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(CENTRAL GOVERNMENT)
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13th October, 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. **Parish Restorative Justice Officer (GMG/SEG 2) – (Denham Town Justice Centre) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 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 Government Financial Management System (GFMS) to obtain optimum system performance and efficient computer utilization through:
 - ✓ Setting up authorized users on the system to perform their assigned functions
 - ✓ The provision of training and technical assistance to users
 - ✓ Monitoring, controlling and administering the security and back up procedures
 - ✓ The provision of manuals, user guides, code sheet, etc. to users to assist them in the execution of their duties
 - ✓ The execution of the procedures for the opening and closing of a period
 - ✓ The adaption of the system to meet the needs of the Ministry/Department through customization of events set up, special procedures, etc.
 - ✓ Assisting in the upgrade and development of the system by:
 - Submitting request for enhancement, modification, the fixings of bugs, etc. to the Ministry of Finance and the Public Service (MOFPS)
 - Assisting in the testing of new or modified programmes and functions;
- Ensures that the system is operating above standards prescribed by the MOFPS and that there is compliance with all instructions and guidelines issued by the MOFPS and Fiscal Services Limited (FSL) regarding operation of the 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
 - ✓ Providing manuals, user 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;
- Assists in the upgrade and development of the system by:
 - ✓ Submitting request for enhancements, modifications, the fixing of bugs etc. to the MOFPS
 - ✓ Assisting in the testing of new or modified programmes and functions;

- Ensures the proper management and operation of the Payroll System to obtain optimum system performance and efficient computer utilisation through:
 - ✓ Setting up authorised 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 sheets etc. to users to assist them in the execution of their duties
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
- Ensures that the Payroll/payment ICT solution is meeting its objective of payment of employees' salary on a timely basis through:
 - ✓ Maintenance of proper links with the bank
 - ✓ Setting up authorised 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
 - ✓ Co-ordinating the process of repairing or replacing defective hardware;
- Conducts analysis of the MOJ's Monthly Financial Reports for the purposes of:
 - ✓ Arriving at a position on the MOJ's current financial position
 - ✓ Making projections on the MOJ's performance over a defined period;
- Provides the PFO and other Directors in the Finance and Accounts Division with Monthly Electronic Reports on the financial status of their workstreams and entire MOJ;
- Undertakes special assignments on behalf of the PFO to facilitate the proper financial operation, management and control mechanisms;
- Assists in the implementation and operation of the Accrual-based Accounting System through:
 - ✓ Training users of the system
 - ✓ Providing manuals, guideline, instructions etc. to users of the system
 - ✓ Providing technical assistance and resolving problems
 - ✓ Liaising with the MOFPS for updates and decision on technical matters;
- Partners with the PXPC in the MOFPS, Accountant General's Department and the ICT Authority – MSET, in designing and implementing approaches to bring about greater integration/synergies with ICT solutions supporting the Finance and Accounting business processes;
- Keeps current with the latest tools/techniques in Public Financial Management (specifically GFMS) to determine what new solutions and implementations will meet MOJ's business/operational requirements.

Management/Administrative:

- Develops Individual Work Plan based on alignment to the overall plan for the Division;
- 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 all other duties and functions required from time to time.

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 the relevant software applications
- Excellent time management skills
- Technical Knowledge of GFMS, 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 or 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. Parish Restorative Justice Officer (GMG/SEG 2)

Job Purpose

The Parish Restorative Justice (PRJ) Officer works at the parish level, managing several vulnerable and volatile communities. The incumbent represents the Ministry of Justice in implementing the Restorative Justice Programme at the community level throughout the designated parish. The PRJ Officer manages all PRJ Facilitators and volunteers.

The PRJ Officer will co-ordinate the work with other stakeholders in the assigned community/communities, including both referral agencies (Police, Courts, Department of Correctional Services, Victim Services Officers, Minister of Religion and Schools, etc.) and supporting agencies to ensure the successful implementation of the PRJ Programme. The Officer will also co-ordinate efforts pertaining to arbitration duties and matters with the Child Diversion Specialist.

Key Responsibilities

- Assists the Restorative Justice Co-ordinator in mobilizing the community and organizing meetings/consultations with respect to the development of Community Development and Safety Plans including assisting in the collection of relevant data;
- Assists in monitoring the activities of Non-Governmental Organizations (NGO) service providers engaged to deliver Restorative Justice programmes to the community, including the collection of relevant data;
- Assists the Restorative Justice Co-ordinator in preparing Community Development and Safety Plans;
- Follows up with stakeholders to obtain relevant information required to inform plans and initiatives;
- Assists in arranging Restorative Justice conferences;
- Performs administrative functions in the Restorative Justice Office;
- Works towards building a high performing team;
- Performs any other tasks assigned by supervisor.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Ability to work in a team
- Excellent people management and time management skills
- Customer and Quality Focus
- Excellent report writing skills
- Good knowledge of the Ministry's policies, practices and procedures
- Knowledge of Restorative Justice processes
- Ability to formulate proactive measures to achieve required objectives
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences or Arts;
- Four (4) years working experience in low-income communities, with at least three (3) years in community development and community oriented operations;
- Two (2) years working experience in a project/programme related to social services.

Applications accompanied by résumés should be submitted **no later than Thursday, 27th 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