management Analyst (GMG/SEG 3)

Job Purpose

To support the Manager in conducting activities in relation to satisfying the financing of Government's borrowing requirements having regard to the approved debt strategy. This involves the preparation for the issuance of debt securities in the Central Securities Depository (CSD) and the execution of loans from multi-lateral, bilateral and commercial institutions.

Key Responsibilities

To evaluate Debt strategies/policies:

- Analyzes projections of funding needs (in partnership with the middle office and Fiscal Policy Monitoring Unit (FPMU)) and provides input for funding strategies;
- Analyzes proposed debt strategies and makes recommendations as necessary;

- Designs debt instruments;
- Assists in preparation of such publications as debt strategy papers and budget memorandum;
- Contributes to Government policy initiatives to foster the development of the domestic bond markets.

To assist in the conduct of loans negotiations:

- Interfaces with the Loan Administration and Monitoring and Disbursement Unit (LAMDU), Planning Institute of Jamaica (PIOJ) and lenders/donors in the negotiating stage of projects;
- Advises and supports LAMDU in loan negotiations;
- Reviews draft Loan Agreement related documents and comment as necessary;
- Prepares draft Briefs for the Minister, Cabinet and Parliament;
- Ensures that signed Loan Agreement are documented and copies submitted to Accountant General, Lending Agencies and executing Agency.

To participate in the conduct of borrowing activities in the domestic and international capital markets:

- Updates Debt Data for inclusion in the prospectus on Jamaica that details a situation analysis of the socio-economic condition with particular reference to the performance of the economy;
- Conducts pricing of guarantees and other contingent liabilities and methodologies for evaluating expected cost (with middle office staff);
- Assists in administering formal/informal Market Surveys to determine the expectations of investors e.g. Interest Rates and Maturity Rates etc;
- Assists in the preparation of documentation for the offering memorandum issued in the International Capital Markets;
- Prepares analytical reports based on research and analysis in all the markets in which Government can source funding including an assessment of the instruments available in both domestic and international capital markets and makes recommendations.

To analyse financing proposals:

- Evaluates financing proposals and make recommendations;
- Develops financing matrix for both domestic and international markets;
- Prepares analytical reports and other relevant documentation for submission to Debt Financing Committee (DFC).

To prepare reports and provide inputs in the production of other reports and publications:

- Monitors and reports on market conditions including different financial markets and market participants in both domestic and international;
- Prepares report on market developments;
- Provides analysis of potential investor base both domestic and international;
- Contributes to the preparation of such publications as debt strategy papers and Budget Memorandum;
- Participates in the preparation of Quarterly Debt Development Report.

Required Knowledge, Skills and Competencies

- Risk Management
- Strong analytical and problem-solving skills
- Relevant job knowledge
- Excellent interpersonal skills
- Use of technology
- Good knowledge of multi-lateral and bilateral loans/or of auctions, syndications and commercial loans
- Good knowledge of Public Sector operations
- Sound knowledge of capital markets
- Sound knowledge of Government's Securities Market
- Sound knowledge of Investment Portfolio Management
- Knowledge of legislation and legal procedures pertaining to investments
- Proficient knowledge of Microsoft Suite including Word and Excel

Minimum Required Qualification and Experience

- Bachelors' Degree in Economics or equivalent qualification;
- Two – three (2-3) years' experience in a related field including transacting multi-lateral and bilateral loans and/or the commercial loans.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

4. Policy Research Analyst (GMG/SEG 3)

Job Purpose

To conduct analytical and research activities in support of policy development in all issues related to Public Debt Management. In addition the incumbent will carry out debt analysis including the Medium-term Debt Strategy (MTDS) and support the FPMU in conducting Debt Sustainability Analysis (DSA).

Key Responsibilities

To conduct analysis and research in support of debt strategy and policy formulation:

- Conducts research and specific economic studies to inform policy development in all issues related to Public Debt Management. These include:
 - Analysis of constraints on Debt Portfolio Management (macroeconomic, financial markets etc) and their influence on debt strategy;
 - Debt strategy formulation and design of strategic targets and/or benchmarks;
 - Research and development technologies aimed at improving Public Debt Management;
 - Contribute to the process of expanding the investor base in national public securities through studies and medium/long-term strategic measures;
 - Seek and stimulate technological innovations in Public Debt Management in keeping with economic and financial theory;
 - Gather, compile and analyse information regarding holders of public securities to identify their investment profile and propose instruments considered adequate to their needs;
 - Communicate research findings through reports, publications, workshops, seminars and meetings and make links with policy and practice;
 - Build and maintain relationships with key stakeholders, including research participants, policy makers and practitioners.

To design policy and strategy on Public Debt borrowing and provide support to other functional areas:

- Co-ordinates with other policies such as fiscal, macro and monetary;
- Participates in the development of the medium and long-term public debt financing strategy in a manner consistent with economic policy guidelines and Risk Management and financial market conditions;
- Monitors and analyzes the internal and external scenarios in such a manner as to provide support to the debt financing strategy;
- Prepares projections for the major economic indicators that provide parameters for financing operations and economic evaluations;
- Provides information of an economic-financial character as part of the process of security issuance and other international market operations;
- Works closely with the Front Office to develop issuance calendars;
- Develops risks limits in relation to Public Debt (through working closely with the Risk Management Unit) these include limits on foreign currency exposure, mix of floating rate vs. fixed rate debt obligation etc;
- Provides support to the Risk Management Unit.

To monitor and review the strategy against debt policy:

- Supports the manager in the monitoring and reviewing of the strategy against debt policy by:
 - Monitoring the implementation of medium and long-term financing strategy for the public debt together with contingency plans in a manner that is consistent with the approved debt guidelines as well as domestic and international financial market conditions;
 - Monitoring of the DMB Performance against the Debt Strategy and other indicators including risk limits and the Debt Portfolio and making recommendations as necessary in collaboration with the Risk Analysis Unit;
 - Reviewing the adequacy of the public debt indicators, viewed against legally established limits and proposing corrective measures as necessary.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Risk Management
- Strong analytical and problem-solving skills
- Relevant job knowledge
- Excellent interpersonal skills
- Use of technology including desk top modelling ability
- Excellent knowledge in macroeconomics;
- Good knowledge of how Government machinery works;
- Good knowledge of Capital Market and Government Securities Market;
- Good knowledge of quantitative research methodologies;
- Good knowledge in both quantitative /qualitative research methodologies.
- Proficient knowledge of relevant computer software e.g. statistical tools, Microsoft Office Suite Word;

Minimum Required Qualification and Experience

- Bachelors' Degree in Economics/Finance equivalent qualifications;
- Two-three (2-3) years of experience in policy quantitative analysis and research.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

5. Manager, Compliance (GMG/SEG 3)

Job Purpose

The incumbent has responsibility to establish, implement and monitor an effective compliance programme to prevent illegal, unethical or improper conduct and to ensure proper reporting and procedural practices in accordance with laws, regulations policies and industry best practices.

Key Responsibilities

To monitor the legal, regulatory and institutional framework supporting Debt Management so as to ensure compliance and make recommendations for improvement

- Reviews the statutes governing Debt Management and liaise with the relevant Agencies to clarify/interpret legal issues and makes recommendations to update the laws to ensure consistency with effective Debt Management;
- Serves as chief liaison between DMB and Legal Officer, Regulatory Agencies, the Attorney General's Department and other relevant parties concerning compliance issues;
- Co-ordinates training regarding anti-money laundering laws and regulations and ongoing monitoring of staff regarding compliance with these laws and regulations;
- Reviews certain reports to ensure that all statutory requirements are met including financing and regulatory obligations to the pertinent Government Agencies, regulatory bodies and business interests as stipulated. These include:
 - Central Bank reports;
 - Financial reports;
 - Tax returns;
 - Anti-money laundering reports;
 - Information Technology – contractual agreements, licenses and fees;
- Monitors whether all Government Debt Management operations are within the limits set by Government policies and whether they comply with statutory and contractual obligations;
- Works with ISU to maintain standards and reporting requirements and to adhere to Licensing Agreement obligations and contractual requirements and ensure that these obligations are met in a timely manner.

To maintain and promote a strong compliance culture:

- Liaises with the Auditor General's Department to resolve audit queries and follow up on the implementation of recommendations;
- Monitors the dissemination of Debt Service Payment Schedules and enforce compliance;
- Works with the qualified persons and/or institutions to develop an effective compliance training programme, including appropriate training for new employees and ongoing training for all employees and managers;

- Promotes awareness of standards of conduct by consistently implementing written policies, procedures and standards and enforcing compliance through well publicised guidelines;
- Develops and periodically reviews and updates standards of conduct to ensure relevance;
- Monitors and proposes regulatory and disciplinary measures as related to Public Debt Management;
- Conducts regular auditing of the financial transactions undertaken by the Debt Managers to assess their compliance with generally accepted accounting practices and the Government's Portfolio Management policies.

To conduct compliance audits, prepare reports and recommendations and follow up to ensure implementation:

- Audits the internal systems and procedures to ensure compliance with Portfolio Management, accounting practices, policies and guidelines;
- Responds in a timely manner to requests for investigations/audits made by clients and Government regulators on matters of compliance;
- Responds to alleged violation of rules, regulations, policies, procedures and standards of conduct by initiating an investigation and following through to resolution;
- Ensures proper reporting of violations or potential violations to duly authorised parties;
- Identifies potential areas of compliance vulnerability and risk;
- Develops and implements Preventative Action Plans and provides guidance for resolution of problematic issues;
- Prepares comprehensive and completes Audit Compliance Reports including recommendations for sanction as necessary;
- Follows up to ensure that recommendations are acted on.

To co-ordinate the development and documentation of operation and control procedure manuals:

- Co-ordinates and prepares Operation and Control Procedure Manuals including samples of documents produced and approval process;
- Liaises with all Section/Unit Heads in the preparation of the manuals and ensures that they are updated on a regular basis;
- Documents the following suggested procedures initially:
 - Manual for all debt administration including procedures for the processing of debt service payments for debt data recording and validation;
 - Manual for controlling access to the debt recording system according to user category and for storage of agreements and Debt Administration Records;
 - Issuance of T-bills and bonds in the domestic market;
 - Contracting of loans in the domestic market;
 - Contracting of bilateral and multilateral loans;
 - Issuance of government guarantees and on-lending of borrowed funds; and
 - Manual for validation of debt data records in Central Securities Depository, (CS-DRMS) and other systems used in the DMB.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Strong analytical and problem-solving skills
- Excellent interpersonal skills
- Integrity/Ethics
- Good judgement
- Confidentiality
- Strategic Planning
- Expert knowledge of Government regulations including PBMA, FAA Act, FRF, PDMA.
- Sound knowledge of the international standards and best practices and operations within a Debt Management Office
- Sound knowledge of compliance in respect of established Portfolio and Risk Management policies
- Sound knowledge of audit principles and practices
- Good knowledge of the various laws and regulations that affect the operations of a Debt Management Office

Minimum Required Qualification and Experience

- Masters' Degree in Economics, Finance, Accounting or equivalent qualifications;
- Four-five (4-5) years' experience in compliance and/or audit in securities, banking, regulatory or legal environment;

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

6. Senior Fiscal Economist (Research, Policy Review and Risk Assessment) (GMG/SEG 3)

Job Purpose

The incumbent has responsibility for conducting Fiscal Research and developing and evaluating fiscal policy aimed at achieving Government's objectives. In addition, the incumbent will contribute to the drafting of major Sections of the bi-annual Fiscal Policy Paper (FPP) and manage the Attendant Communication Programme and consultation initiatives.

Key Responsibilities

Technical/Professional:

- Conducts analytical and research work in the area of Fiscal Policy and related topics of immediate and long-term relevance to the achievement of the Government's objectives notably in respect of practicable means to support Jamaica's Fiscal performance;
 - Prepares research papers and related reports on Fiscal Policy;
 - Reviews all research data prepared by direct report to ensure consistency and accuracy prior to submission;
 - Reviews all research and policy reports emanating from direct report.
- Conducts Debt Sustainability Assessments (DSA) and formulates recommendations regarding optimal levels for debt and financing:
 - Undertakes analytical work in the development of debt and financing targets;
 - Conducts DSA in collaboration with DMB and other key Agencies:
 - ✓ Compares the DSA results with previous and DSA results from other Agencies such as the IMF;
 - ✓ Reviews and formulates recommendations regarding appropriate debt targets and the Attendant Financing Plan and primary balance requirements.
 - Analyzes and assesses gaps between baseline fiscal projections and target values (as per the legislated Fiscal Rules) or from the DSA results in light of the sensitivity and stress test analyses;
 - Formulates alternative options to address these gaps keeping in mind other Government policies and undertakings;
 - Develops and documents a recommended set of measures and rationale;
 - Evaluates policy impact and recommends necessary revision
- Develops/identifies Risk Assessment tools and techniques and applies same to the Fiscal Policy process:
 - Consults with various internal and external stakeholders on issues of Fiscal Risks;
 - Develops and maintains Fiscal Risks Module;
 - Drafts Fiscal Risks Statement for the bi-annual FPP.
- Represents the Fiscal Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and plays a supporting role in its Secretariat, alongside the BOJ and PIOJ. Supports the Secretariat function for the TIAMFWG, including preparation for meetings, agenda items and performance of Secretariat function, when required. Issues will cover:
 - Internal and external assumptions for the fiscal and macroeconomic frameworks;
 - Risk factors to the Fiscal, real, external and Financial Sector forecasts;
 - Policies designed to achieve Macro-fiscal targets;
 - Macro-fiscal data issues and articulation of data improvement Work Plans;
 - Issues related to monetary-fiscal policy co-ordination;
- Supports the Ministry's Consultations and Communication Strategy and nurture productive relationships with various Jamaican institutions, Private Sector, other interest groups, ratings agencies and international financial institutions:
 - Drafts reports for presentations to groups within and outside of Government that explain the Government's macroeconomic objectives and policies;
 - Drafts reports for presentations on fiscal issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and forum;
 - Participates in Section efforts to foster productive relationships with the media and advanced learning institutions;
 - Participates in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management:

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carry out some of the technical work in monitoring of the Section's achievement against these performance criteria;
- Oversees the work of the direct report;
- Proposes Agenda items to the Chief Fiscal Economist for meetings of Section Heads and Branch meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, co-ordinate the work of the direct report.

Human Resources:

- Mentors and participates in the progress of the Fiscal Economist through undertaking performance appraisals and recommending required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports the direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to the direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Fiscal Economist on development of job rotation strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them

Others:

- Provides technical input to various internal and external Committees
- Represents the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, etc.
- Co-ordinates the preparation of special papers on fiscal issues that may be requested by other Branches/Units/Divisions, MDAs or domestic and international Agencies

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good problem-solving and analytical skills
- Ability to work in a team
- Integrity
- Negotiating
- Good judgement
- Sound practical knowledge of macroeconomics, Public Sector economics and attendant quantitative tools;
- Sound knowledge of the process, methods and tools used in fiscal forecasting, stress testing baseline solutions and impact analyses;
- Excellent knowledge of the processes, methods and tools used in undertaking fiscal research;
- Sound knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments;
- Thorough knowledge of the processes, methods and tools used in measuring, assessing, mitigating and reporting fiscal risks;
- Good knowledge of fiscal and economic history of Jamaica and context for current situation;
- Sound knowledge of financial administration legislation, particularly in respect of fiscal rules and associated fiscal targets and commitments.
- Excellent knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges;

Minimum Required Qualification and Experience

- Masters Degree in Economics, Public Finance, or equivalent;

- Four-five (5-4) years' experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Seven years' experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Monday, 27th June, 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**