



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 263 **OSC Ref. C. 4840³¹**

24th 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 **Taxation Policy Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Director, International Trade Relations (GMG/SEG 4)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **International Trade Relations Officer (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 3)**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.

1. Director, International Trade Relations (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director International Trade Relations, the Director International Trade Relations has the responsibility to monitor the developments in International Trade Relations to ensure Taxation Policy is consistent with the obligations of Jamaica under various treaties and agreements such as the WTO Agreement, the CARICOM Treaty, as well as Agreements between CARICOM and other third-party countries, to ensure that revenue is safeguarded.

Key Responsibilities

Technical/Professional:

- Provides technical advice;
- Monitors all international trade matters that affect taxes;
- Reviews articles re Treaties and/or Free Trade Agreements that impact taxes;
- Analyzes legal instruments related to International Trade;
- Monitors World Trade Organization Agreements to ensure compliance;
- Identifies breaches to Agreements and brings them to the attention of the Senior Director;
- Conducts review of the Jamaica Customs Tariff;
- Conducts the exercise to implement the Revised Common External Tariff (CET) based on the updated Harmonized System (HS) of Classification;
- Conducts trade research, market intelligence, market profiling and business mapping in foreign markets;
- Conducts research, analyzes and monitors appropriate information on the international and regional trading arena for the purpose of making well-informed decisions;
- Assists in the determination of preferential access on items to safeguard the revenue;
- Computes Annual Tax Expenditures;
- Conducts Annual reviews on tax types;
- Conducts analysis on the reform of border taxes;
- Provides tax simulation analysis to inform the National Budget process;
- Prepares Cabinet Submissions, briefs, and reports etc. regarding tax policies as they relate to the provisions of the various Trade Agreements –WTO, CARICOM and other bilateral agreements;
- Communicates decisions pertaining to the MOFPS to the relevant stakeholders;
- Prepares reports briefs and submissions outlining recommendations for policy changes and decisions;

Management/Administrative:

- Participates in the development of the Branch's Corporate and Operational Plans and Budgets;

- Represents the MOFPS at conferences, symposiums/seminars/workshops and meetings both local and overseas;
- Prepares Individual Work Plans;
- Assists in ensuring that the Branch has sufficient and appropriate physical resources to enable the staff to perform their duties efficiently and effectively;
- Participates in regular Staff Meetings and ad-hoc meetings, as necessary to discuss task scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- 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
- A sound working knowledge of multilateral and bilateral trade agreements to which Jamaica is signatory
- 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
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- 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
- High attention to detail/focus
- Problem-solving and analysis skills
- Initiative
- Integrity
- Interpersonal skills

Minimum Required Qualification and Experience

- BSc. Degree in Economics, International Relations or International Trade or equivalent;
- Three (3) years' experience Foreign Affairs/Trade or other related areas.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work abnormal working hours;
- May be required to travel both locally and overseas on official work-related business.

2. International Trade Relations Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director International Trade Relations, the International Trade Relations Officer has the responsibility, to conduct research and administer the system of relief provided for under the CARICOM Trade Agreement whilst ensuring that revenue is safeguarded.

Key Responsibilities

Technical/Professional:

- Examines and actions decisions made by the Council for Trade and Economic Development (COTED);
- Reviews policies, submissions, documents, Free Trade Agreements etc.;
- Makes recommendations based on sound research;
- Provides advice to Customs and other appropriate clients;
- Analyzes requests for waiver of additional import duties;

- Makes the necessary recommendation through the Director for consideration;
- Prepares letters advising applicants and the relevant Revenue Department of the decision and where required conveys decision by phone also;
- Receives requests for information, conducts research and provides same;
- Discusses with Director where necessary for direction;
- Conducts research to provide the Director with the information to facilitate preparation of reports, briefs and policy papers;
- Provides accurate and timely information to members of the Public, Public and Private Sector Entities, on matters relating to the CET and additional stamp duty;
- Ensures that all requests for information/reports/documents are produced and disseminated to various clients within the time and with the quality specified;
- Ensures that clients of the Branch are politely and courteously dealt with via telephone, email or by any other means of communication;
- Participates in meetings;
- Liaises with the different stakeholders;
- Ensures the flow of information is maintained both internally and externally;
- Keeps abreast as to environmental developments;
- Develops and maintains a database of applicants receiving CET Suspensions;
- Prepares monthly reports.

Management/Administrative:

- Prepares Individual Work Plans;
- Assists in ensuring that the Branch has sufficient and appropriate physical resources to enable the staff to perform their duties efficiently and effectively;
- Participates in regular staff and ad-hoc meetings, as necessary to discuss task scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- 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
- A sound working knowledge of multilateral and bilateral Trade Agreements to which Jamaica is signatory
- 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
- Possess excellent oral and written communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/focus
- Problem-solving and analysis skills
- Initiative
- Integrity
- Interpersonal skills
- Time Management

Minimum Required Qualification and Experience

- BSc. Degree in Economics, International Relations or International Trade or equivalent;
- One (1) years' experience in Foreign Affairs/Trade or other related areas.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work beyond normal working hours;
- May be required to travel both locally and overseas on official work-related business.

3. Administrative Assistant (GMG/AM 3)

Job Purpose

To support the efficient and effective operation of the Division by providing efficient and effective secretarial and administrative support services to the Senior Director.

Key Responsibilities

Technical/Professional:

- Prepares memoranda and letters for the Senior Director's approval;
- Proofreads documents for accuracy, completeness and conformity to established formats;
- Maintains a working diary, and provides reminders of meetings/engagements;
- Develops the efficient management of the Database to ensure improvement in the quality and level of responsiveness;
- Compiles, stores and retrieves relevant data;
- Takes telephone calls and records and delivers messages;
- Ensures traveling claims are forwarded for the Commissioner's signature;
- Maintains a Filing/Recording System for all correspondence (internal and external);
- Distributes circulars for all staff to view;
- Receives reports from other Senior Managers and compile same;
- Compiles the monthly Management Performance review report;
- Maintains the Attendance Register and Leave Roster;
- Prepares Attendance/Punctuality Report;
- Arranges meetings and relevant events;
- Prepares Minutes of meetings; Responds promptly to internal and external customer requests;
- Maintains effective working relationships with internal and external stakeholders and ensures that the Senior Director's Office provides a consistently high level of service to them;
- Maintains the Database for tracking Cabinet Submissions received for comments from the Ministry of Finance and Public Service;
- Maintains a follow-up system and liaise with Taxation Division Heads and staff as necessary, to ensure that Division staff attend training as directed by the Senior Director's;
- Deals with urgent correspondence, faxes and emails in the absence of a Division official;
- Manages the Division's physical resources, such as printers, computers, phones etc and arrange for the prompt repair or replacement of faulty equipment;
- Orders and secure stationery and other supplies for the Senior Director's Office and the Division's copy room.

Technical/Professional:

- Keeps abreast of current trends in the administrative field;
- Serves as a resource for the Commissioner, and other core technical staffs by providing a full range of administrative support;
- Undertakes research, reviews, analyses and summarizes technical papers/reports;
- Prepares reports and other technical documents as directed by the Commissioner;
- Performs any other related duties that may be assigned from time to time by the Commissioner.

Required Knowledge, Skills and Competencies

- Knowledge of the strategic goals and objectives of the Ministry of Finance and the Public Service and the Tax Policy Division
- Working knowledge of Public Administration Systems
- Working knowledge of Public Service Regulations and Staff orders
- Excellent oral and written communication and interpersonal skills
- Excellent decision-making, problem-solving and time management skills
- Excellent note-taking or minute-taking and transcription skills
- Excellent event planning skills
- Competency in the use of Microsoft Word and Excel

Minimum Required Qualification and Experience

- Diploma in Administrative Management or equivalent qualifications from a recognized institution;
- Three (3) years related experience.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 6th July, 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.

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**