



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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10th 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 **Jamaica Intellectual Property Office**:

1. **Manager, Finance and Accounts (Level 8)**, salary range \$2,788,986 - \$3,486,231 per annum and any allowance(s) attached to the post.
2. **Manager, Programmes and Public Education (Level 8)**, salary range \$2,788,986 - \$3,486,231 per annum and any allowance(s) attached to the post.

1. **Manager, Finance and Accounts (Level 8)**

Job Purpose

Under the general direction of the Executive Director, the Manager, Finance and Accounts is tasked with the responsibility for Finance and Accounting, Procurement, Revenue Collection and Management of the general financial operations of the JIPO in accordance with the Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act, the Income Tax Act, the Government Procurement guidelines and the relevant regulations and legislation.

Also, responsible for the management of JIPO's financial resources, including the determination of priorities and allocations of resources, utilization of revenue generated and ensuring that the budgeting system instituted is timeframe sensitive. Providing Financial advice to the Executive Director and Senior Management Team on matters including Budget Reviews, priorities and targets.

Key Responsibilities

Management/Administrative:

- Exercises responsibility for the day to day financial and accounting operations of JIPO;
- Contributes to the General Management and Strategic direction of the JIPO and to the development and implementation of Financial Management and Operational policies;
- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Provides authoritative and accurate advice and specialist assistance to the Executive Director, Senior Management and staff members;
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

Technical/Professional:

- Plans, organizes and co-ordinates the financial and accounting operations of the JIPO.
- Exercises responsibility for the financial assets of the JIPO;
- Ensures the effective, efficient and economical use of JIPO's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, transparency, accountability and value for money;
- Develops a timeframe sensitive Budget System and guides and provides expert advice to the Executive Director, the Finance Committee of the Board, the Senior Management Team, as required;
- Examines Budgets for consistency with targets and priorities and prepares timely Financial Statements, analyses and reports for management, Advisory Board members and Ministry of Finance and the Public Service as required;
- Analyses Financial Statements and provides reports on adherence to standards and regulations and makes recommendations for corrective action;
- Advises the Executive Director on the use and application of revenue earned and on general financial issues such as major revenue, expense issues and assets acquisition;
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the financial and accounting resources of JIPO;

- Monitors and controls Cash Flows including periodic reviews of rates, fees, contributions and charges for services and ensures that mechanisms for controlling expenditures are strengthened;
- Ensures proper budgeting and accounting for externally funded projects;
- Ensures effective functioning of a system of Internal Audit;
- Implements and maintains effective systems and procedures for managing JIPO's funds;
- Manages the procurement systems for the proper acquisition and utilization of resources in accordance with Government policies, procedures and the FAA ACT;
- Develops systems to evaluate and determine the feasibility of income generating projects and activities that can enhance the resource earning capabilities of JIPO;
- Maintains effective working relationships with external and internal stakeholders and clients ensuring that the Accounting and Financial personnel provide a consistently high level of service.

Human Resource:

- Provides leadership and guidance to officers supervised through mentorship, coaching, training, communication and setting of objectives and priorities;
- Develops a culture of efficiency, teamwork, empowerment and commitment to projected goals;
- Participates in the recruitment of staff and development and implementation of a Succession Planning Programme;
- Manages the Performance Appraisal Reports for the officers supervised and makes recommendations for training, promotion leave and other personnel action;
- Performs other responsibilities as assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong presentation, oral and written communication skills
- Strong analytical and negotiating skills
- Strong interpersonal and influencing skills
- Strong leadership and teambuilding skills
- Strong customer relations skills
- Strong planning and organizing skills
- Problem-solving skills
- Ability to deal tactfully and diplomatically with private and public sector personnel
- Sound understanding of the decision making process
- Good team skills
- Excellent knowledge of Government Accounting and Financial Procedures, FAA Act and Regulations
- Excellent knowledge of the organization's policies and procedures
- Excellent knowledge of GOJ Procurement Procedures and Policy
- Proficiency in the use of spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- Master's Degree in Accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least seven (7) years post qualification experience; **OR**
- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least seven (7) years post qualification experience. **OR**
- Bachelor's degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine (9) to ten (10) years relevant experience.

2. Manager, Programmes and Public Education (Level 8)

Job Purpose

Under the general direction of the Executive Director, the Manager, Programmes and Public Education is responsible for the detailed planning, management and execution of programmes, projects and marketing initiatives for the JIPO. Also, to support the Executive Director in identifying, in collaboration with stakeholders the scope, methodology and required resources for assigned programmes and projects, such as public education, training and facilitation of IP

interest groups. To develop, implement and monitor special programmes, technical assistance projects, consultations, special missions and various developmental activities.

Key Responsibilities

Management and Administrative Responsibilities

- Prioritizes, schedules and leads programmes and project preparation activities;
- Ensures compliance with laws, regulations and procedures governing project activities;
- Develops objectives, work schedules and programmes relating to the execution of programmes and projects for the review and approval of the Executive Director;
- Participates in the development and implementation of an internal review programme, reviews, project activities and formulates remedial action to address gaps identified;
- Provides advice to the Executive Director on project determination, initiation, planning and delivery;
- Ensures the planning and execution of National Intellectual Property Week;
- Provides information and support to the Executive Director in the development of clear proposals for the implementation of approved projects including identification/clarification of deliverables, implementation modalities and the design of implementation plans (resource, financial, risk, procurement plans etc);
- Works with the Executive Director to determine necessary consultancy inputs, and develops Terms Of References;
- Maintains client relationships including liaison, negotiation and communication with key stakeholders;
- Provides a high level of professional customer service to clients and key stakeholders.
- Co-ordinates programmes to support timely provision of programme, marketing and project milestones and tasks.
- Identifies potential gaps and/or obstacles that may compromise the success of programmes and projects, troubleshooting and presenting appropriate strategies to overcome barriers with a view to improving overall project effectiveness and outcomes;
- Keeps abreast of trends and developments in the Programme and Project Management Field and represents the JIPO at conferences, seminars and meetings and provides professional support as required;
- Ensure ISO 9001:2015 compliance in standard operating procedures and core responsibilities are documented.

Technical/Professional:

- Plans and co-ordinates the development, management, implementation and monitoring of programmes and projects in the JIPO;
- Organizes seminars, workshops, marketing initiatives and other outreach programmes and projects including the National Intellectual Property Week;
- Oversees, plans and facilitates the conduct of international missions, visits and consultations and ensures attendant logistical arrangements are made;
- Prepares project documents and detailed programme and project proposals for consideration and approval of the Executive Director;
- Prepares reports and documents on performance;
- Manages correspondence and issues relating to programmes and projects;
- Participates in the preparation of Intellectual Property literature;
- Develops programmes and project plans, project activities, and operational guidelines for implementation framework to track and report progress outputs and performance indicators, short term, intermediate and long term outcomes;
- Writes submissions and briefs to support programme and project implementation and the achievement of project goals and objectives;
- Ensures compliance with legal, financial, procurement and technical requirements for programmes and projects;
- Supervises the preparation of budgetary requests and reports to the Ministry of Finance and Public Service to ensure adequate and timely allocations for project activities;
- Facilitates and conducts field visits as required to verify programme and project activities and organizes effective time management;
- Provides administrative and technical support. Develops and disseminates reports and tracking templates and follows up on implementation;
- Provides closing out activities.

Human Resources:

- Provides leadership to staff through communication, training, mentoring, coaching and motivation;
- Organizes and co-ordinates committees, programme and Project Team Members, and provide advice on methodology and work procedures;
- Participates in the recruitment of staff and makes recommendations on Human Resource issues;
- Ensures that staff is aware of and adheres to plans, procedures and regulations;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to goals;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

- Excellent planning, organizational and multi-tasking skills
- Excellent verbal and written communication skills
- Good leadership and interpersonal skills
- Good customer service relations skills
- Good analytical skills
- Strong team building and negotiation skills
- Strong creative and problem-solving skills with the ability to work both independently and as part of a team
- Ability to work with tight guidelines and deliver positive results
- Ability to elicit cooperation and to adapt and respond to changes in priority and environment
- Strategic thinking and documentation skills
- Knowledge and experience in programme and project development and administration
- Media and Public Relations
- Good research methods and information gathering skills
- Excellent knowledge of the JIPO's policies and procedures
- Excellent presentation skills
- Good problem-solving skills and tenacity
- Proficiency in the use of relevant computer applications
- Social Media Marketing

Minimum Required Qualification and Experience

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or related field, with five (5) years related experience, with a minimum of three (3) years at a Senior Managerial level; **OR**
- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or related field with seven (7) years related experience, with a minimum of three (3) years at a Senior Managerial level;
- Experience, training and certification in the Development of Programmes and Project Management;
- Specialized training and certification in any of the technical areas of Intellectual Property would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd June, 2022 to:**

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Website: www.jipo.gov.jm

Email: hrma@jipo.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**