



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 270**  
**OSC Ref. C.5849<sup>12</sup>**

**28<sup>th</sup> 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 be assigned to the following posts in the **Ministry of Justice**:

1. **Public Procurement Specialist, Public Procurement Unit (three (3) years Contract)**, salary range \$3,640,000 per annum and any allowance(s) attached to the post.
2. **Director, Victim Services (GMG/SEG 4) Victim Services Division (Not Vacant)**, salary range \$3,154,073 - 3,749,202 per annum and any allowance(s) attached to the post.
3. **Financial Systems Manager (FMG/PA 1) Finance and Accounting Division (Not Vacant)**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

**1. Public Procurement Specialist**

**Job Purpose**

The Public Procurement Specialist shall ensure the implementation of all procurement related activities of all built environment and works projects for the Ministry of Justice and its Departments.

**Key Responsibilities**

- Conducts specific procurement activities for all projects including those of the implementing Agencies;
- Co-ordinates reports for submission to the Donor Partners, MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender Documents are prepared in accordance to GoJ Procurement Regulations and Standards and are disseminated;
- Monitors the Ministry's Procurement Activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to the Permanent Secretary;
- Represents the Unit at Procurement and Contract Award Committees and Meetings;
- Represents the Ministry at NCC Sector Committee, NCC Committee, Cabinet Infrastructure Committee Meetings etc;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Ministry;
- Reviews reports for submission to MOFPS, NCC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the procurement guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement Guidelines of the FAA Act;
- Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Reviews Terms of Reference and ensures that all necessary information regarding Scope of Work, Objectives, key personnel qualifications, reporting requirements, deliverables and timeframe is mentioned appropriately;

- Monitors, in consultation with the Director of Procurement, procurement processes to ensure conformity with GOJ and the relevant funding agency regulations;
- Prepares advertisements and procurement notices and arranges to have these published both locally and internationally;
- Assists with the preparation of RFP, RFQ, Minutes of Bid/Proposal Conferences, and Negotiation Meetings; issuing of bidding documents, issuing of request for clarification;
- Organizes and co-ordinates bid opening and bid evaluation processes through the preparation of bid opening documents and Minutes, and the preparation of Evaluation Reports and proposals to the Procurement and or Sector Committees;
- Assists in the preparation of all Purchase Orders and contracts for the provision of goods, and services;
- Monitors contract end dates and assists in the resolution of any implementation bottlenecks for component related contracts;
- Follows up on decisions made by the Procurement Committee as directed to ensure implementation and follow-through;
- Assists with the preparation and updating of the Project Procurement Plans;
- Assists in monitoring compliance with the Time Table of Procurement actions;
- Prepares monthly report on the status of all ongoing procurement transaction;
- Assists the Procurement Director with the preparation of documentation for complex procedures from source selection through to contract completion;
- Analyses the bid documents on elaboration of contract strategy, sourcing strategy, quality management, supplier selection and improvement of procurement process;
- Manages the processes of advertising, bid receipt and bid opening strictly in accordance with the agreed procurement procedures.

### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Team work and cooperation
- Proficiency in Microsoft Applications including EXCEL and WORD
- Excellent ability to communicate clearly, accurately and concisely, both verbally and in writing
- Strong attention to detail and thoroughness in work product
- Ability to multitask
- Ability to work in a team and independently with minimal supervision
- Ability to work with tight deadlines and deliver exceptional results.
- Knowledge of the GOJ and IBRD procurement rules
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies and Project Procurement Management
- Knowledge of Budget Preparation
- Knowledge of Contract and Tender Management
- Knowledge of Government of Jamaica and International Funding Institutions procurement procedures.
- Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND and certification in procurement;
- Five (5) years' work experience including working in procurement management and planning as well as experience working with projects funded by international agencies.

## **2. Director, Victim Services Division**

### **Job Purpose**

The incumbent is required to develop and monitor the policies and systems as well as oversee their implementation to guide the Ministry of Justice's programme of intervention on behalf of crime victims; specifically, the incumbent will:

- Provide expert policy advice on Victim Support matters to the Permanent Secretary, Minister of Justice and other stakeholders, regarding policy/legislation and associated victim support issues;
- Support the Ministry of Justice's Justice Reform Agenda through the work of the VSD.

### **Key Responsibilities**

- Promotes the development and implementation of comprehensive Victim Support policies, legislation and guidelines;
- Participates in the development and implementation of policies and procedures geared towards infusing the programme into the Criminal Justice System, local and regional Social Service;
- Cooperates with key stakeholders such as the MOJ, CPC, the Judiciary, local and international bodies on victim support to develop sound legislation;
- Liaises with relevant stakeholders and provides the MOJ and the Permanent Secretary with analysis and recommendation for the formulation of policies and legislation;
- Develops new social intervention techniques in response to changes affecting victims in the society;
- Directs the development of Victim Support Strategies and planning capabilities across the regions;
- Guides the implementation of policies and procedures policy to ensure the delivery of high-quality client service;
- Oversees the development, design and implementation of appropriate therapeutic intervention for victims;
- Conducts reviews of and guides the continued development, improvement and implementation of Victim Support Systems at the National, Regional and Parish levels;
- Facilitates the development of Training and Development programmes for volunteers and staff thereby ensuring that a skilled work force is provided and accessible to victims;
- Consults with the Regional Managers and other key Departments to incorporate their contributions to Victim Support Programmes;
- Leads the effective monitoring of various client services and ensures the maintenance of high levels of service to clients and stakeholders;
- Insists on the maintenance of high levels of client satisfaction and implements changes to policies and procedures with a view to improving service quality and efficiency;
- Oversees the database function of the VSD which will involve:
  - ✓ Liaising with the MOJ's ICT Branch in order to conceive and establish a database for the registration of victims;
  - ✓ Organising and establishing a methodology for the maintenance of the Victim Support Registry;
  - ✓ Ensuring currency in the technology used for the database in order to obtain consistency in efficiency and output;
- Develops benchmark and minimum Performance Standards for all subordinates and monitors and evaluates their work using designated evaluation tools and mechanisms;
- Leads the development of relevant administrative instruments e.g.; MOUs that govern interrelationship of the VSD with its stakeholders;
- Facilitates regular contact/dialogue with stakeholders through meetings, seminars and other media;
- Forges alliances and collaborations with the key stakeholders re the implementation of the policy and strategies for victim support;
- Oversees the effective co-ordination and provision of Victim Support Services and programmes across the island through the Regional Offices;
- Provides technical advice and guidance to the Minister, Permanent Secretary, MDAs, NGO, local, Regional and International Organizations and other stakeholders on policies and procedures relating to Victim Support services;
- Provides advice and recommendations on all issues affecting victims and their well-being with a view to improving justice delivery on behalf of victims;
- Oversees the conduct of research and specific studies to inform policy development in all issues related to victim support;
- Guides the preparation of relevant statistical reports and data to ensure that such information is accurate, complete and widely disseminated on a timely basis;
- Prepares relevant reports, briefs and other documents as requested by the Hon Minister and Permanent Secretary;
- Represents the Permanent Secretary, MOJ at Conferences, Symposiums/Seminars/Workshops both locally and overseas and makes presentations on issues bearing portfolio responsibility;
- Represents the Permanent Secretary, and MOJ, as required on Boards and Committees;
- Directs the development and implementation across the island of a policy framework for the management and operation of Victim Support Programmes with key stakeholders;

and ensures the establishment of Victim Support Services in all Regions/Parishes including the availability of effective therapeutic interventions e.g.; counselling services, Court preparation etc;

- Formulates plans and implements strategies to improve the public image of the Victim Support Programme;
- Implements programmes to make the society more aware of the needs of the Victims and the services available;
- Develops and implements Administrative procedures to expand the network of the Victim Services Division with other Government or non-government organizations;
- Pursues policies and strategies to influence the development of:
  - ✓ Victim Support partnerships and collaborations;
  - ✓ Memorandums of Understanding that govern stakeholder relationships;
  - ✓ Develops approaches and mechanisms for assessing the effectiveness of the programme, and taking the necessary corrective measures;
- Keeps abreast of development re Victim Support Services locally and internationally;

### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Excellent planning and organizing skills
- Excellent time management skills
- Excellent negotiation, problem-solving and decision-making skills
- Excellent leadership skills
- Knowledge of relevant computer applications
- Ability to think and act strategically

### **Minimum Required Qualification and Experience**

- Masters' Degree in Social Work, Psychology or equivalent qualifications
- Certificate in Supervisory Management or Public Administration
- Five (5) years relevant experience with at least three (3) at supervisory level.

**Or**

- Masters' Degree in Public Administration, Management Sciences or equivalent qualifications; Diploma in Social Work or Psychology;
- Five (5) years relevant experience.

## **3. Financial Systems Manager (FMG/PA 1)**

### **Job Purpose**

- Provides efficient and effective support services through the proper administration of all computerized financial systems and proper computation in the Accounts Department, in order to ensure the efficiency and effectiveness of the Department and its staff;
- Advises the Principal Finance Officer/Financial Controller on the financial performance and status of the Ministry/Department through in-depth analysis of the Ministry's/Department's Financial Statements for the purpose of assisting in the managerial decision-making process of the Ministry/Department;
- To undertake special assignments on behalf of the Principal Finance Officer to facilitate the proper financial operation, management and control of the Ministry/Department;
- To be the catalyst for the implementation of accrual accounting to ensure its smooth implementation. Overall responsibility for the preparation of the accounts the Ministry and all its Departments on an accrual accounting basis and for the timely submission of accurate and complete Monthly and Annual Financial Statements to the Auditor General and the Financial Secretary.
- To be responsible for the supervision of the Financial Accounts Unit ensuring that the Unit's objectives are achieved.

### **Key Responsibilities**

Ensures the proper management and operation of the Financial Management Information System (FMIS) to obtain optimum system performance and efficient computer utilization through:

- ✓ Setting up authorized users on the system to perform their assigned function;
- ✓ Providing training and technical assistance to users
- ✓ Monitoring, controlling and administering the security and back up procedures;

- ✓ Providing Manuals, User Guides, Code Sheet, etc. to users to assist them in the execution of their duties
- ✓ Execution of the procedures for the opening and closing of a period;
- ✓ Adaption of the system to meet the needs of the Ministry/Department through customization of events set up special procedures etc.
- ✓ Assisting in the upgrade and development of the system by:
  - Submitting request for enhancement, modification, the fixings of bugs, etc. to the Ministry of Finance and the Public Service;
- ✓ Assisting in the testing of new or modified programmes and functions
- ✓ Ensuring that the system is operating above standard prescribed by the Ministry of Finance and the Public Service (MoF&PS) and that there is compliance with all instructions and guidelines issued by MoF&PS and Fiscal Services Limited (FSL) regarding operation of the system.
- Attend meetings at the Ministry of Finance and the Public Service concerning updates of the FINMAN System.

Ensure the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilization through:

- ✓ Setting up authorized users on the system to perform their assigned functions.
- ✓ Providing training and technical assistance to users.
- ✓ Monitoring, controlling and administering the security and back up procedures.
- Co-ordinates the process of repairing or replacing defective hardware;
- Checks and certifies invoices for payment for goods and services in relation to BRS hardware and software maintenance;
- Assisting in the upgrade and development of the system by:
  - Submitting request for enhancements, modifications, the fixing of bugs, etc. to the Ministry of Finance and the Public Service
- ✓ Assisting in the testing of new or modified programmes and functions;
- Ensure that the accounts of the Ministry and its Departments are properly prepared;
- Ensures that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service;
- Ensures that the accounts prepared are accurate and fair and are prepared on timely basis;
- Signs off on all Bank Reconciliation Prepared and ensures corrective actions are taken in a timely manner;
- Advises the Principal Finance Office on matter pertaining to deposit and Bank Accounts;
- Reports periodically to the PFO on the status of the Monthly and Annual Statements and submits Work Plan to clear any Accounting Arrears
- Supervise and manages the Final Accounts Unit by establishing targets and setting assignment
- Reviews performance of staff and the Unit;
- Conducts on the job training;
- Assists staff in resolving technical issues;
- Prints and signs all relevant Financial Statements in respect to closed period, for the following: DPP, CPC, Legal Reform, Attorney General, Ministry Recurrent, Capital A and B, Deposit accounts and Miscellaneous Revenue;
- Ensures that warrant issues, warrant transfers, cash advances, original estimates, supplementary estimates and revenue estimate are properly brought to account under the relevant heads.

Ensure the proper management and operation of the Payroll System (Biz Pay) to obtain optimum system performance and efficient computer utilization through:

- ✓ Setting up authorized users on the system to perform their assigned functions.
- ✓ Providing training and technical assistance to users.
- ✓ Monitoring, controlling and administering the security and back up procedures,
- ✓ Providing manuals, users guides, code sheets, etc. to users to assist them in the execution of their duties.
- Co-ordinates the process of repairing or replacing defective hardware;
- Checks and certifies invoices for payment for goods and services in relation to BRS hardware and software maintenance;

#### **Financial Analysis:**

- Conducts analysis of the Ministry's/Department's Monthly Financial Reports for the purposes of:
  - ✓ Arriving at a position on the Ministry's/Department's current financial position;
  - ✓ Making projections on the Ministry's/Department's performance over a defined period and
  - ✓ Predicting the Ministry's/Department's future financial performance.
- Provides the Principal Finance Officer with monthly reports on the Financial Status of the Ministry's/Department.

**Special Assignments:**

- Conducts special assignments issued by the Principal Finance Officer from time to time;
- Certifies Legal Aid Lawyers payments at the Legal Aid Council.

**Implementation of Accrual Accounting:**

- Liaises Ministry of Finance and the Public Service regarding the formulation and implementation of the strategy for the Ministry's/Department's transition from cash accounting to accrual-based accounting.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Team work and cooperation
- Proficient in relevant software application
- Excellent time management skills
- Technical Knowledge of FMIS, BRS, JaBIS, Biz Pay, EEPPS, etc.
- Knowledge of computer information system security regulation and procedures
- Knowledge of the FAA Act
- Ability to compile and prepare narrative and statistical reports
- Knowledge of Government Accounting Principles and Practices

**Minimum Required Qualification and Experience**

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited tertiary institution
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution;
- ASc. in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; or
- BSc. Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University.

Applications accompanied by résumés should be submitted **no later than Monday, 11<sup>th</sup> July, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Justice  
61 Constant Spring Road,  
Kingston 10**

**Email: [careers@moj.gov.jm](mailto:careers@moj.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**