



Office of the Services Commissions

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CIRCULAR No. 47 **OSC Ref. C.4840³⁰**

30th January, 2023

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 **Ministry of Finance and the Public Service (MOFPS)**:

1. **Director, Proposal Development and Strategic Support (GMG/SEG 4)**, salary range \$4,947,565 - \$6,653,925 per annum post.
2. **Senior Cash Management Analyst (GMG/SEG 3)**, salary range \$4,060,697 - \$5,461,186 per annum.
3. **Monitoring and Evaluation Analyst (GMG/SEG 3)**, salary range \$4,060,697 - \$5,461,186 per annum.
4. **Project Analyst (GMG/SEG 3) – 2 posts**, salary range \$4,060,697 - \$5,461,186 per annum.
5. **Senior Budget Analyst (FMG/PA 1)**, salary range \$2,735,387 - \$3,678,791 per annum.

1. Director, Proposal Development and Strategic Support (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with MDA/SPS entities and Project Analysts, the Director, Proposal Development and Strategic Support is responsible for co-ordinating and managing the provision of technical support, advice and guidance to MDA/SPS in the preparation of Public Investment Proposals; establishing a Quality Assurance (QA) framework to meet project related quality and performance requirements of MDA/SPS and PIMSEC; and identifying, reporting on and facilitating project related training and development needs of MDA/SPS; so as to facilitate and ensure the timely, effective and efficient preparation and submission of Public Investment Proposals, and a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process.

Key Responsibilities:

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Co-ordinates and manages the day-to-day administration of the PDSS in facilitating the provision of technical assistance and support to proposing Authorities;
- Acts as the primary source of contact within PIMSEC for technical support, guidance and assistance;
- Co-ordinates and manages the provision of technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
 - ✓ The timely, effective and efficient preparation and submission of Public Investment Proposals
 - ✓ Timely and appropriate responses to queries, concerns and request for information
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the PIMS process
- Co-ordinates and manages the provision of technical advice, guidance and support to MDAs in the development of Public Investment Proposals to include:
 - ✓ Terms of Reference in the conduct of feasibility studies
 - ✓ Technical design and management arrangements
 - ✓ Potential risks, challenges and mitigation plans
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
- Works collaboratively with the Director, Project Analysis and M&E Director in researching, collecting, collating and analyzing data and information to identify models of best practices and benchmarking to support the project proposal development process;
- Works collaboratively with MDA/SPS in by:

- ✓ Identifying and clarifying proposal development information needs
- ✓ Developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards
- ✓ Establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals
- Provides leadership in the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements with a focus on continuous improvements of PIMS, through the application of quality control mechanisms;
- Monitors and oversees the conduct of QA audits to determine adequacy, efficiency and effectiveness of the current mechanisms, processes, procedures and competencies in place, and recommends and/or takes corrective measures where necessary;
- Collaborates proactively with MD/SPS, PDSS and project analysis staff in identifying, documenting, collating and reporting on training, development and sensitization needs;
- Establishes systems and processes to facilitate follow-up actions in ascertaining the status of recommendations re training and development needs and interventions;
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance;
- Ensures the development of an archive of lessons learnt to inform future project development support activities;
- Maintains knowledge of current practices and trends in the field of project proposal development and appraisal to adequately meet the demands of the job.

Management/Administrative:

- Develops, implements, monitors and reviews Work Plans to guide the management of PDSS activities;
- Develops, implements and monitors an annual budget for the Unit;
- Ensures the maintenance of Record Keeping Systems to facilitate the efficient and effective day-to-day operations of the Unit;
- Attends meetings to provide updates and make presentations to stakeholders on PDSS related matters;
- Prepares Internal Periodic and Special Reports on areas of responsibility including the status of proposals being developed, challenges and recommendations;
- Provides PDSS related inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resources:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, on-going feedback, delegation and communication;
- Participates in the recruitment and selection of staff for the Unit.

Required Knowledge, Skills and Competencies

- Working knowledge of PIMS legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Sound knowledge of the methods, principles, practices and tools of project development and appraisal
- Sound knowledge of the qualitative and quantitative techniques of research, data collection and analysis, and their application in arriving at evidence based and sound decision-making
- Proficiency in Microsoft Office applications, including Microsoft Project and Excel
- Sound planning, coordinating, organizing, problem solving and time management skills
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to communicate effectively, orally and in writing with diverse stakeholders
- Sound conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics or relevant discipline;
- Certification or training as a Project Management Professional (PMP) or its equivalent;
- Four (4) years of proven work experience in an area of project management, including three

- (3) years in a managerial/supervisory position;
- Proven track record of handling multiple assignments concurrently, with successful project delivery results;
- Experience working in the Public Sector would be a distinct asset.

Special Conditions Associated with the Job

- May be required to work beyond normal hours in order to meet deadlines.

2. Senior Cash Management Analyst (GMG/SEG 3)

Job Purpose

To facilitate the effective and efficient allocation and management of financial resources consistent with high standards of probity, accountability, transparency, value for money, in line with parliamentary intentions so as to support the achievement of the Government's priority.

Key Responsibilities

To ensure that key stakeholders have sufficient and adequate information to enable their decision making by:

- Receiving from Accountant General, withdrawal from Consolidated Fund Orders showing actual cash released to MDAs; consolidating information and generating report for PEX Units and Senior Director CMU;
- Analysing actual cash released by AGD to MDAs with instructions by CMU for both recurrent and capital Heads; identify variances and generate reports for Senior Director and PEX Units;
- Assisting the Senior Cash Management Analyst in preparing Cash Flow analysis and advising the Senior Director on expenditure trends and projections;
- Assisting the Senior Cash Management Analyst to undertake ongoing reviews and analyses required to inform policy at the macro level;
- Analysing actual expenditure data by head/object and sub object and advise Senior Director of trends;
- Consolidating information of actual expenditure by head/object sub/object and generating reports as necessary;
- Analysing information of actual warrant issues by head/object and generating reports as necessary;
- Monitoring and analyzing information on all advances issued by CMU; collaborating with Budget analysts and Accountant General and monitoring recovery of these advances;
- Providing actual data on warrant releases to Statistical Institute (STATIN) and Fiscal Policy Management Unit (FPMU) as required;
- Collaborating with Budget Analysts/Financial Analysts in PX Units, to ensure that adequate, reliable and timely information is available to Cash Management Unit and other stakeholders.

To support the maintenance of an appropriate level of liquidity and maximised revenue to the Consolidated Fund by:

- Liaising with Economics Division/Loan Monitoring Unit /Budget Analysts/Project Analysts to identify Consolidated Fund payments and preparing annual schedule for recovering amounts on a quarterly basis;
- Monitoring all Consolidated Fund payments provided in the Budget and ensuring that amounts budgeted are not released through warrants to MDAs;
- Liaising with Loan Monitoring Unit to acquire information regarding the funding of Special Project Accounts for multilateral/bilateral projects in order to determine the timing and amounts to be paid over to the Consolidated Fund;
- Collaborating with Financial Analysts and FPMU to monitor miscellaneous revenue performance against projections and revise targets based on actual performance;
- Analysing quarterly reviews of miscellaneous revenue performance; arranging meetings and providing secretariat services to Review Panel;
- Liaising with Accountant General's Department and FPMU on quarterly basis to reconcile/verify data on all tax/non tax revenues paid into the Consolidated Fund;
- Verifying with Accountant General, Principal Receivers of Revenue and MDAs all payments into and from the Consolidated Fund in order to accurately prepare Statements 1-7 of the Financial Statements and Revenue Estimates, at the end of each Financial Year;
- Preparing Statements 1-7 of the Financial Statements and Revenue Estimates and provides camera-ready copies to Senior Director Cash Management;
- Consolidating reports of Cash Book balances at the 31st March in each Financial Year, the

amounts approved for Period 13 Payments and the balances to be surrendered to the Consolidated Fund;

- Monitoring the timeliness of payment of Non Period 13 cash balances into the Consolidated Fund.

To seek to maintain the liquidity of Government funds in Commercial Banks at an acceptable level through effective monitoring of account balances by:

- Receiving quarterly reports of new bank accounts form Financial Analysts for updating of banking Registry;
- Co-ordinating the regular updating of the Banking Register with information on new bank accounts, imprest accounts and credit cards and maintaining Register;
- Liaising on a regular basis with Director Banking and Financial Analysts so as to secure the appropriate information necessary to maintain the Electronic Banking Registry;
- Accessing information form Commercial Banks on balances in all bank accounts held by MDAs electronically;
- Preparing and distributing to all stakeholders Weekly Reports of balances in Current and Prior Year Expenditure Clearing Accounts and Departmental Deposit Accounts held in Commercial Banks by MDAs;
- Preparing and distributing to all stakeholders Quarterly Reports of balances in all other bank accounts held in commercial banks by MDAs;
- Accessing MDAs Cash Book Balances through the FMIS link electronically;
- Preparing and distributing to all stakeholders Weekly Reports of MDAs Cash Book balances;
- Analysing reports of MDAs Cash Book balances against bank account balances on a weekly basis and providing information to Senior Cash Management Analyst to inform cash releases by Accountant General.

Required Knowledge, Skills and Competencies

- Sound technical knowledge of cash and financial management in the Public Sector
- Sound knowledge of the GOJ planning and policy setting process
- Expert knowledge of Microsoft spreadsheet applications
- Analytical Ability
- Good problem Solving and Analysis - Logical problem solving and analytical skills
- Job Knowledge – demonstrates thorough knowledge of the job
- Quality of Output – Demonstrate high quality output
- Initiative – Ability to exercise initiative
- Interpersonal Skills – Possess good interpersonal skills

Minimum Required Qualification and Experience

- BSc. in Public Administration, Management Studies or equivalent qualifications;
- Three (3) years' work experience in the Public Sector.

Special Conditions Associated with the Job

- Periods of pressured working conditions;
- High confidentiality.

3. Monitoring and Evaluation Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Monitoring and Evaluation and working in close collaboration with MDA/SPS entities and Project Analysts, the M&E Analyst is responsible for conducting assessments of M&E Plans and Framework for project concepts and proposals; and the review and evaluation of M&E reports from MDA Entities, so as to identify and facilitate the management of gaps, challenges and potential bottlenecks in implementation and to ensure the efficient and effective fulfillment of project objectives.

Key Responsibilities

Technical/Professional:

- Undertakes the assessment of MDAs/M&E Plans for the monitoring, evaluation and reporting on project activities, including log frames, Work Plans, Flow Charts, baseline measures and key performance indicators (KPI);
- Provides support and assistance to MDAs in developing Monitoring and Evaluation Plans as elements in project concepts and proposals;
- Works collaboratively with the M&E Director, Research Assistant and MDAs in by:
 - ✓ Identifying and clarifying project M&E information needs
 - ✓ Developing and implementing M&E systems, procedures and processes
 - ✓ Identifying and establishing measurable performance indicators (qualitative and quantitative) and targets
 - ✓ Designing and developing M&E systems, tools and mechanisms (reporting forms, data flow charts, manuals, etc.) to capture and report on project performance
- Reviews and analyzes M&E Framework from MDA entities including changes and patterns in KPI data, in order to identify gaps, challenges and potential bottlenecks in implementation and make recommendations
- Works collaboratively with the Research Assistant in/by:
 - ✓ Researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the assessment process
 - ✓ Identifying strengths and weaknesses in existing data collection and Management Information Systems (MIS) and proposes solutions
- Prepares documentation and reports on proposal assessment findings, lessons learnt, best practices and recommendations;
- Develops an archive of lessons learnt to inform future development of M&E Framework and related activities;
- Identifies MDAs training needs and participates in training, sensitization and capacity building interventions;
- Prepares periodic reports on areas of responsibility including the status of assignments, challenges and solutions;
- Keeps abreast of trends and developments in the field of M&E by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations.
- Performs any other related duties and responsibilities as may be determined by the Director.

Management/Administrative:

- Attends meetings to provide updates and makes presentations to internal and external stakeholders on project concepts and proposals;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Required Knowledge, Skills and Competencies

- Ability to work independently as well as collaboratively with diverse stakeholders
- Ability to develop and foster effective working relationships with internal and external stakeholders
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to prioritize and handle multiple tasks simultaneously
- Good problem solving and time management skills
- Achievement and goal oriented with the ability to deliver exceptional results
- Detail oriented with a keen eye for accuracy, rigor and logic
- Exercises sound judgment and objectivity in arriving at conclusions
- Effective oral and written communication and presentation skills
- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of monitoring and evaluation
- Ability to design M&E tools and mechanisms for monitoring, data collection, analysis and evaluation
- Ability to research, collect, analyze and interpret qualitative and quantitative information and data
- Knowledge of and ability to apply conceptual and analytical skills in evaluating proposals and the content of reports and arrive at sound conclusions
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics or relevant discipline in the Social Sciences;
- Certification as a Project Management Professional (PMP) or its equivalent would be an asset;
- Three (3) years of proven experience and demonstrated ability in the design of M&E Plans;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Experience in designing M&E tools and systems for data collection and analysis and production of reports;
- Experience working in the public sector would be an added asset.

Special Conditions Associated with the Job

- May occasionally be required to visit a project site;
- May be required to work beyond normal hours in order to meet deadlines.

4. Project Analyst (GMG/SEG 3) – 2 posts

Job Purpose

Under the general direction of the Director, Project Analysis, the Project Analyst is responsible for conducting financial, economic, social, environmental and institutional assessment of public investment concepts and proposals submitted by MDA/SPS; ensuring proposals satisfy the criteria and objectives of relevance, feasibility, sustainability and value for money; and the preparation of reports documenting findings, conclusions; recommendations and underlying rationale, for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC).

Key Responsibilities:

Technical/Professional:

- Undertakes preliminary screening of project concepts to ensure:
 - ✓ Alignment with Government's strategic objectives/priorities and MDAs Corporate/Sector Plans
 - ✓ Concept proposal meets budget classification tests for inclusion as a project
 - ✓ A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage
- Examines the legal framework of proposing authorities to verify whether project is in keeping with their function;
- Conducts financial, economic, social, environmental and institutional assessment of all public investment proposals submitted by MDA/SPS, including:
 - ✓ Rationale for the project - strategic justification
 - ✓ Cost/benefits to society
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
 - ✓ Project options/alternatives
 - ✓ Major risks and mitigation strategies
 - ✓ Technical design and management arrangements
 - ✓ Monitoring and evaluation framework
- Audits financial and economic models to gauge the accuracy of forecasts, projections and potential outcomes of proposals;
- Identifies and utilizes the most appropriate assessment and appraisal techniques and tools - NPV, IRR, ERR, CEA, etc. - to determine the viability and sustainability of projects;
- Identifies and manages the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Undertakes counter-factual scenarios – “do nothing”, “do minimum”, “do something-else” – as alternative approaches to achieving project objectives;
- Conducts research to gather secondary data to support project analysis, benchmarking and recommendations;
- Prepares detail reports on the assessment of project proposals, including the methodologies and measures employed in arriving at conclusions;
- Provides technical support to the Director in the review of reports, verification of findings and arriving at conclusions and recommendations;
- Accesses and analyzes performance data entered on the PIMIS by MDA/SPS and other stakeholders as aspects of:
 - ✓ reporting requirements to PIMC

- ✓ gaining valuable lessons to guide future assessments and continuous process improvements
- ✓ Identifies MDAs training and sensitization needs and contributes to capacity building exercises
- ✓ Maintains knowledge of current practices and trends in the field of project appraisal and management to adequately meet the demands of the job

Management/Administrative:

- Ensures the implementation and maintenance of record keeping systems to facilitate the efficient and effective performance of day-to-day functions;
- Attends meetings to provide updates and makes presentations to internal and external stakeholders on project concepts and proposals;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides inputs into the development of the Management Information Systems as required.

Required Knowledge, Skills and Competencies

- Ability to work independently as well as collaboratively with cross-functional teams
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to prioritize and handle multiple tasks simultaneously
- Exceptional problem solving and time management skills
- Achievement and goal oriented with the ability to deliver exceptional results
- Detail oriented with a keen eye for accuracy, rigor and logic
- Exercises sound judgement and objectivity in arriving at conclusions
- Excellent presentation and report writing skills
- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project appraisal
- Knowledge of applicable environmental laws, regulations, compliance policies and sustainable practices
- Thorough grasp of the principles, techniques and practices of project management as they relate to environmental and social services assessment and management
- Ability to develop and analyze financial models and undertake economic cost-benefit and risk analysis for environmental and social services projects
- Exceptional ability to research, collect, analyze and interpret qualitative and quantitative information/data
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

Minimum Required Qualification and Experience

- Bachelor's degree in Business Management/Administration, Finance, Economics, Environmental Science, other Social Sciences, or relevant discipline;
- Project Management Professional (PMP) certification or equivalent preferred;
- Three (3) years' experience in a project management or business/financial analysis role;
- Proven experience as a project analyst/manager in delivering successful results;
- Experience working in a social services and/or environmental management capacity in a Public Sector entity would be a distinct asset.

OR

- An equivalent combination of required education and experience.

Special Conditions Associated with the Job

- May occasionally be required to visit a project site;
- May be required to work beyond normal hours in order to meet deadlines.

5. Senior Budget Analyst (FMG/PA 1)

Job Purpose

To support the most efficient and effective allocation and usage of GoJ public resources.

Key Responsibilities

To facilitate a Budget that is affordable within the Budget Ceiling, is linked to the Corporate Plan and is in line with GoJ priorities:

- Liaises with, and coach, the MDAs to build their capacity to produce costed Operational Plans, analyse affordable options within the budget ceiling and prepares Budget Submissions within that ceiling, specifically by promoting the use of the costing spreadsheet;
- Liaises between MDAs and CMU to advise of changes to budgetary needs or to the expected ceiling;
- Liaises closely and continuously with the MDAs during the budget period to analyse MDA s' activities and finances and to identify areas for cost savings and financial improvements;
- Analyzes Budget Submissions to detect omissions, duplications, unrealistic forecasting and to ensure that cost projections are allocated across sub-objects and to resolve these issues with the MDAs;
- Checks the completeness, adequacy and accuracy of capital bids and their recurrent cost implications in consultation with the Projects Unit for the technical dimensions, working with the MDAs to address problems and jointly prepare a Summary Report to the PSIP Co-ordinator, as the secretariat to the Projects Prioritisation Committee;
- Ensures that the recurrent implications of the Capital Projects approved for the prioritised PSIP have been integrated into the final Budget Submission;
- Assists the MDAs in producing supplementary Budget Submissions;
- Liaises closely and continuously with the MDA to become more conversant with their budgetary needs;
- Advises PX Unit Head and the PX Director on the likely budgetary needs of each Budget Head, and the appropriate priority of these needs;
- Advises the PX Unit Head and other senior officials negotiating, with MDAs on final budget submission;
- Ensures timely entry of Budget data (at each stage) into JABIS with assistance from secretarial staff, and produces Summary Reports as required;
- Produces 'camera-ready' estimates and supplementary estimates for review by the PX Unit Head;
- Services the various Appropriation Committees of Parliament by providing briefs for the FS, HMOFP, and relevant MDAs as required.

To seek to ensure that MDA funding needs are met through an optimal warrant and cash allocation within the limits set by available resources:

- Keeps MDAs updated on likely available cashflow, as signalled by CMU;
- Assists MDAs with preparation of Cash Flow request to ensures that it accurately reflects level and timing of cash needs;
- Compares and analyzes Cash Flow requests with the budgeted provision and Operational Plan as well as established policy priorities; Advises CMU on MDA's Cash Flow needs, recommending appropriate prioritisation;
- Enters Cash Flow request data and actual expenditure data from MDAs into the Jamaica Budget Information System (JABIS) and reviews Summary Reports generated from the system;
- Advises PX Unit Head , and Senior Director PX on requests, expenditure trends and projection in the light of analysis of JABIS summary report;
- Assists the CMU to produce report on monthly allocations for each MDA i.e. the warrant schedule;
- Recommends the allocation resources across recurrent heads/objects and capital projects, within the ceiling approved by Senior Director CMU;
- Provides the accompanying monthly warrant advice to MDAs;
- Provides Cash Flow data to CMU on Vote-On account provision;
- Reviews Capital Project Implementation Plans and liaise with Projects Unit on the cash needs of specific capital projects for MDAs, and advise CMU;
- Reviews requests for supplementary cash advances and makes recommendation to PX Unit Head for discussion and approval of the CMU and monitors for recovery;
- Advises Unit Head and CMU on cash management concerns of MDAs.

To seek to ensure that the MDAs' expenditure is within the budgetary provision, and has been applied so as to achieve the desired outcomes and value for money:

Financial performance:

- Undertakes a monthly variance analysis of expenditure against budget and against prior period(s), analysing causes for variances and raising issues of concern with the Unit Head and Principal Finance Officers (PFOs), so as to ensure that expenditure is within the Voted provision;

- Undertakes analysis of expenditure with a view to determine potential sources of cost savings and efficiencies, discussing these with the Unit Head and PFO and ensuring that future Budget reflects savings;
- Attends multilateral/bilateral funding Agency project reviews at the Planning Institute of Jamaica (PIOJ), to assist them to better to understand projects and the status of implementation and funding;
- Monitors the MDA's costing of actual outputs, compared with those estimated in the Corporate Plan, and assisting the Entity better to cost its outputs in the future.

Operational performance against Corporate Plan:

- Attends and contributes fully to all performance reviews of the MDA;
- Monitors the MDA's operational performance against Corporate Plans;
- Analyzes Performance Reports to highlight areas for improvement to recognize best practice and overseeing any corrective action that is required;
- Monitors the MDA's achievement of its performance targets, clarifying with MDA the reasons for any divergence and seeking to assist where possible in the future achievement of targets;
- Produces operational parts of joint performance report with Financial Analyst from Quarterly review meetings including recommendations on improvements;
- Provides financial expertise to any assessment of the MDA's overall operational performance;
- Provides Coaching or Training Sessions to the MDA as required, in collaboration with the PXPC Units as appropriate.

To ensure that stakeholders have sufficient information about the budgetary affairs of portfolio MDAs in order to assist them in strengthening public expenditure systems:

- Provides advice, assistance and collaboration to colleagues in PX Unit and Projects Unit to promote their understanding of MDA budgetary issues;
- Undertakes financial analysis to enable PX Unit Head to endorse comments and makes recommendations on Cabinet Submissions, draft bills etc;
- Coaches colleagues in the PX Unit on resource allocation, production of Budget and warrant and corporate planning.

Required Knowledge, Skills and Competencies

- Knowledge of Government accounting
- Knowledge of costing/budgeting techniques
- Good knowledge of GoJ budgeting and planning processes;
- Analytical ability
- Job Knowledge
- Quality of Output
- Job Attitude
- Interpersonal skills
- Customer Relations

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

Special Conditions Associated with the Job

- Pressured working conditions to meet Cash Flow numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Friday, 10th February, 2023 to:**

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

Email: hrapplications@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**