



Office of the Services Commissions

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CIRCULAR No. 251 **OSC Ref. C. 4664¹⁵**

20th 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/be assigned to the following posts in the **Accountant General's Department (AGD)**:

1. **Performance, Evaluation and Monitoring Officer (GMG/AM 4) – (Vacant)**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

1. **Performance, Evaluation and Monitoring Officer (GMG/AM 4)**

Job Purpose

The Performance Management and Rewards Officer in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the Organization's needs are met. The incumbent evaluates all aspects of the system and recommends improvement to strengthen performance. The incumbent also manages the Reward and Recognition Programme to acknowledge staff members' contribution.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To superintend the performance management cycle/process;
- To manage the Department's rewards and recognition activities;
- To develop and maintain required performance management documents, tools and procedures;
- To undertake research and analysis and make recommendations to improve the Performance Management Process and reward and recognition initiatives;
- To develop, implement and evaluate metrics used to assess the effectiveness of the performance and recognition portfolios;
- To design and conduct Sensitization, Coaching and Training Sessions;
- To manage all communication relating to the Portfolio and promote a performance culture.

Key Responsibilities

Technical:

- Integrates performance management principles within the culture of the Department;
- Collaborates with managers, supervisors and team members to develop Unit and Individual Work Plans to ensure alignment with Operational Plan and other related plans as well as the objectives of the Unit and job;
- Reviews and provides feedback to supervisors and/or team members on all Sections of the Performance Management and Review Form;
- Co-ordinates interim and final performance reviews ensuring supervisors and team members complete the required documents;
- Guides and monitors the performance development process for both high and poor performers to improve/strengthen performance and career development;
- Develops tool and guides supervisors in the use of a Performance Improvement Plan to aid in improving poor performance;
- Collaborates with the Training and Development Unit to ensure training and developmental activities are included on the Training and Development Plan and/or other related plans as well as to track fulfilment;
- Assists with the maintenance of the Department's Competency Framework to support performance management, recruitment and selection, training, career development and to reinforce the Department's core behaviours.

- Co-ordinates the payment of performance increments for all qualified staff members and informs the relevant HR Officer;
- Implements Performance Management related Change Management Initiatives in collaboration with other HR Officers and stakeholders;
- Maintains a Confidential Register of performance ratings and applicable awards/sanctions;
- Conducts Sensitization, Coaching and Training Sessions on all phases of the performance cycle;
- Develops, implements and maintains Performance Management and Rewards and Recognition documentations and reports;
- Conducts research and analysis and recommends corrective action(s)/areas for improvement for the Performance Management and Reward and Recognition Portfolios;
- Develops, implements and monitors rewards and recognition activities, strategies and initiatives;
- Collaborates with all levels of staff to embed a culture of performance and recognition;
- Maintains databases/records for the Portfolios;
- Assists the Organizational Development Manager with Organizational Development activities/initiatives as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity

Technical:

- Strong knowledge and understanding of GOJ Performance Management Process and Practices
- Good Knowledge of Research Methods and Data Analysis Techniques
- Strong knowledge of required Legislations, Policies and Procedures
- Knowledge of Microsoft Office Suite/ Proficient in Microsoft Excel
- Good change management skills

Minimum Required Education and Experience

- A Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent.

Essential:

- Three (3) years' experience in Human Resource Management, with at least two (2) year in a similar or related capacity.

Desirable:

- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

2. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing secretarial and clerical support to the Senior Director – Information and Technology by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare reports, and fulfill information requests;
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments;

Key Responsibilities

Technical:

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plans their distribution as per directives;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors to the Unit;
- Prepares responses to correspondence for which authorized;
- Dispatches outgoing mail;
- Responds to requests, inquiries and complaints from staff, other Divisions, Organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues;
- Prepares reports, memos, letters, and other documents, using Word Processing, Spread Sheet, Database, and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the Division;
- Prepares Agendas and makes arrangements for Committee, and other meetings attended by the Senior Divisional staff, as required;
- Assists in the Organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants;
- Makes travel and accommodation arrangements for Senior Divisional staff as required;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Senior Director's Office and the various Units;
- Attends meetings in order to record Minutes:
- Compiles, transcribes and distributes Minutes of meetings;
- Provides administrative support to AGD's Committee Meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Problem-solving and analytical skills
- Customer Focus
- Results Focus
- Integrity

Technical:

- Good planning and organizing skills
- Good Records Management
- Business Writing
- Knowledge of Legislation, Policies and Procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 1st July, 2022 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**