



CIRCULAR No. 434
OSC Ref. C.5851²⁰

11th 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 fill the following **vacant** posts in the **Early Childhood Commission**:

1. **Programmer Analyst (MIS/IT 4)**, salary range \$1,795,736 - \$2,134,566 per annum and any allowance(s) attached to the post.
2. **Research Officer – Monitoring and Evaluation (SOG/ST 6)**, salary range \$1,738,930 - \$2,067,041 per annum and any allowance(s) attached to the post.
3. **General Accounting Officer (FMG/AT 1)**, salary range \$871,103 - \$1,035,468 per annum and any allowance(s) attached to the post.

1. **Programmer Analyst (MIS/IT 4)**

Job Purpose

Reporting to the Manager, Information, the incumbent will lead the design, implementation and maintenance of Web Applications throughout the development life cycle.

Key Responsibilities

Technical/Professional:

- Analyzes business and office processes to design system and user requirements;
- Develops specification of functional systems and designs requirements;
- Prepares the required documentation for applications developed;
- Provides programming services to satisfy special projects, Office automation and other business requirements;
- Develops, implements and maintains Web-based applications and/or Websites, using Industry Standard tools, such as PHP, SharePoint and ASP .Net;
- Develops, implements and maintains Intranet/Internet applications within the Department;
- Works closely with Heads of Department and other members of the Information Technology Department;
- Performs any other duties assigned by the Manager, Information Technology, or his designate, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent customer quality focus
- Excellent initiative
- Excellent planning and organizing skills
- Attention to detail, flexible and adaptable to changes
- Creativity and imagination
- Ability to work independently when necessary

Technical:

- Excellent technical skills
- Excellent analytical thinking skills
- Excellent use of technology
- Excellent problem-solving skills
- Excellent knowledge in software development
- Proficient in C# and/or VB.NET, with a good knowledge of their ecosystems

- Strong knowledge of .NET web framework
- Excellent knowledge and skills in the development of databases and queries, using Relational Database Management System, such as MS-SQL Server and MYSQL
- Possess excellent knowledge in Crystal Reports and Business Intelligence tools

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or related field;
- Two (2) years' experience in the field of Software and Web Development;
- or**
- Diploma in Computer Studies or equivalent from an accredited tertiary institution;
- Four (4) years' experience in the field of Software and Web Development.

Special Condition Associated with the Job

- Ability to work under pressure and meet tight deadlines.

2. Research Officer – Monitoring and Evaluation (SOG/ST 6)

Job Purpose

Reporting to the Research Manager, the Research Officer - Monitoring and Evaluation, is responsible for developing and maintaining multi-sectoral monitoring and evaluation system of Early Childhood Development policies, programmes and projects.

Key Responsibilities

Administrative:

- Develops a Monitoring and Evaluation Framework for Jamaica's ECD Sector; identifies ECD Indicators; develops data collection strategies and data collection instruments; conducts statistical analyses of data collected and prepares regular reports on the ECD Sector and the Status of Jamaican Children 0 – 8 years;
- Co-ordinates with internal staff and external partners to harmonization M&E practices across the Sector;
- Co-ordinates administration of ECI Readiness Tool and reports on data collected.

Database Management:

- Manages National ECD Data from various databases: Responds to data requests from other agencies, the public and internally, and prepares reports from data.

System/Tools Development and Support:

- Establishes/supports the implementation of Sector-wide systems for data verification and quality control;
- Leads on the development of data collection tools, reporting formats and evaluation instruments, including development of systems for data collection for inspection of ECIs; develops and modifies inspection instruments for data collection; conducts reliability analyses; analyzes data and prepares reports;
- Develops the Questionnaire for ECD National Demographic and Household Surveys;
- Manages completed Assignment Files, ensuring completeness of required information and follow up on missing reports.

Data Collection and Analysis:

- Performs routine variance analyses (programmatic and financial) to track variances in project performance against targets and approved Work Plans;
- Assists in carrying out contract evaluations through the collection, aggregation and analysis of data, including the examination of trends.

Other:

- Represents the ECC at Technical and Partner Meetings, participates in technical working groups and supports partner co-ordination efforts pertaining to M&E;
- Performs other related functions assigned from time to time by the Research Manager.

Required Knowledge, Skills and Competencies

Core:

- Sound analytical skills
- Sound oral and written communication skills, including reporting writing
- Sound interpersonal and supervisory skills

Technical:

- Working knowledge of the Early Childhood Act and Regulations
- Sound knowledge of program evaluation methods including assessment of effectiveness, efficiency, process improvement and customer satisfaction
- Working knowledge of database management
- Sound knowledge of the relevant computer software including statistical analysis packages

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences;
- Specialized training in Research and Advanced Statistical Analysis;
- Three (3) years working experience in Research.

Special Condition Associated with the Job

- Will be required to travel occasionally to attend seminars, conferences and meetings.

3. General Accounting Officer (FMG/AT 1)

Job Purpose

The incumbent will perform accounting/clerical work related to General Ledger Accounting and Fixed Assets Records. He/She will maintain accounting records and files for the Section and provide support to staff in the Section, as needed.

Key Responsibilities

- Posts Journal entries and adjusts entries to the General Ledger;
- Balances the various sets of accounts in the General Ledger and investigates queries;
- Assists with reconciling the ECC's bank accounts and Cash Book with subsidiary ledgers and supporting documents. This includes:
 - ✓ Advising Departments of non-receipts and other reconciliation items
 - ✓ Investigating outstanding items and liaising with Departments and Banks to ensure that the items are resolved in a timely manner;
- Prepares journal entries to effect required adjustments to bank and cash accounts;
- Maintains the Fixed Assets Register and Depreciation Schedules;
- Prepares schedules and reconciliations for the annual External Audit as directed;
- Maintains files and records for the Accounts Section;
- Provides clerical/accounting support to assist designated staff in the completion of their duties and responsibilities;
- Maintains stationery Inventory System;
- Lodges ECC funds at bank promptly;
- Performs other related functions assigned from time to time by the Accounting Technician, Financial Reporting.

Required Knowledge, Skills and Competencies

- A good understanding of the Accounting principles and General Ledger transactions
- Knowledge of the relevant Government of Jamaica accounting procedures
- Good knowledge of computerized accounting systems
- Ability to communicate effectively in written and oral format
- Good organizational and time management skills, including the ability to handle multiple tasks simultaneously
- Ability to work with details

Minimum Required Qualification and Experience

- AAT Level 1, **or**;
- ACCA-CAT Level 1, **or**;
- Certificate in Public Administration, UWI, **or**;
- Certificate in Business Administration from a Community College, **or**;
- Certificate from a recognized University, **or**;
- Certificate in Government Accounting, i.e. Modules 1-5, **or**;
- Certificate of first (1st) year in BSc in Accounting/Management Studies or BBAS at a recognized University, **or**;
- Completion of first (1st) year of ASc in Accounting at MIND.

- One (1) year related work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th October, 2022, to:**

**Manager, Human Resource and Administration
Early Childhood Commission
Shops 45-49 Kingston Mall
8-10 Ocean Boulevard
Kingston**

Email: application@ecc.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**