CIRCULAR No. 482   **9th November, 2022**
OSC Ref. C. 6555[14]

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 of in the **Jamaica Intellectual Property Office (JIPO):**

1. **Manager, Finance and Accounts (Level 8)**, salary range $2,788,986 - $3,486,231 per annum and any allowance(s) attached to the post.

2. **Network Operator (Level 7)**, salary range $2,161,752 - $2,702,189 per annum and any allowance(s) attached to the post.

1. **Manger, Finance and Accounts (Level 8)**

Job Purpose

Under the general direction of the Executive Director, the Manager, Finance and Accounts is tasked with the responsibility for Finance and Accounting, procurement, revenue collection and management of the general financial operations of the JIPO in accordance with the Public Bodies Management and Accountability Act (PBMA), the Financial Administration and Audit (FAA) Act, the Income Tax Act, the Government Procurement guidelines and the relevant regulations and legislation.

Also, Responsible for the management of JIPO's financial resources, including the determination of priorities and allocations of resources, utilization of revenue generated and ensuring that the budgeting system instituted is timeframe sensitive. Providing Financial advice to the Executive Director and Senior Management Team on matters including budget reviews, priorities and targets.

Key Responsibilities

Management/Administrative:
- Exercises responsibility for the day to day Financial and Accounting Operations of JIPO;
- Contributes to the general Management and Strategic direction of the JIPO and to the development and implementation of Financial Management and Operational policies;
- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the Objectives and Strategies in the Corporate Plan;
- Provides authoritative and accurate advice and specialist assistance to the Executive Director, Senior Management and staff members;
- Participates in meetings, conferences, seminars and other fora and makes presentations as required.

Technical/Professional:
- Plans, organizes and co-ordinates the Financial and Accounting Operations of the JIPO;
- Exercises responsibility for the financial assets of the JIPO;
- Ensures the effective efficient and economical use of JIPO's funds in the fulfilment of its corporate objectives and in the pursuit of the implementation of the Budget ensuring a high standard of probity, propriety, transparency, accountability and value for money;
- Develops a Timeframe Sensitive Budget System and guides and provides expert advice to the Executive Director, the Finance Committee of the Board, the Senior Management Team, as required;
- Examines Budgets for consistency with targets and priorities and prepares timely Financial Statements, analyses and reports for management, Advisory Board Members, Ministry of Finance and the Public Service as required;
- Analyzes Financial Statements and provides reports on adherence to standards and regulations and makes recommendations for corrective action;
- Advises the Executive Director on the use and application of revenue earned and on general financial issues such as major revenue and expense issues and assets acquisition;
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the financial and accounting resources of JIPO;

- Monitors and controls Cash Flows including periodic reviews of rates, fees, contributions and charges for services and ensures that mechanisms for controlling expenditures are strengthened;
- Ensures proper budgeting and accounting for externally funded projects;
- Ensures effective functioning of a system of Internal Audit;
- Implements and maintains effective systems and procedures for managing JIPO's funds;
- Manages the Procurement Systems for the proper acquisition and utilization of resources in accordance with Government policies, procedures and the FAA Act;
- Develops systems to evaluate and determine the feasibility of income generating projects and activities that can enhance the resource earning capabilities of JIPO;
- Maintains effective working relationships with external and internal stakeholders and clients ensuring that the Accounting and Financial personnel provide a consistently high level of service.

Human Resource:
- Provides leadership and guidance to officers supervised through mentorship, coaching, training, communication and setting of objectives and priorities;
- Develops a culture of efficiency, teamwork empowerment and commitment to projected goals;
- Participates in the recruitment of staff and development and implementation of a Succession Planning Programme;
- Manages the Performance Appraisal Reports for the officers supervised and makes recommendations for training, promotion leave and other personnel action;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong presentation, oral and written communication skills
- Strong analytical and negotiating skills
- Strong interpersonal and influencing skills
- Strong leadership and teambuilding skills
- Strong customer relations skills
- Strong planning and organizing skills
- Good problem-solving skills
- Ability to deal tactfully and diplomatically with private and Public Sector personnel
- Sound understanding of the decision-making process
- Good team skills
- Excellent knowledge of Government Accounting and Financial Procedures, FAA Act and Regulations
- Excellent knowledge of the Organization's policies and procedures
- Excellent knowledge of GOJ Procurement Procedures and Policy
- Proficiency in the use of spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- Bachelor's degree in Accounting, Business Administration or Management Studies or Economics or equivalent qualifications and nine (9) to ten (10) years relevant experience; **or**
- Association of Certified Chartered Accountant (ACCA) or Certified Public Accountant (CPA) or any equivalent recognized professional qualification in accounting or management plus at least seven (7) years post qualification experience; **or**
- Master's Degree in Accounting, Business Administration or Management Studies or any equivalent relevant qualification from a recognized tertiary institution plus at least seven (7) years post qualification experience.

2. Network Operator (Level 7)

Job Purpose

Under the direction of the Manager, Information and Communication Technologies, the Network Administrator develops, installs, implements and reviews information applications in keeping with ICT best practices, standards and guidelines.

Key Responsibilities

Management/Administrative:
- Participates in the development of the JIPO's Strategic and Operational Plans and Budgets;

- Monitors project schedules and targets to ensure that objectives and goals are met and to institute corrective action in a timely manner;
- Participates in the development and presentation of professional programmes to ensure that staff members are equipped to perform at the level assigned;
- Keeps abreast of technological developments in the Information Technology Field and related issues.

Technical:
- Participates in the acquisition, installation, implementation and maintenance of the JIPO Computer Network;
- Conducts fact finding analysis exercises with users throughout the organisation;
- Examines and reviews business processes and makes recommendations for modifications;
- Attends to correspondence relating to ICT issues;
- Drafts, reviews and finalises Procedural Manuals, after consultation with the Supervisor;
- Reviews the Information Technology environment, makes recommendations on technology to be utilized and provides clarification required;
- Submits written reports on duties;
- Undertakes programme development, testing, training of users, implementation and evaluation of applications;
- Participates in the development of user and technical manuals;
- Ensures adherence to established standards and guidelines and enhances or develops database structures;
- Participates in the selection and assessment of software packages and in the development of specifications and makes recommendations for the selection of software;
- Provides training for users and user support staff;
- Participates in the setting up and content for Websites and Intranets and manages the implementation and on-going maintenance of the Websites and Intranets;
- Drafts and makes recommendations on the standards and procedures of the framework for the development and maintenance of information applications, websites and Intranets;
- Assists all staff with networking, troubleshooting and general Information Technology issues;
- Vets and edits content for Website and social media pages;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

Human Resources Management:
- Participates in the internal management of the Unit;
- Participates in the development of a culture of teamwork, employee empowerment and commitment to the organizational goals.

Required Knowledge, Skills and Competencies

Core:
- Strong oral and written communication skills
- Good planning and organizing skills
- Good problem-solving and analysis skills
- Good planning and organizing skills
- Supervisory/management skills
- Teamwork and interpersonal skills
- Strong work ethic

Technical:
- Good knowledge of structured software design and programming
- Knowledge of network protocols and diagnostic tools
- Computer hardware and software troubleshooting, repair and maintenance
- Knowledge of integration of multi-vendor application software
- Comprehensive knowledge of Web Development tools and current programming languages

Minimum Required Qualification and Experience

- BSc. in Computer Science or related field or equivalent qualifications;
- Certificate in Networking, Database Management, Website Management or Information Technology would be an asset;
- Two (2) years related experience.

Special Condition Associated with the Job

- Required to travel locally;
- Critical deadlines to be met.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd November, 2022 to:**

> **Director,**
> **Human Resource Management and Administration**
> **Jamaica Intellectual Property Office**
> **18 Trafalgar Road**
> **Kingston 10**
>
> **Website: www.jipo.gov.jm**
> **Email: hrma@jipo.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