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2nd December, 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/fill the following posts in the **Strategic Human Resource Management Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior PEPAS Administrator (GMG/SEG 2) – (Not Vacant)**, salary range \$3,332,803 - \$4,482,249 per annum and any allowance(s) attached to the post.
2. **PEPAS Administrator (GMG/AM 3) – (Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum and any allowance(s) attached to the post.

1. **Senior PEPAS Administrator (GMG/SEG 2)**

Job Purpose

Under the guidance of the Manager, PEPAS and Records Management, the Senior PEPAS Administrator is responsible for providing system support for the optimal operation of the Public Employees Pensions Administration System as relates to its maintenance, availability and usage and should act as a contact point and interface between the Pension Branch and the wide range of stakeholders.

Key Responsibilities

Technical/Professional:

- Assists with the management of PEPAS;
- Conducts Diagnostic System tests and recommends solutions for improving efficiency, effectiveness and reliability;
- Ensures that the data is updated, current and accessible, as and when needed;
- Ensures compliance with the documented and agreed requirements;
- Updates relevant pensions news items, Home Page Events and other documentation;
- Responds to system enquiries and escalates where necessary;
- Monitors the maintenance of Database Tables in the PEPAS application;
- Assists in monitoring of the application and takes corrective action to prevent or minimize system down time;
- Troubleshoots to resolve system related problems, data issues, validates result sets recommends and implements process improvements;
- Works closely with internal customers, analyses problems, provides support to users having difficulties with application, creates and maintains reports;
- Assists users in creating report specifications;
- Maintains internal SSRS Reports and Ad-hoc SQL Scripts;
- Performs and maintains data extractions and imports;
- Conducts periodic analysis data needs;
- Monitors issues of Data Integrity/Migration (Validation, Clean-up and Mapping);
- Sets up authorised users on the system to perform their assigned function;
- Assists in providing training and technical assistance to users;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Prepares monthly reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Basic knowledge of pension statutes, legislations, regulations policies and procedures
- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act

- Excellent interpersonal skills
- The ability to communicate proficiently orally, in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to work independently and as a part of a team
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration

Minimum Required Qualification and Experience

- Bachelor's degree in Public Administration, Business Administration/Information or Records Management;
- Training in Database/Systems Management;
- Two (2) years working experience especially with PEPAS.

Specific Conditions Associated with the job

- Eyestrains from concentrated visual attention;
- Radiation from computer;
- Dust from files and documents;
- Pressure from meeting deadlines.

2. PEPAS Administrator (GMG/AM 3)

Job Purpose

Under the supervision of the Manager, PEPAS and Records Management the incumbent is responsible for ensuring that processed data is accurate and prepared for dispatching, including information from the scan-document.

Key Responsibilities

Technical/Professional:

- Maintains Reference Tables to include the update of establishment for Ministries, Departments and Agencies, salary revisions, job classification mapping tables;
- Responds to queries by users of the system;
- Assists with the classification and coding of records and document for use in the administration of pension, retirement and death benefits;
- Validates records and information for entry into the PEPAS Database;
- Validates employees' records in accordance with Service Credit Reports, the establishment and staffing arrangements of the MDAs and the relevant reference tables in the PEPAS System;
- Transfers and updates information/data within the PEPAS for existing employees across MDAs consistent with the changes in the machinery of Government eg. Creation of new Organizations, mergers, transfer of subjects etc.;
- Receives/accesses applications for pension and other retirement benefits;
- Verifies SCR submissions from MDAs;
- Prepares indebtedness check and /or Trustee in Bankruptcy spreadsheets and dispatch to the Accountant General Department;
- Researches and collates information in response to Access to Information Requests related to pension administration;
- Uploads relevant information and correspondence to PEPAS;
- Processes and dispatches outgoing documents;
- Makes photocopy and/or scans documents;
- Retrieves and stores files/information;
- Prepares monthly reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the PEPAS and other related computerized systems
- Knowledge of the operations and functions of Pensions Administration Unit

- Ability to transfer user requests into reporting specification
- Basic knowledge of pension statutes, legislations, regulations policies and procedures
- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act
- Excellent Interpersonal skills
- The ability to communicate proficiently orally, in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to work independently and as a part of a team
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Public Administration, Business Administration/ Information or Records Management.
- Training in PEPAS
- Two (2) years working experience.

Specific Conditions Associated with the job

- Eyestrains from concentrated visual attention;
- Radiation from computer;
- Dust from files and documents;
- Pressure from meeting deadlines.

Applications accompanied by Résumés should be submitted **no later than Thursday, 15th December, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapapplications@mof.gov.jm

Detailed information about the position can be accessed on the Ministry's website www.mof.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**