



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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 **Fiscal Policy Management Unit, Economic Management Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Fiscal Economist (Forecast and Monitoring) (GMG/SEG 3) (Not Vacant)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Macro Economist (Data Monitoring, Management and Analysis) (GMG/SEG 3) (Not Vacant)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Senior Macro Economist (Research and Policy Review) (GMG/SEG 3) (Vacant)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
4. **Fiscal Economist (Research, Policy Review and Risk Assessment) (GMG/SEG 2) (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
5. **Fiscal Economist (Forecast and Monitoring) (GMG/SEG 2) (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Senior Fiscal Economist (Forecast and Monitoring) (GMG/SEG 3)**

Job Purpose

The incumbent has responsibility for forecasting, monitoring and reporting of fiscal operations. In addition, the incumbent will participate in the coordination and drafting of major sections of the bi-annual Fiscal Policy Paper (FPP) as well as participate in the Attendant Communications Programme and consultations initiatives.

Key Responsibilities

Technical/Professional

- Prepares baseline fiscal projections, sensitivity analyses, stress tests and impact analyses by:
 - ✓ Liaising with Macro Section to review assumptions and forecasts for key macroeconomic variables produced by the BOJ, PIOJ and other local and international agencies;
 - ✓ Developing and enhancing forecasting tools for “primary” Fiscal Variables, their application in the preparation of baseline projections and the integration of projected values for interest payments, and financing flows in the consolidated projections;
 - ✓ Assessing the stability of the results involving subjecting baseline projections to stress tests and developing alternative scenarios with respect to key variables;
 - ✓ Applying professional judgement to guide the refinement of baseline projections.
- Contributes to the formulation of Fiscal Policy recommendations by:
 - ✓ Analyzing and assessing gaps between baseline fiscal projections and target values (as per the legislated Fiscal Rules) or from the DSA results in light of the Sensitivity and Stress Test Analyses;
 - ✓ Formulating alternative options to address these gaps keeping in mind other Government policies and undertakings;
 - ✓ Developing a recommended set of measures and rationale.

- Prepares relevant information for submission to the AGD for development, execution and monitoring of Cash Management Plans by:
 - ✓ Reviewing monthly projections of fiscal variables in line with the annual approved Budget;
 - ✓ Reviewing analysis of in-year Fiscal outcomes and Budget execution against plans;
 - ✓ Contributing to the formulation of recommendations for in-year fiscal corrections as required to address any emerging gaps against targets.
- Prepares relevant Budget documents and of key in-year fiscal monitoring documents reporting on the achievements and expectations of the Government's Fiscal Programme by:
 - ✓ Preparing draft Briefs for the Minister, FS or members of the Senior Leadership Team for consultations with internal and external clients;
 - ✓ Preparing drafts of various sections of the Bi-annual FPP;
 - ✓ Incorporating the inputs into the FPP documents from other Divisions and Departments;
 - ✓ Preparing fiscal information to, and in collaboration with the Government's Negotiating Team in wage discussions and negotiations with Unions and other relevant bodies;
 - ✓ Preparing supporting documents and actively participate in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Computing the Annual Fiscal Balance of the Specified Public Sector consistent with the debt ceiling (FAA Act) as per the Fiscal Rules;
 - ✓ Undertaking the process of recalibration of the required Annual Fiscal Balance of Specified Public Sector (FAA Act) consistent with legislated debt ceiling;
 - ✓ Managing and assessing the Notional Account established under the Fiscal Rules (FAA Act);
 - ✓ Assisting in the drafting of supporting documents for presentations to and discussion with Parliamentary Committees as required.
- Prepares Fiscal Information and Data by:
 - ✓ Reviewing all fiscal data prepared by direct report to ensure consistency and accuracy prior to dissemination;
 - ✓ Managing the enhancement of the General Data Dissemination Standards (GDDS) and preparation of the Special Data Dissemination Standards (SDDS) Work Plan;
 - ✓ Preparing Government Finance Statistics (GFS) information for submission to the IMF Statistics Department;
 - ✓ Reviewing all briefs and submissions emanating from direct report.
- Participates in the work of the Technical Inter-Agency Macro-Fiscal Working Group. Issues will cover:
 - ✓ Internal and external assumptions for the Fiscal and Macroeconomic Frameworks;
 - ✓ Risk factors to the fiscal real, external and Financial Sector Forecasts;
 - ✓ Policies designed to achieve Macro-fiscal targets;
 - ✓ Macro-fiscal data issues and articulation of a data improvement Work Plans;
 - ✓ Issues related to monetary-fiscal policy co-ordination.
- Supports the Ministry's consultations and communications strategy and nurture productive relationships with various Jamaican institutions, Private Sector, other interest groups, rating Agencies and international financial institutions by:
 - ✓ Preparing and making presentations to groups within and outside of Government that explain the Government's Fiscal objectives and policies;
 - ✓ Contributing to the preparation of presentations on fiscal issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and fora;
 - ✓ Fostering productive relationships with the media and advanced learning institutions;
 - ✓ Fostering productive relationships with IFIs and other key stakeholders.

Administrative/Management

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carry out some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Oversees the work of the direct report;
- Proposes Agenda items to the Chief Fiscal Economist for meetings of Section Heads and Branch meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, co-ordinates the work of the direct report.

Human Resources

- Mentors and participates in the progress of the Fiscal Economist through undertaking performance appraisals and recommending required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports the direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to the direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Fiscal Economist on development of job rotation strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them.

Other

- Provides technical input to various internal and external committees;
- Represents the Ministry of Finance and the Public Services at National and International Seminars, Conferences, Symposiums, etc.;
- Co-ordinates the preparation of Special Papers on fiscal issues that may be requested by other Branches/Units/Divisions, MDAs or domestic and international agencies.

Required Knowledge, Skills and Competencies

- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Sound knowledge of the processes, methods and tools used in fiscal forecasting, stress testing baseline solutions and impact analyses;
- Excellent knowledge of Jamaica's revenue system, expenditure composition and debt dynamics;
- Sound knowledge of the fiscal and economic history of Jamaica and context for the current situation;
- Sound knowledge of financial administration legislation, particularly in respect of fiscal rules and associated targets and commitments;
- Excellent knowledge of the International Monetary Fund (IMF) Government Finance Statistics and Data Dissemination Standards;
- Excellent knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;
- Four to five years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Seven years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Senior Macro Economist (Data Monitoring, Management and Analysis) (GMG/SEG 3)

Job Purpose

The incumbent has responsibility for the analysis of Macroeconomic and Sector Developments and policies, monitoring of economic outcomes, acting on behalf of the Ministry in inter-agency efforts to prepare and monitor the Country's Economic Programme. In addition, the incumbent shares responsibility for the preparation of information and the drafting of the Macroeconomic Framework Section of the Bi-Annual Fiscal Policy Paper (FPP) and the attendant monitoring, consultations and communications initiatives.

Key Responsibilities

Technical/Professional

- Provides all required historical data to enable the construction, testing, and assessment of models and other quantitative tools used to evaluate the impact of changes in assumptions and of macroeconomic, structural or sector policies and to enable Quantitative Research by:
 - ✓ Preparing the Macroeconomic Framework Sections of Budget documents and of key in-year Macroeconomic monitoring documents reporting on the achievements and expectations of the Government's Economic Programme;
 - ✓ Preparing regular Macroeconomic Briefs for the Principal Director and Chief Macroeconomist;
 - ✓ Reviewing, analyzing and providing comments on the Macroeconomic contents of reports from other Units/Branches/Divisions, MDAs or external Agencies;
 - ✓ Reviewing and incorporating relevant macroeconomic information from the BOJ, PIOJ, STATIN and other local and international institutions into the FPP;
 - ✓ Providing Macroeconomic information to support and guiding the Government's Team in wage negotiations and discussions with Unions and other relevant bodies;
 - ✓ Preparing supporting documents and actively participating in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Preparing draft Briefs for the Minister, FS or members of the Senior Leadership Team for consultations with internal and external clients.
- Prepares accurate Macroeconomic Information and Data for dissemination by:
 - ✓ Examining all relevant macroeconomic data to ensure consistency and accuracy prior to dissemination;
 - ✓ Managing the updating of the Macroeconomic Datasets/Dashboard and metadata;
 - ✓ Reviewing all briefings, submissions, etc. originating from the Macroeconomist.
- Represents the Macroeconomic Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and play a supporting role in its Secretariat, alongside the BOJ and PIOJ by:
 - ✓ Supporting the Secretariat function for the TIAMFWG:
- Preparation for meetings, agenda items and performance of Secretariat function, when required. Issues will cover:
 - Internal and external assumptions for the macroeconomic framework;
 - Risk factors to the real, external and financial sector forecasts
 - Policies designed to achieve macro-fiscal targets;
 - Macro-fiscal data issues and articulation of data improvement Work Plans;
 - Monetary-fiscal policy co-ordination matters;
- Plays an active supporting role in executing the Ministry's Consultation and Communication Strategies and nurture productive relationships with various Jamaican institutions, private sector, other interest groups, Rating Agencies and international financial institutions by:
 - ✓ Drafting reports for presentations to groups within and outside of Government that explain the Government's Economic objectives and policies;
 - ✓ Drafting reports for presentations on Macroeconomic issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and fora;
 - ✓ Participating in Section efforts to foster productive relationships with the media and advanced learning institutions;
 - ✓ Participating in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carries out some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Directs the work of the direct report;
- Proposes Agenda items to the Chief Macroeconomist for meetings of Section Heads and Branch Meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, co-ordinate the work of the direct report.

Human Resources

- Mentors and participates in the progress of the Macroeconomist through undertaking Performance Appraisals and recommends required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports the direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to the direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Macro Economist on development of Job Rotation Strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them.

Other

- Provides technical input to various internal and external committees;
- Represents the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, etc.;
- Co-ordinates the preparation of special papers on macroeconomic issues that may be requested by other Branches/Units or Divisions.

Required Knowledge, Skills and Competencies

- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Excellent knowledge of the process, methods and tools used in macroeconomic forecasting, assessing the confidence interval surrounding the baseline solutions and in analyses of the impact of changes in exogenous assumptions or policies;
- Sound knowledge of strategies used to compile macroeconomic dashboards and to make effective presentations;
- Excellent knowledge of the macroeconomic history of Jamaica and context for the current situation;
- Good knowledge of financial administration legislation, including in respect of macroeconomic and fiscal targets and commitments;
- Thorough knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;
- Four to five years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Seven years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines

3. Senior Macro Economist (Research and Policy Review) (GMG/SEG 3)

Job Purpose

The incumbent has responsibility for reviewing, researching, analyzing and recommending Macroeconomic and Sector Developments and Policies. In addition, the incumbent will contribute to the drafting of the Macroeconomic Framework Section of the Bi-annual Fiscal Policy Paper (FPP) and the attendant research, consultations and communications initiatives.

Key Responsibilities

Technical/Professional

- Manages the execution of the research and policy review functions by:
 - ✓ Undertaking the research work in the area of Macroeconomic, structural and sectoral policies and related topics of immediate and long-term relevance to the achievement of the Government's objectives notably in respect of practicable means to boost Jamaica's economic growth, productivity, employment and general welfare.
- Formulates policy recommendations designed to enhance macroeconomic, structural and sector performance in Jamaica by:
 - ✓ Conducting systematic analysis of policy proposals put forward by Public and Private Sector individuals or entities, Non-Government Organizations (NGOs), universities and other learning institutions; reporting the pros and cons and net benefits or costs from a macroeconomic perspective and formulating the Attendant Policy recommendations;
 - ✓ Conducting research to facilitate analyses of macroeconomic, structural and sector policy proposals generated by the policy analysis work carried out in the Section or put forward by other Units/Branches or Divisions or directorates of the Ministry;
 - ✓ Assessing the gaps between baseline Macroeconomic projections and target on the bases of sound analyses and research; formulating alternative options to address the gaps bearing in mind other Government policies and undertakings and putting forward a recommended set of measures for closing the gaps.
- Provides relevant research information and output for incorporation into the Macroeconomic Framework Sections of Budget documents and of key in-year macroeconomic monitoring documents reporting on the achievements and expectations of the Government's Economic Programme by:
 - ✓ Providing information as required for sections of the bi-annual FPP, incorporating Macroeconomic information from the BOJ, PIOJ and other local and international institutions;
 - ✓ Researching and providing Macroeconomic information to support and guide the Government's Team in wage negotiations and discussions with Unions and other relevant bodies;
 - ✓ Preparing supporting documents and actively participating in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Researching and providing information for preparation of briefs for the participation of the Minister, FS or members of the Senior Leadership Team in consultations with internal and external clients;
- Represents the Macroeconomic Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and plays a supporting role in its Secretariat, alongside the BOJ and PIOJ by:
 - ✓ Supporting the Secretariat function for the TIAMFWG:
- Preparation for meetings, agenda items and performance of Secretariat function, when required. Issues will cover:
 - Internal and external assumptions for the macroeconomic framework;
 - Risk factors to the real, external and financial sector forecasts
 - Policies designed to achieve macro-fiscal targets;
 - Macro-fiscal data issues and articulation of data improvement work plans;
 - Monetary-fiscal policy co-ordination matters.
- Plays an active supporting role in executing the Ministry's consultation and communication strategies and nurtures productive relationships with various Jamaican institutions, private sector, other interest groups, Ratings Agencies and international financial institutions by:
 - ✓ Drafting reports for presentations to groups within and outside of Government that explain the Government's Economic objectives and policies;
 - ✓ Drafting reports for presentations on macroeconomic issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and fora;

- ✓ Participating in Section efforts to foster productive relationships with the media and advanced learning institutions;
- ✓ Participating in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management:

- Provides information for the development of the Section's input into the Division's Corporate and Operational Plans and carries out some of the technical work in monitoring of the Section's achievement against these performance criteria;
- Oversees the work of the direct report;
- Proposes Agenda items to the Chief Macroeconomist for meetings of Section Heads and Branch Meetings;
- Contributes to the Section's efforts to maintain effective working relationships with external and internal stakeholders and, to this end, coordinate the work of the direct report.

Human Resources:

- Mentors and participates in the progress of the Macroeconomist through undertaking Performance Appraisals and recommends required training and development programmes;
- Contributes to the Section's effort to nurture a work environment that encourages continuous learning and new skill development;
- Supports the direct report in performing the range of assigned duties/responsibilities appropriately and within allowable parameters;
- Provides guidance to the direct report through coaching, mentoring, training, effective object setting and communication as needed;
- Participates in the recruitment and selection of staff for the Section;
- Provides input to the Chief Macro Economist on development of Rob Rotation Strategy that will impact the development of staff in the Section;
- Participates in the Section's efforts to maintain effective working relations with external and internal stakeholders and clients to ensure that the Section provides a consistently high level of service to them.

Other:

- Prepares technical inputs to various internal and external committees;
- Represents the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, etc;
- Participates in the undertaking of Research Work and assessment of macroeconomic issues that may be requested by other Branches/Units, Divisions, Ministries or external agencies.

Required Knowledge, Skills and Competencies

- Sound practical knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Excellent knowledge of the process, methods and tools used in macroeconomic forecasting, assessing the confidence interval surrounding the baseline solutions and in analyses of the impact of changes in exogenous assumptions or policies;
- Sound knowledge of the processes, methods and tools used in undertaking macroeconomic research;
- Excellent knowledge of the macroeconomic history of Jamaica and context for current situation;
- Good knowledge of financial administration legislation, including in respect of macroeconomic and fiscal targets and commitments;
- Thorough knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Masters' Degree in Economics, Public Finance, or equivalent;
- Four to five years' experience in economic policy design and implementation and
- quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;

- Seven years' experience in economic policy design and implementation and quantitative
- research/analysis.

Special conditions associated with the job

- Pressured working conditions with numerous critical deadlines.

4. Fiscal Economist (Research, Policy Review and Risk Assessment) (GMG/SEG 2)

Job Purpose

The incumbent has the responsibility for assisting in conducting fiscal research and reviewing and evaluating fiscal policy aimed at achieving Government's objectives, as well as to contribute toward identifying, quantifying, assessing and managing fiscal risks.

Key Responsibilities

Technical/Professional:

- Contributes toward the undertaking of analytical and research work in the area of fiscal policy and related topics of immediate and long-term relevance to the achievement of the Government's objectives notably in respect of practicable means to support Jamaica's fiscal performance by:
 - ✓ Reviewing and analyzing reports prepared by internal and external institutions related to Fiscal Policy issues and submits the resulting analysis to the SFE;
 - ✓ Preparing draft Research Papers and related reports on fiscal policy.
- Assists in the preparation of Debt Sustainability Assessments (DSA) and formulation of recommendations regarding optimal levels for debt and financing by:
 - ✓ Undertaking analytical work in the development of Debt and Financing Targets;
 - ✓ Participating in conducting DSA in collaboration with DMB and other key agencies:
 - Compares the DSA results with previous and DSA results from other agencies such as the IMF;
 - Contributes in the review and formulation of recommendations regarding appropriate debt targets and the attendant financing plan and primary balance requirements.
 - ✓ Analyzing and assessing gaps between baseline fiscal projections and target values (as per the legislated Fiscal Rules) or from the DSA results in light of the sensitivity and stress test analyses;
 - ✓ Drafting alternative options to address these gaps keeping in mind other Government policies and undertakings;
 - ✓ Contributing toward the development and documentation of a recommended set of measures and rationale;
 - ✓ Participating in evaluating policy impact and recommending necessary revision.
- Contributes to the Section's preparation of analyses and sound recommendations on Cost-effective Management of Fiscal Risks by:
 - ✓ Canvassing literature on potential areas where the Government may be exposed;
 - ✓ Assisting with the co-ordination of focused discussions and work on the most significant areas of fiscal risks:
 - Identifies the most important risk areas;
 - Quantifies the potential fiscal exposure associated with each risk;
 - Assesses the probability that each risk will materialize;
 - Articulates viable cost-effective risk management strategies;
 - Prepares Risks Report to SFE for development of Fiscal Risks Module.
- Represents the Fiscal Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and plays a supporting role in its Secretariat, alongside the BOJ and PIOJ. Supports the Secretariat function for the TIAMFWG, including preparation for meetings, agenda items and performance of Secretariat function, when required. Issues will cover:
 - ✓ Internal and external assumptions for the fiscal and macroeconomic frameworks;
 - ✓ Risk factors to the fiscal, real, external and Financial Sector forecasts;
 - ✓ Policies designed to achieve macro-fiscal targets;
 - ✓ Macro-fiscal data issues and articulation of data improvement Work Plans;
 - ✓ Issues related to monetary-fiscal policy co-ordination.

- Contributes to the Section's support to the Ministry's consultations and communication strategy and nurtures productive relationships with various Jamaican institutions, private sector, other interest groups, rating agencies and international financial institutions by:
 - ✓ Assisting in preparing draft reports for presentations to groups within and outside of Government that explain the Government's Economic objectives and policies;
 - ✓ Contributing to the preparation of draft reports for presentations on fiscal issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and forum;
 - ✓ Participating in Section efforts to foster productive relationships with the media and advanced learning institutions;
 - ✓ Participating in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management:

- Contributes to the preparation of information for the development of the Section's input into the Division's Corporate and Operational Plans and undertakes some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Proposes agenda items to the Chief Fiscal Economist through the Senior Fiscal Economist for Meetings of Section Heads and Branch Meetings.

Other

- Provides technical input to various internal and external committees;
- Represents the Ministry of Finance and Planning at National and International Seminars, Conferences, Symposiums, etc.;
- Contributes to the preparation of special papers on fiscal issues that may be requested by other Branches/Units/Divisions, MDAs or domestic and international agencies.

Required Knowledge, Skills and Competencies

- Good knowledge of the fiscal and economic history of Jamaica and context for the current situation;
- Good knowledge of financial administration legislation, including in respect of fiscal rules and targets and commitments;
- Working knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Working knowledge of the process, methods and tools used in fiscal forecasting, stress testing baseline solutions and impact analyses;
- Working knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments;
- Good knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Working knowledge of the processes, methods and tools used in measuring, assessing, mitigating and reporting Fiscal Risks;
- Good knowledge of the processes, methods and tools used in undertaking fiscal research;
- Sound knowledge of Jamaica's revenue system, expenditure composition and debt dynamics;
- Working knowledge of the International Monetary Fund (IMF) Government Finance Statistics and Data Dissemination Standards;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;
- Two to three years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Five years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines

5. Fiscal Economist (Forecast and Monitoring) (GMG/SEG 2)

Job Purpose

The incumbent has the responsibility for assisting in the forecasting, monitoring and reporting of fiscal operations, in addition to contributing toward drafting major sections of the bi-annual Fiscal Policy Paper (FPP), as well as participate in the Attendant Communications Programme and consultations initiatives.

Key Responsibilities

Technical/Professional

- Prepares draft baseline fiscal projections, sensitivity analyses, stress tests and impact analyses by:
 - ✓ Liaising with Macro Section to review assumptions and forecasts for key macroeconomic variables produced by the BOJ, PIOJ and other local and international Agencies
 - ✓ Contributing to the development and enhancement of forecasting tools for “primary” fiscal variables, their application in the preparation of baseline projections and the integration of projected values for interest payments, and financing flows in the consolidated projections
 - ✓ Participating in assessing the stability of the results involving subjecting baseline projections to stress tests and developing alternative scenarios with respect to key variables.
- Contributes to the formulation of Fiscal Policy recommendations by:
 - ✓ Participating in analyzing and assessing gaps between baseline fiscal projections and target values (as per the legislated Fiscal Rules) or from the DSA results in light of the sensitivity and stress test analyses
 - ✓ Contributing toward formulating alternative options to address these gaps keeping in mind other Government policies and undertakings
 - ✓ Contributing toward developing a recommended set of measures and rationale.
- Contributes to the preparation of relevant information for submission to the Accountant General Department (AGD) for development, execution and monitoring of cash management plans by:
 - ✓ Preparing monthly projections of fiscal variables in line with the annual approved Budget;
 - ✓ Analyzing in-year fiscal outcomes and Budget execution against plans;
 - ✓ Assisting in preparing contributions to the formulation of recommendations for in-year fiscal corrections as required to address any emerging gaps against targets.
- Prepares relevant budget documents and of key in-year fiscal monitoring documents reporting on the achievements and expectations of the Government’s Fiscal Programme by:
 - ✓ Contributing to the preparation of draft Briefs for the Minister, FS or members of the Senior Leadership Team for consultations with internal and external clients;
 - ✓ Assisting in preparing drafts of major sections of the bi-annual FPP;
 - ✓ Assisting in the preparation of fiscal information to, and in collaboration with the Government’s Negotiating Team in wage discussions and negotiations with unions and other relevant bodies;
 - ✓ Contributing toward preparing supporting documents and actively participating in Ministry-wide discussions and decisions on information and reports to be presented to Parliament, Cabinet, internal and external committees, local and international institutions and the general public;
 - ✓ Providing input to facilitate computation of the Annual Fiscal Balance of the Specified Public Sector consistent with the debt ceiling (FAA Act) as per the Fiscal Rules;
 - ✓ Participating in the process of recalibration of the required Annual Fiscal Balance of Specified Public Sector (FAA Act) consistent with legislated debt ceiling;
 - ✓ Assisting in managing and assessing the Notional Account established under the Fiscal Rules (FAA Act);
 - ✓ Providing input to assist in the drafting of supporting documents for presentations to and discussions with Parliamentary Committees as required.
- Prepares Fiscal Data and Information by:
 - ✓ Compiling periodic Fiscal Data and Information for dissemination as required;
 - ✓ Contributing to the enhanced General Data Dissemination Standards (GDDS) and Special Data Dissemination Standards (SDDS) Work Plan;
 - ✓ Participating in the preparation of the Government Finance Statistics (GFS)

Information for submission to the IMF Statistics Department;

- Represents the Fiscal Section in the work of the Technical Inter-Agency Macro-Fiscal Working Group (TIAMFWG) and plays a supporting role in its Secretariat, alongside the BOJ and PIOJ. Supports the Secretariat function for the TIAMFWG, including preparation for meetings, agenda items and performance of Secretariat function, when required. Issues will cover by:
 - ✓ Internal and external assumptions for the fiscal and macroeconomic frameworks;
 - ✓ Risk factors to the fiscal, real, external and Financial Sector forecasts
 - ✓ Policies designed to achieve macro-fiscal targets
 - ✓ Macro-fiscal data issues and articulation of data improvement work plans
 - ✓ Issues related to monetary-fiscal policy co-ordination.
- Contributes to the Section's support to the Ministry's Consultations and Communication Strategy and nurture productive relationships with various Jamaican institutions, private sector, other interest groups, Rating Agencies and international financial institutions by:
 - ✓ Assisting in preparing draft reports for presentations to groups within and outside of Government that explain the Government's economic objectives and policies;
 - ✓ Contributing to the preparation of draft reports for presentations on fiscal issues to be made by the FS and members of the Ministry's Leadership Team to Parliamentary Committees and other consultations and fora;
 - ✓ Participating in Section efforts to foster productive relationships with the media and advanced learning institutions;
 - ✓ Participating in Section's efforts to foster productive relationships with IFIs and other key stakeholders.

Administrative/Management

- Contributes to the preparation of information for the development of the Section's input into the Division's Corporate and Operational Plans and undertake some of the technical work in the monitoring of the Section's achievement against these performance criteria;
- Proposes Agenda items to the Chief Fiscal Economist through the Senior Fiscal Economist for meetings of Section Heads and Branch meetings.

Other

- Provides technical input to various internal and external committees;
- Represents the Ministry of Finance and the Public Services at National and International Seminars, Conferences, Symposiums, etc.;
- Contributes to the preparation of special papers on fiscal issues that may be requested by other Branches/Units/Divisions, MDAs or domestic and international agencies.

Required Knowledge, Skills and Competencies

- Good knowledge of the fiscal and economic history of Jamaica and context for the current situation;
- Good knowledge of financial administration legislation, including in respect of fiscal rules and targets and commitments;
- Working knowledge of macroeconomics, public sector economics and attendant quantitative tools;
- Working knowledge of the process, methods and tools used in fiscal forecasting, stress testing baseline solutions and impact analyses;
- Working knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments;
- Good knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies;
- Working knowledge of the processes, methods and tools used in measuring, assessing, mitigating and reporting fiscal risks;
- Good knowledge of the processes, methods and tools used in undertaking fiscal research;
- Sound knowledge of Jamaica's revenue system, expenditure composition and debt dynamics;
- Working knowledge of the International Monetary Fund (IMF) Government Finance Statistics and Data Dissemination Standards;
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Finance, or equivalent;

- Two to three years of experience in economic policy design and implementation and quantitative research/analysis.

OR

- Bachelor's Degree in Economics, Public Finance, or equivalent;
- Five years of experience in economic policy design and implementation and quantitative research/analysis.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Monday, 27th June, 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**