



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th 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 be assigned to the post of **Director, Government Shareholdings (FMG/PA 3) (Not Vacant)** in the **Accountant General's Department (AGD)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

The Government Shareholdings Officer is responsible for overseeing the Shareholdings of the Government and accounting for all Government securities. The incumbent will implement systems that allow for the safe custodianship of share values and maintain an accounting of all Government investments in public bodies. The incumbent will administer the Public Sector investment policy, safeguarding the Government from undue risks.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- Implementation of Public Sector Investment Policy
- Oversight for the Shareholdings of the Government and custodianship for all share value documents received in regard to those shareholdings
- Maintenance of accounting of all Government Investments in Public Bodies.

Key Responsibilities

Technical:

- Ensures that assets are properly recognised, measured and carried in the books;
- Ensures that revaluation, de-recognition, retirement and write-off of assets are done in accordance with IPSAS;
- Ensures required insurances are in place;
- Updates Register when new companies are formed or when Government divests its shareholdings;
- Removes physical Share Certificates (where applicable) and submits to respective Company Secretary;
- Effects necessary transfer when Government no longer has interest in an Entity;
- Liaises with Company Management and Secretary to obtain available Audit Management Reports on the operations of companies;
- Prepares Briefs for Annual General Meetings;
- Ensures that the legal procedures for proper conduct of Annual General Meeting of Government entities are observed;
- Attends Annual General and Extra-ordinary General Meetings along with/in the absence of the Director, Banking Arrangements and Government Shareholdings;
- Ensures that dividends due to the Consolidated Fund/TSA are paid over;
- Seeks clarification on aspects of Financial Statements;
- Raises relevant questions regarding the operation of Government Entities;
- Prepares and submits statement of Capital Investments of the Consolidated Fund/TSA;
- Liaises with Internal Audit to verify statement prior to submission;
- Co-ordinates responses to related Audit Queries received by the Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service

- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face- to- face, with excellent public speaking skills.
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviours, in order to build trust and credibility
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- Ability to work effectively under pressure

Minimum Required Qualification and Experience

a. Minimum Qualifications and Training:

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

b. Essential Experience and Knowledge:

- Three (3) years' experience in a related field with at least two (2) years in a similar position;
- Knowledge of Accounting practices and applications;
- Knowledge of international Public Sector Accounting Standards IPSAS;
- Knowledge of Government Accounting;
- Knowledge of the Crown Property Vesting (CPV) Act, the FAA Act , and other relevant Acts and regulations.

Special Conditions associated with the Job

Physical Demands - Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd November, 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**