



## Office of the Services Commissions

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### **CIRCULAR No. 299** **OSC Ref. C. 4860<sup>10</sup>**

12<sup>th</sup> July, 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 **Ministry of Labour and Social Security**:

1. **Director, Finance and Accounts (FMG/PA 4)**, salary range \$3,154,073 - 3,749,202 per annum and any allowance(s) attached to the post.
2. **Crown Counsel (JLG/LO 3)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.

#### **1. Director, Finance and Accounts (FMG/PA 4)**

##### **Job Purpose**

Reporting to the Transition Manager, the incumbent is responsible for preparing the Financial Statements of the National Insurance Fund in accordance with International Financial Reporting Standards (Accrual Accounting) and ensuring the integrity of the Accounting System.

##### **Key Responsibilities**

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

- Prepares and costs the Operational Plan for the Branch;
- Participates in Strategic Planning Meetings of the Fund;
- Participates in the preparation of Budget Reports, Work Disposal Plans and Fiscal Forecasts required to deliver programme;
- Analyzes resource, Budgets and Work Plans to determine the best combination of human and technical resources to accomplish set objectives;
- Develops and reviews short-term and long-term plans to achieve the most effective delivery of services;
- Ensures staff is aware of and operates in accordance with all the relevant laws, policies, regulation and procedures;
- Compiles and submits requisition for office and Human Resources for the Branch;
- Maintains effective working relations with internal and external stakeholders and customers, ensuring that the Branch provides a consistently high level of service to them.

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

- Prepares Financial Statements and other reports;
- Provides technical guidance to the relevant officers;
- Prepares the Annual Budget;
- Co-ordinates the audit process;
- Reviews and posts transaction in the Account Payable and Receivables Systems as required and oversees the reconciliation of investments instruments;
- Reviews and posts Journal entries to the General Ledger System;
- Reviews General Consumption Tax and Payroll Tax Returns;
- Reviews audit schedules and confirmation letters;
- Oversees the preparation of the Bank Reconciliation Statements;
- Reviews loan amortization schedules;
- Prepares the Operational Plan for the relevant Department;
- Prepares Budget, forecast and variance analysis;
- Reviews and updates Accounting Policy and makes the required recommendations to the relevant officer;
- Monitors the Cash Management System to authorize cash transfers as required;
- Responds to audit confirmation request from other institutions;

###### ***Human Resource Management:***

- Participates in the recruitment of staff for the Branch and ensures that they are aware of and adhere to the policies and procedures of the Division;

- Conducts periodical reviews of supervisees in accordance with Work Plans; completes Final Performance Assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective co-operative working relationships with staff;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures;

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

- Excellent knowledge of International Financial Reporting Standards
- Sound knowledge of Financial Accounting and Audit Act
- Excellent knowledge of Government of Jamaica procurement guidelines
- Sound knowledge of Financial Instruments Pricing
- Proficient in the use of ACCPAC and Microsoft Applications
- Good analytical skills
- Good oral and written communication skills
- Ability to work on own initiative

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

- ACCA or equivalent professional certification; **or**
- Master's Degree in Accounting or Management studies with Accounting from a recognized University;
- Certification in the Jamaican Securities Course;
- Three years' experience in preparing Financial Statements for an Organization with a large investment Portfolio.

### **Special Conditions Associated with the Job**

- Extended working hour.

## **2. Crown Counsel (JLG/LO 3)**

### **Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the Strategic Management of the Ministry of Labour and Social Security.

### **Key Responsibilities**

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

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or memoranda of understanding;
- Prepares legal Briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares Briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;

- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Provides legal advice to Ministry on all areas of law;
- Represent the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional Organizations and participating in AGC initiatives.

***Management/Administrative:***

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

***Human Resources:***

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains a harmonious working environment.
- Performs any other related duties that may be assigned from time to time by Senior Assistant Attorney-General and respective Senior Executives in the Ministry.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and team management skills
- Strong analytical
- 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:***

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs
- Excellent knowledge of the English legal system and the legal framework of Government
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem-solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Ability to create commitment to a strong and consistent customer service philosophy
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

**Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB);
- Certificate in Legal Education;
- Three-four (3 - 4) years' experience at the Bar.

**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 internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 25<sup>th</sup> July, 2022 to:**

Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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