



Office of the Services Commissions

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CIRCULAR No. 432 **OSC Ref. C. 4664¹⁴**

7th 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 the temporary post of **Projects Support Officer (SOG/ST 7)** in the **Accountant General's Department (AGD)**, salary range \$2,109,885 – \$2,507,990 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting directly to the Senior Director, Corporate Services, the Projects Support Officer will provide co-ordination, technical and administrative support to the various projects and activities being led by the Division. The Projects Support Officer will aid in the monitoring and co-ordination of all assigned activities from planning, implementation, monitoring, controlling and closure to ensure the seamless and timely execution of required targets and deliverables.

Key Responsibilities

Technical:

- Aiding in the AGD's Relocation Activities by:
 - ✓ Participating in Tender specification and evaluation of proposal;
 - ✓ Assisting with the development and monitoring of Relocation Budget and analyzing Budget variances
 - ✓ Liaising with Procurement Unit to ensure the timely execution of project procurement activities
 - ✓ Following-up with the Finance and Accounts Unit to ensure timely preparation of payments to contractors and suppliers
 - ✓ Co-ordinating and preparing related documents (layouts, schedules etc.) for internal review and approval as required
 - ✓ Managing the logistics and providing administrative support to the Relocation Project Committee and other internal working groups that may be formed in support of the various project deliverables. Preparing and circulating Agenda, Minutes and Action Sheets and following up with internal team to ensure timely completion/implementation of meeting outcomes
 - ✓ Aiding in the preparation activities, scheduling and logistics during and posting settlement to ensure a smooth relocation of staff and assets to new location
 - ✓ Conducting site visits as required;
 - ✓ Co-ordinating the necessary documents and submissions for external approvals, building permits etc.
 - ✓ Providing support to project close out activities;
- Provides administrative support to the SDCS by:
 - ✓ Liaising and co-ordinating activities with the relevant internal and external stakeholders in support of the timely execution of Divisional activities
 - ✓ Assisting the SDCS in tracking/monitoring projects and Divisional deliverables and following-up on submissions
 - ✓ Maintaining electronic and hard copies of project and other files/records
 - ✓ Co-ordinating and monitoring communication and stakeholder engagement activities including providing information to the AGD Communications Team to disseminate to staff
 - ✓ Aiding in Divisional compliance review and Action Plan Development and monitoring
 - ✓ Aiding in the inventory reconciliation and streamlining project of the Division
 - ✓ Aiding in the monitoring of Divisional risks and Business Continuity for the Department and escalate as required
 - ✓ Undertakes required research in support of deliverables
- 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
- Good problem-solving and analytical skills
- Good customer focus skills
- Results focus
- Integrity

Technical:

- Good knowledge and understanding of Project Management

Minimum Required Qualification and Experience

a. Qualification and Training:

- Bachelor of Science Degree in Logistics Management, Management Studies, Business Administration or equivalent;
- Formal training in Project Management will be a distinct asset.

b. Essential Experience and Knowledge:

- Two (2) years' experience relevant work experience;
- One (1) project management experience;
- Proven experience co-ordinating meetings and working groups;
- Proven written, analytical and reporting skills;
- Stakeholder Engagement and Management skills;
- Proficient in Microsoft Office (e.g. Word, Excel, PowerPoint).

Special Conditions associated with the Job

Physical Demands - Pressured working conditions with numerous critical deadlines, frequent visits to construction site and other facility sites.

Applications accompanied by résumés should be submitted **no later than Friday, 21st October, 2022 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**