



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 496**  
**OSC Ref. C.6272<sup>17</sup>**

**16<sup>th</sup> November, 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 **Office of the Prime Minister (OPM)**:

1. **Director, Enterprise Risk Management (GMG/SEG 4) - Planning and Development Division (Enterprise Risk Management Branch)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Budget Officer (FMG/PA 2) – Finance and Accounts Division**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Director, Enterprise Risk Management (GMG/SEG 4)**

**Job Purpose**

The Director, Enterprise Risk Management, will lead the Risk Management function of the OPM and therefore is responsible for establishing and managing the Ministry's Enterprise Risk Management Framework. The Director will lead the identification, evaluation, investigation, analysis, assessment of risks inherent to the operations of the Ministry and the design and implementation of strategies and processes which mitigate threats to the successful delivery of the Ministry's Corporate and Business Plans and desired outcomes.

The Director will also play a role in co-ordinating the Risk Management process for the Departments/Agencies under the portfolio of the Ministry.

The Director will also provide support in ensuring that the OPM is compliant with legislation, regulations, policies, procedures and standards. Additionally, the Director will lead the process of educating and advising staff on Risk Management objectives, including portfolio Departments/Agencies.

**Key Responsibilities**

- Establishes, implements and leads the Ministry's Enterprise Risk Management Plan and Strategy;
- Facilitates the establishment of an effective enterprise-wide risk governance framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensures that the Ministry is aligned;
- Facilitates and co-ordinates the implementation of Risk Management processes in the Ministry in a consistent manner across the functional areas and in keeping with GOJ's policy;
- Co-ordinates and reports on the Risk Management Strategy to the Financial Secretary and Deputy Financial Secretaries for decision making in order to ensure each is fulfilling his respective Risk Oversight responsibilities;
- Guides the development and implementation of a Risk-based Performance Management Framework to achieve the ultimate mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the Enterprise Risk Management Strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the business objectives;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Ministry;
- Evaluates, monitors and reports on Divisions/Units performance to improve the Ministry's Risk Profile;

- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment and reviews of Standard Operating Procedures, ensuring that recommended improvements are fully implemented;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Reviews and assesses the Risk Management Policy, Strategic and Operational Risk Registers to ensure that regulatory compliance and effective risk management is maintained;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Co-ordinates the risk management process in the Portfolio Departments/Agencies mainly to ensure alignment of risk mitigating strategy and reporting purposes.

***Management/Administrative:***

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans.

***Human Resource:***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Unit to ensure adequate staff capacity;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource policies and procedures;
- Recommends/Effects disciplinary measures in keeping with established guidelines and practices.

***Customer Service:***

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual Customer Service Reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

**Required Knowledge, Skills and Competencies**

- Ability to work in a team
- Excellent oral and written communication and presentation skills
- Strong customer relations skills
- Integrity and confidentiality
- Proficient in the use of relevant computer applications
- Excellent planning and organizing skills
- Excellent research skills
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels with business users, financial institutions and vendors)
- Excellent judgment, decision-making and problem-solving skills
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to influence and motivate others
- Ability to monitor and report on Programme/Project Budgets
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools

- Sound Enterprise Risk Management principles and philosophy
- Sound understanding of Enterprise Risk Management frameworks and tools
- Knowledge of best practice standards for Risk Management, Business Operations and Information/Technology operations and processes
- Knowledge of the principles of Public Sector Management
- Knowledge of Government policy formulation, monitoring and evaluation processes
- Sound understanding of Research Methodology

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

- Master's Degree in Management Studies, Public Administration, Business Administration or Social Sciences from a recognized tertiary institution;
- Specialized training in Risk Management;
- Four (4) years related experience, two (2) years of which should be in a Risk Management role;

#### **OR**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or Social Sciences from a recognized tertiary institution;
- Specialized training in Risk Management;
- Six (6) years related experience, three (3) years of which should be in a Risk Management role.

## **2. Senior Budget Officer (FMG/PA 2)**

### **Job Purpose**

Reporting to the Director, Management Accounts, the Senior Budget Officer is responsible for:

- The preparation, collation, and implementation of the Ministry's Operational Budget (i.e. Recurrent and Capital Budget), in accordance with the approved Corporate Plan; the guidelines prescribed by the Financial Secretary and the priorities and policies of Government;
- Ensuring targets in respect of Appropriations-in-Aid are achieved;
- The management of Accounts Receivable;
- Management of advances paid from Contingencies, Treasury Deposits etc.;
- Preparation of the Budget for the Finance and Accounts Division.

### **Key Responsibilities**

- Ensures that Budgets and Cash Flows are prepared in line with the Ministry of Finance and the Public Service's (MOFPS) guidelines, as well as in accordance with the Ministry's Corporate Plan, policy priorities and resource availability;
- Prepares draft Budgets for the Ministry through a process of coordination, consultation and consolidation ensuring that such Budgets are prepared in accordance with the ceiling and guidelines outlined in the Budget Call issued by the Financial Secretary; the objectives and strategies of the Ministry; and the national economic and policy;
- Prepares Recurrent Budget for Finance and Accounts Division;
- Submits the consolidated draft Budget Estimates to the Director of Management Accounts to ensure that it conforms with prescribed guidelines and adequate time provided to be reviewed by the Permanent Secretary for submission to the MOFPS;
- Maintains control over the level of expenditure, ensuring that expenditures are kept within budgetary provision and has been applied to achieve high standards of performance and value for money;
- Implements and operates an effective Cash Management System;
- Allocates monthly warrants in accordance with agreed priorities;
- Implements an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
- Monitors the implementation of operational Budgets including that of Para-Statal Bodies funded from the budget; obtains and analyzes Monthly Financial Reports;
- Evaluates in conjunction with the Corporate Planning Division, the physical and financial performance in the implementation of the programmes in the Budgets;
- Monitors and ensures prompt clearance cash advances from the Accountant General's Department and the MOFPS;
- Prepares the quarterly Corporate Plan Evaluation Report for the Unit;
- Prepares monthly Outstanding Bills Report and submits to MOFPS;
- Assists with the preparation of Budget Briefs.

### **Required knowledge, Skills and Competencies**

- Excellent presentation and oral and written communication skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent analytical and problem-solving skills
- Excellent judgement and decision-making skills
- Excellent leadership and teambuilding skills
- Initiative
- Results oriented
- Strong customer orientation
- Integrity/Confidentiality
- Ability to cope well under pressured working conditions and to meet deadlines
- Sound knowledge of the laws, regulations, principles and practices relating to Public Sector Budget preparation and administration
- Competence in analyzing and interpreting Financial Statements and reports
- Ability to use various financial analysis methods and techniques, including computer applications
- Proficiency in the use of computer applications especially Microsoft Office (Word, Excel, Power Point) and computerized Accounting Systems

### **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 Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 29<sup>th</sup> November, 2022 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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