



## Office of the Services Commissions

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### **CIRCULAR No. 254** **OSC Ref. C. 4840<sup>31</sup>**

20<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 fill the following **vacant** posts in the **Public Expenditure Policy Co-ordination Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Financial Monitoring and Evaluation Analyst (GMG/SEG 4)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Asset Monitoring and Evaluation Analyst (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Asset Management Policy Analyst (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

#### **1. Senior Financial Monitoring and Evaluation Analyst (GMG/SEG 4)**

##### **Job Purpose**

Under the leadership and direction of the Principal Director – Accounting and Financial Management Policy, the Senior Financial Monitoring and Evaluation (M&E) Analyst, provides technical management to develop M&E frameworks, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all policies, programmes and related project activities. The Senior Financial M&E Analyst will supervise and manage the M&E Team to design and implement M&E activities, ensuring that lessons learned are integrated into policy and programme implementation to continuously improve quality of interventions and outcomes.

##### **Key Responsibilities**

###### ***Technical/Professional:***

- Assists with the design and implementation of the MOFPS' Policy Monitoring and Evaluation System in line with the Office of the Cabinet minimum standards;
- Provides direction on Monitoring and Evaluation (M&E) mechanisms to ensure that accounting and financial policies and programmes achieves its goals and corresponding objectives and target;
- Manages the development and implementation of the Performance Monitoring Plans to capture accounting and financial policies and programmes performance and results, including routine data reporting, baseline and end line assessments;
- Develops and manages data flow pattern for policies, programmes and projects, to ensure timely data collection and reporting;
- Manages results reporting to Senior Executives by providing written documentation on M&E activities and indicator results for progress and annual reports, as applicable;
- Develops and maintains approaches that ensure high-quality implementation of policies programmes and projects to conform with GOJ's monitoring and evaluation guidelines, protocols, information and reporting systems;
- Manages strategic collaboration activities with key stakeholders to learn from policy and programme/project data and adapt interventions as appropriate;
- Uses data to contribute towards strategic decision-making and policy, programme and project planning with Senior Executives;
- Manages and/or conducts targeted evaluations and operations research, including design, data collection, management and analysis;
- Develops and maintains mechanisms to ensure quality of data through data verification procedures including routine data quality audits;
- Cultivates strategic M&E relationships and alliances with MDAs, donor partners and represents M&E activities in public and professional circles through meetings, conferences, and presentations;

- Work with project professionals and Financial Management staff to prepare and track progress of policy, programme and project implementation;
- Co-ordinates all M&E capacity-building activities with team members, implementing partners and related stakeholders;
- Contributes to the development of internal control mechanism to guide the management of business processes under the purview of the Branch;
- Collaborates with the Legal Services Units of the AGC, contributes to the revision and amendments of the FAA Act and Regulations by providing proposals and recommendations;
- Provides expert accounting and financial M & E advice to the Deputy Financial Secretary - PXPC, Financial Secretary, Permanent Secretaries and other Head of Entities;
- Evaluates and reports on the development and/or implementation of policies and accounting and financial assessment tools to identify issues and ensures the achievement of desired outcomes;
- Mentors and guides Financial M & E Analysts and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives;
- Works with relevant MDAs, Industry and Academia to research and understand potential issues in M & E and Accounting and Financial Management Sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with MoFPS requirements, in response to MDA's and/or GOJ requests.
- Keeps informed of developments in Public Policy and M&E issues to help the Ministry operate with initiative and innovation.

#### ***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to M&E of Accounting and Financial Management as needed.

#### ***Human Resources:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme.

#### ***Customer Service:***

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills

- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

***Technical:***

- In-depth knowledge of policy monitoring and evaluation frameworks
- In-depth knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation
- In-depth knowledge of Accounting and Financial Management principles and practices
- Good of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, Financial Planning, Performance Management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

**Minimum Required Qualification and Experience**

- Master's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Four (4) years' experience in a Public Policy, M&E or Public Sector Management environment, with at least two (2) years in management capacity.

**OR**

- Bachelor's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Six (6) years' experience in a Public Policy, M&E or Public Sector Management environment, with at least two (3) years in management capacity.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

**2. Senior Asset Monitoring and Evaluation Analyst (GMG/SEG 3)**

**Job Purpose**

Under the leadership and direction of the Principal Director – Asset Management Policy, the Senior Asset Monitoring and Evaluation (M&E) Analyst, provides technical management to develop M&E frameworks, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all policies, programmes and related project activities. The Senior Asset M&E Analyst will supervise and manage the M&E Team to design and implement M&E activities, ensuring that lessons learned are integrated into policy and programme implementation to continuously improve quality of interventions and outcomes.

## **Key Responsibilities**

### ***Technical/Professional:***

- Assists with the design and implementation of the MOFPS' Policy Monitoring and Evaluation System in line with the Office of the Cabinet minimum standards;
- Provides direction on Monitoring and Evaluation (M&E) mechanisms to ensure that asset management policies and programmes achieves its goals and corresponding objectives and target;
- Manages the development and implementation of the Performance Monitoring Plans to capture asset management policies and programmes performance and results, including routine data reporting, baseline and end line assessments;
- Develops and manages data flow pattern for policies, programmes and projects, to ensure timely data collection and reporting;
- Manages results reporting to Senior Executives by providing written documentation on M&E activities and indicator results for progress and Annual Reports, as applicable;
- Develops and maintains approaches that ensure high-quality implementation of policies programmes and projects to conform with GOJ's Monitoring and Evaluation guidelines, protocols, information and reporting systems;
- Manages strategic collaboration activities with key stakeholders to learn from policy and programme/project data and adapt interventions as appropriate;
- Uses data to contribute towards strategic decision-making and policy, programme and project planning with Senior Executives;
- Manages and/or conduct targeted evaluations and operations research, including design, data collection, management and analysis;
- Develops and maintains mechanisms to ensure quality of data through data verification procedures including routine data quality audits;
- Cultivates strategic M&E relationships and alliances with MDAs, donor partners and represents M&E activities in public and professional circles through meetings, conferences, and presentations;
- Work with project professionals and financial management staff to prepare and track progress of policy, programme and project implementation;
- Co-ordinates all M&E capacity-building activities with team members, implementing partners and related stakeholders;
- Contributes to the development of internal control mechanism to guide the management of business processes under the purview of the Branch;
- Collaborates with the Legal Services Units of the AGC, contributes to the design and amendments of the Asset Management Legislation by providing proposals and recommendations, where applicable;
- Provides expert asset management M&E advice to the Deputy Financial Secretary - PXPC, Financial Secretary, Permanent Secretaries and other Head of Entities;
- Evaluates and report on the development and/or implementation of policies and Asset Management Assessment tools to identify issues and ensures the achievement of desired outcomes;
- Mentors and guides Asset M&E Analysts and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives;
- Works with relevant MDAs, Industry and academia to research and understand potential issues in M&E and Risk Management Sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with MoFPS requirements, in response to MDA's and/or GOJ requests;
- Keeps informed of developments in the public policy, M&E issues to help the Ministry operate with initiative and innovation.

### ***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to M&E of Asset Management as needed.

**Human Resources:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme.

**Customer Service:**

- Maintains Customer Service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service Reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

**Technical:**

- In-depth knowledge of policy monitoring and evaluation frameworks
- In-depth knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation
- In-depth knowledge of Asset Management principles and practices;
- Good of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

**Minimum Required Qualification and Experience**

- Master's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Four (4) years' experience in a Public Policy, M&E or Public Sector Management environment, with at least two (2) years in management capacity.

**OR**

- Bachelor's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Six (6) years' experience in a Public Policy, M&E or Public Sector Management environment, with at least two (3) years in management capacity.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

**3. Asset Management Policy Analyst (GMG/SEG 2)****Job Purpose**

Under the direction and management of the Senior Asset Management Policy Analyst, the Asset Management Policy Analyst is responsible for assisting with the development, review and analysis of Asset Management policies, legislative instruments, standards, procedures and guidelines in the GOJ; and for contributing to high quality policy advice on contentious and emerging issues.

**Key Responsibilities*****Technical/Professional:***

- Researches, analyses and develops sound policy submissions and advice to enable informed decision-making on a range of Asset Management matters in the GOJ;
- Identifies and analyses policy options and emerging issues related to a range of Asset Management in the GOJ;
- Provides a range of project management and support services, including preparation of discussion papers, briefs and project plans to contribute to the development and delivery of policy initiatives;
- Builds and maintains relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision-making;
- Communicates with key stakeholders and co-ordinates working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation; Provides policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of a range of Asset Management policies to support MDAs;
- Monitors, evaluates and reports on the development and/or implementation of Asset Management policies to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, Industry and academia to research and understand potential issues in the Asset Management Sector in a GOJ context, and assesses and supports work by those actors to address these issues;
- Researches and benchmarks GOJ's Asset Management systems, standards and procedures against other national and international jurisdictions;
- Prepares policy responses for Cabinet or MDAs requesting Asset Management information;
- Prepares Cabinet Submission, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with GOJ requirements, to respond to MDAs and/or GOJ requests;
- Keeps informed of developments in the public policy, Asset Management issues to help the Ministry operate with initiative and innovation.

***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

- Prepares and delivers Public Policy presentations related to Asset Management as needed.

***Human Resources:***

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment.

***Customer Service:***

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service Reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

***Technical:***

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Good knowledge of policy evaluation frameworks
- Good knowledge of Asset Management principles and practices
- Good ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Three (3) years' experience in a Public Policy or Public Sector Management environment.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Friday, 1<sup>st</sup> 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**