



CIRCULAR No. 409
OSC Ref. C.5849¹²

27th September, 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/fill the following posts in the **Ministry of Justice**:

1. **Financial Systems Manager (FMG/PA 2) – (Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Final Accountant (FMG/PA 2) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Senior Human Resource and Development Officer (GMG/SEG 1) – (Not Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Payment Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
5. **Administrator (GMG/AM 1) – (Not Vacant)**, salary range \$853,412 - \$1,014,438 per annum and any allowance(s) attached to the post.

1. **Financial Systems Manager (FMG/PA 2)**

Job Purpose

Under the leadership and direction of the Principal Financial Officer (PFO), the Financial Systems Manager is responsible for ensuring the effective, efficient and economical use of computerized financial systems and solutions within the Finance and Accounts Division to aid the provision of linking with the Treasury and providing timely electronic financial statements for the Ministry of Justice (MOJ) and its subjects.

Key Responsibilities

- Ensures the proper management and operation of the Financial Management Information System (FMIS) to obtain optimum system performance and efficient computer utilization by:
 - ✓ 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
 - ✓ Executing the procedures for the opening and closing of a period
 - ✓ Adapting the system to meet the needs of the Ministry/Department, through customization of events, setting up special procedures, etc.
 - ✓ Assists 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 (MOFPS)
 - 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 and that there is compliance with all instructions and guidelines issued by MOFPS and Fiscal Services Limited (FSL) regarding operation of the system.
- Attends meetings at the Ministry of Finance and the Public Service concerning updates of the Government Financial Management System;
- Ensures 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-ordinating the process of repairing or replacing defective hardware
- ✓ Checking and certifying invoices for payment for goods and services in relation to BRS hardware and software maintenance.
- Assists in the upgrade and development of the system by:
 - ✓ Ensuring that the accounts of the Ministry and its Departments are properly prepared
 - ✓ Ensuring that the accounts are prepared according to the requisite accounting standard and guidelines issued by the Ministry of Finance and the Public Service
 - ✓ Ensuring that the accounts prepared are accurate and fair and done on a timely basis
- Signs off on all Bank Reconciliation prepared and ensures corrective actions are taken in a timely manner;
- Advises the PFO on matters pertaining to deposit and Bank Accounts;
- Reports periodically to the PFO on the status of the monthly and annual Statements, submitting Work Plan to clear any accounting arrears;
- Supervises and manages the Final Accounts Unit by establishing targets and setting assignment;
- Review performance of staff and the Unit;
- Assists staff in resolving technical issues;
- In respect to closed period, prints and signs all relevant Financial Statements for the following: DPP, CPC, Legal Reform, Attorney General, Ministry's Recurrent, Capital A & B, Deposit Account 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-ordinating the process of repairing or replacing defective hardware;
 - ✓ Checking and certifying invoices for payment for goods and services in relation to BRS hardware and software maintenance.

Financial Analysis:

- Conduct 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 PFO with monthly Reports on the financial status of the Ministry'/Department.

Special Assignments:

- Conducts special assignments issued by the PFO from time to time;
- Certifies Legal Aid Lawyers' payments at the Legal Aid Council.

Implementation of Accrual Accounting:

- Liaises with the 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
- Ability to work in a team
- 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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

2. Final Accountant (FMG/PA 2)

Job Purpose

Under the leadership and direction of the Director, Final Accounts and Reporting, the Final Accountant is responsible for preparing statements of accounts for the MOJ and related subjects that accords with the stipulation of the FAA Act and Instructions, as well as accepted Accounting Standards.

Key Responsibilities

Technical/Professional:

- Prepares the monthly/quarterly/yearly financial analysis and final accounts of the MOJ and its subjects, to consist of accounts Recurrent, Capital and Deposits (i.e. Fines Accounts), where applicable;
- Monitors that all accounts receivable, accounts payable, income receivable, accruals, pre-payments, receipts, lodgments, payments, depreciation provisions, other provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that original estimates and supplementary estimates are properly brought to account under the relevant Heads;
- Monitors all Journal Vouchers (for salary, advance clearance and other adjustments) in respect of the month have been correctly posted and are properly reflected in the accounts;
- Checks and takes steps for all manual cheques and cheque cancellations to be brought into account;
- Checks and takes steps for all warrant issues, warrant transfers, warrant adjustments, and cash advances to be brought to account under the relevant Heads;
- Designs and implements mechanisms to facilitate the checking of the following statements for accuracy and completeness in respect of all Heads and Sub-Heads, i.e. management accounts and final accounts;
- Analyzes Financial Statements for accuracy and completeness in respect of all Budget Heads;
- Corroborates financial and accounting information/datasets from Parish Courts pertaining fines and its integration in the MOJ Financial Systems;
- Resolves errors found in any of the Financial and Management Accounts documents stated and bring to the attention of the Director, Final Accounts and Reporting;
- Generates Financial Statements and reports for the review of the Director, Final Accounts and Reporting before final submission to the PFO, Ministry of Finance and the Public Service and the Auditor General's Department;
- Signs all relevant Financial Statements in respect of closed period for all Heads then submits to the Director, Final Accounts and Reporting;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Reporting) to determine what new solutions and implementations will meet MOJ business/operational requirements.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in a team
- Compliance
- Adaptability
- Ability to use own initiative
- Excellent time management skills
- Integrity
- Customer and quality focus

Technical:

- Proficiency in the use of relevant computer applications
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Strong analytical and problem-solving skills
- Strong leadership skills
- Good knowledge of Financial and Accounting Principles and Practices
- Good knowledge of the project accounting principles and practices
- Good knowledge of the Public Finance Legal Framework (FAA Act and Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms
- Good knowledge of and experience in, GOJ operations and Public Sector matters
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis
- Knowledge of GOJ ICT Finance and Accounting systems
- Good understanding of the public expenditure policy environment and the goals
- Good knowledge of Finance and Accounting monitoring and evaluation frameworks
- 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
- 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 Accounting/Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

3. Senior Human Resource and Development Officer (GMG/SEG 1)

Job Purpose

The incumbent will assist in the development and implementation of training programmes aimed at improving the productivity levels of the Ministry.

Key Responsibilities

- Assists the Director, Human Resource Development (HRD), in developing medium and long-term training plans for the Ministry by utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops;
- Assists the Director, HRD, to develop training aids, such as training handbooks and reference works;
- Assesses all information on training programmes and submits information to relevant Ministry of Justice's staff and Departments;
- Ensures that all members of staff are apprised of training opportunities and that each supervisor receives information that is relevant to the development of employees;

- Co-ordinates the Education Support Programme by:
 - ✓ Evaluating applications to ensure that career objectives of employees and the Ministry's goals as stated in the Corporate Plan are aligned
 - ✓ Provides career counselling to employees to assist in identifying realistic career objectives and in determining required qualifications and training
- Assists the Director, HRD, to organize planned training programmes, by:
 - ✓ Determining the contents of some in-house training courses
 - ✓ Scheduling training courses
 - ✓ Selecting the most appropriate training methodology
 - ✓ Identifying resource persons as session leaders
 - ✓ Finding replacement whenever resource persons are absent
 - ✓ Securing appropriate venues for sessions
 - ✓ Making alternative arrangements for changes in venue
 - ✓ Securing equipment and material required for courses
 - ✓ Arranging with Division Heads for the release of staff to attend training programmes;
- Processes nomination for training courses offered by the MIND and other local and overseas institutions;
- Conducts training sessions covering specified areas, such as those concerned with new Employee Orientation, on the job training;
- Evaluates trainees to measure impact on job performance and evaluates and monitors training programmes to ascertain the effectiveness of each programme in meeting objectives by conducting:
 - ✓ Course evaluation at the end of each course
 - ✓ Ongoing post course evaluation to assess improvement in job performance and programme results/outcomes
- Participates in the development of the Budget/Corporate Plan for the Unit;
- Prepares monthly/annual report on training programmes, education programmes and scholarship programmes to be used in ongoing staff developmental programmes;
- Produces information on individual members of staff or groups as required by the Director, HRD;
- Updates records and compiles statistical reports to evaluation performance of instructors;
- Ensures that proper programme documentation, record keeping and material inventories are completed and kept current;
- Develops resource base of training opportunities and teaching materials and equipment for the Unit and provides a system of dissemination;
- Makes administrative arrangements for staff that participate in training programmes;
- Attends meetings to obtain information useful to staff training.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Ability to work in a team
- Proficient in relevant software application
- Excellent time management skills
- Knowledge of different training modality
- Excellent public speaking skills
- Excellent leadership skills
- Excellent knowledge of Government's Human Resource regulations, policies and procedures

Minimum Required Qualification and Experience

- First Degree in the Business Administration, Management Studies and Human Resource Management;
 - Diploma in Teaching or Certificate in Train the Trainer Course;
- OR**
- Bachelor in Education Degree;
 - Three (3) years' experience in a training environment.

4. Payment Officer (FMG/AT 3)

Job Purpose

Under the direction of the Supervisor, Payments, the incumbent certifies payment and journal vouchers and prints cheques for the Deposit Accounts.

Key Responsibilities

- Certifies Payment Vouchers (electronically);
- Certifies Journal Vouchers;
- Certifies payment and Journal Vouchers on GFMS;
- Certifies payment schedules and entries in the Payment Registers;
- Prints cheques for all Departments;
- Performs research on payment transactions;
- Certifies Subsidiary Ledgers/Registers;
- Maintains contractual files/records;
- Ensures Registers are accurately maintained;
- Prepares contractual payment schedules;
- Prepares and uploads Withholding Tax Certificates;
- Prepares Expenditure reports;
- Ensures monthly rental, utility payments are processed for the due dates;
- Makes recommendations for improvements;
- Responds to customers queries on matters relating to the areas of responsibility;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Integrity
- Ability to work in a team
- Ability to use own initiative
- Compliance
- Excellent time management skills
- Good interpersonal skills
- Adaptability
- Customer and quality focus

Technical/Functional:

- Good use of technology
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Good planning and organizing skills
- Good leadership skills
- Goal/Result oriented
- Proficient in relevant software application
- Knowledge of computer information system security regulation and procedures
- Technical Knowledge of Biz Pay, GFMS, etc.
- Knowledge of computer information system security regulation and procedures

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

5. Administrator (GMG/AM 1)

Job Purpose

The Administrator will be required to update and maintain the automated Personnel Records Management System and to provide support to the Human Resource Management and Development Branch.

Key Responsibilities

- Assists in maintaining a Management Information Systems database to provide support for the Manpower Planning activity, as well as ensuring that Staff List is current and accurate by:
 - ✓ Entering data on the database for employees, e.g. separation, leave record, payroll information, education and training and personal information;
 - ✓ Maintaining the Human Resource Management and Development (HRM&D) Web Pages and Vacancy List;
 - ✓ Assisting in conducting research to identify HR related information to keep the Branch informed of Industry changes and abreast with new best practices;
- Assists in preparing reports and analysis, to include:
 - ✓ Recruitment
 - ✓ Employees acting in clear vacancies
 - ✓ Promotions
 - ✓ Staff resignations
 - ✓ Employees who have been temporarily employed for more than six (6) months
 - ✓ Attrition rate
 - ✓ Employees leave
- Supports the preparation of information surveys;
- Prepares interview packages for interviewers;
- Assists in administering assessment for new recruits;
- Prepares schedule of short-listed applicants and advises same re date, time and venue for interview;
- Tracks data/correspondence through the use of data application software;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Integrity
- Ability to work in a team
- Ability to use own initiative
- Compliance
- Excellent time management skills
- Good interpersonal skills
- Adaptability
- Good planning and organizing skills
- Excellent customer relations and quality focus skills

Technical/Functional:

- Good use of technology
- Basic knowledge and understanding of the Staff Orders and Public Service Regulation
- Good knowledge of computer applications, Excel, Publisher, WORD and Access
- Understanding of Personnel Management and Administration in Government

Minimum Required Qualification and Experience

- Diploma in Human Resource Management, Public Administration or related field;
- One (1) year relevant experience.

Applications accompanied by résumés should be submitted **no later than Monday, 10th October, 2022 to:**

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

Email: 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**