



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 24 **OSC Ref. C. 4664¹⁵**

16th 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 be assigned to/fill the following posts in the **Accountant General's Department (AGD)**:

1. **Senior Director - Corporate Services (GMG/SEG 5) – (Not Vacant)**, salary range \$6,028,127 – 8,107,161 per annum.
2. **Payroll Officer - Salary (FMG/AT 3) (Vacant) - 2 posts**, salary range \$1,753,837 - \$2,358,715 per annum.

1. Senior Director - Corporate Services (GMG/SEG 5)

Job Purpose

Reporting to the Accountant General, the Senior Director – Corporate Services provides vision and leadership in all aspects of strategic direction, policy, and operations, relating to Corporate Services and the AGD. This includes overseeing the provision of Strategic Planning and Enterprise Risk Management, Financial Management, facilities and Procurement Management, and Human Resources policies, procedures and programmes for the AGD. This will ensure that Divisions, staff, customers and other stakeholders are provided with timely and quality information and services; and that the AGD's human, physical and financial resources are adequately managed and developed to maximize and promote internal efficiency and effectiveness.

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

- To provide expert strategic and policy direction and advice;
- To ensure and participate in Strategic Planning and Performance Management and accountability, to include Organization Risk Assessment, the development of Corporate, Divisional, Unit and Individual Strategic Plans and Budget for the AGD and an Accountability Framework (PMAS);
- To ensure the development, implementation and review of Training and Development programmes and initiatives, including Change Management and Succession Planning;
- To ensure the development and implementation of a comprehensive Human Resource Policy and Procedures manual, and the accurate and timely interpretation and application of same;
- To ensure the on-going review of the Organization and Standard Operating Procedures for all core functions of the AGD;
- To ensure the budgeting and financial management functions of the AGD;
- To ensure that property and office services including procurement, are provided in a cost-effective manner that supports the efficient and effective operation of the Department;
- To ensure adequate communication, public relations and customer relations, including the implementation of a Customer Service Charter, in order to ensure that reliable, accurate and timely information is provided to satisfy the needs of customers and stakeholders, and promote and maintain the image of the AGD as an efficient and effective modern Treasury.

Key Responsibilities

Technical:

Strategic Planning and Performance Management

- Ensures the conduct of the required organizational risk analysis to inform the development of the AGD's Annual Strategic Plan;
- Ensures the implementation of the Public Sector Performance Management and Appraisal System (PMAS) for effective performance management and accountability to ensure that the AGD has a system, for evaluating performance against outcomes as stated in the Corporate, Operational and Unit Plans;
- Consults and collaborates with Senior Managers of the AGD to support the development of the Strategic Corporate, Operational and Unit Plans for the ECC;

- Facilitates the work of the Manager, Organizational Development in implementing PMAS by providing the necessary resources and support and seeking/granting the necessary approvals in a timely manner;
- Facilitates the development and implementation of the Training and Development Programme by providing the necessary resources and support the Training and Development Manager;
- Liaises with other Senior Executives to solicit the relevant information required from them to ensure their staff training and development needs are identified and addressed;
- Reviews and approves the (T&D) Programme to ensure alignment with the strategic objectives of the AGD;
- Reviews and approves the Training and Development Plan and Budget.

Standard Operating Procedures:

- Collaborates with Senior Executives in the restructuring of Divisions, Sections or Units to meet the changing requirements of the corporate strategies as identified in the Corporate Planning process;
- Collaborates with Senior Executive in the re-design of key positions to ensure their contributions to the overall plans are optimized;
- Co-ordinates the implementation of organizational changes and modernization measures necessary to strengthen the AGD's ability to fulfil its responsibilities;
- Collaborates with Senior Executive as required and oversees the review and of Standard Operating Procedures for all core functions of the AGD to maintain maximum efficiency and effectiveness.

Budgeting and financial management functions are effectively executed:

- Collaborates with the Department's Senior Executives and ensures that the Operational Plans are consistent with policies and strategic objectives and reflect financial targets;
- Supports the development and monitoring of the Department's budget, ensuring that operational efficiency and cost effectiveness are observed, and taking corrective action to minimize variances where necessary;
- Ensures the implementation of systems of control to facilitate probity in the administration and reporting of the public finances vested in the Department;
- Ensures that the Department's financial activities adhere to the requirements of the FAA Act, Cash Basis IPSAS and relevant legalization and regulations.

Human Resource policy:

- Provides expert advice, briefings and support to the Accountant General on all matters relating to Corporate Services;
- Facilitates the development and implementation of corporate policies and services and ensures that they remain responsive to the changing needs and requirements of the Department;
- Facilitates the development of the Policy and Procedures Manual by providing the necessary resources and support to the Manager, Organizational Development, and facilitate the necessary collaboration;
- Ensures the development and implementation of a comprehensive Human Resource strategy to support the recruitment, retention, welfare, training, development and performance assessment of staff and Occupational Health and Safety, within the guidelines of the Government's Human Resource policy and as stipulated in the Accountability Agreement between the Public Service Commissions and the Financial Secretary;
- Ensures the hiring of high calibre staff that matches the requirements of the Department.

Communication, Public Relations and Customer Relations:

- Facilitates the development and implementation of a Customer Service Charter and a Robust Customer Feedback System aimed at improving services, by providing the necessary resources and support to the Director, Communications and Customer Service.

Facilities and Office Services:

- Ensures that physical facilities and assets are managed effectively, so that the Department's operations are conducted in a secure comfortable and functional work environment;
- Ensures the procurement and maintenance of office and plant equipment which will facilitate a harmonious and productive environment;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the division provides a consistently high level of service to them.

Strategic Leadership:*As part of the Executive Team*

- Plans, organises and directs the work of the AGD, including participating in the preparation of the Department's Strategic Corporate, Operational and Unit Plans, and Budgets and monitors the AGD's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the AGD, and ensures that staff is aware of and adhere to the Organization's, policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD.

As Divisional Head:

- Plans, develops, organizes, implements, directs and evaluates the Division's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Division;
- Establishes internal control processes required to manage and grow the Division;
- Meets or exceeds divisional performance targets;
- Deputizes for the Accountant General as and when required.

Human Resource Management:

- Plans, organizes and directs the work of the Division by overseeing the development of performance targets for the Division and staff (Divisional, Operation and Unit Plans) based on the Corporate Strategic Plan;
- Ensures that the Division's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Division;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborate with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Division to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Divisional staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term 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 in a consistent, effective and efficient manner
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **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
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example

- **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 behaviors appropriate to the AGD's business and social environment
- **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 behaviors, 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
- **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
- Ability to work effectively under pressure
- Knowledge of Accounting practices and applications
- Sound knowledge in analysing financial performance of an organization
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Knowledge of Human Resources Management
- Comprehensive knowledge of, and experience in Strategic Planning, including enterprise risk assessment
- Knowledge of financial management - forecasting capital, facilities and staff requirements; identifying monetary resources; and developing action plans

Desirable:

- Knowledge of Public Treasury operations

Minimum Required Qualification and Experience

- Post graduate degree from a recognized institution in the disciplines of Management Studies, General Management or Business Administration or equivalent with Accounting;
- Ten (10) years' experience;
- Six (6) years of experience working at Senior Management level with at least 3 years in the Public Sector;
- Experience in Budget Management.

Desirable:

- Evidence of continuing professional development;
- Formal training in Strategic Management;
- Formal training in Human Resources Management or Development.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Payroll Officer – Salary (FMG/AT 3)

Job Purpose

Reporting to the Senior Payroll Officer – Salaries, the Payroll Officer processes the payroll to effect payment of salaries and the related statutory and other deductions for Public Sector employees, in accordance with the Staff Order, FAA Act and other stipulated guidelines. The incumbent prepares the relevant data for the processing of salaries and deductions.

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

- Processes payroll and effects payment of salaries, deductions, and Annual Returns for Public Sector employees;
- Prepares data for the processing of salaries;
- Records individual deductions and prepares Annual Returns for Weekly and Monthly paid employees;
- Maintains salary on-and-off controls.

Key Responsibilities

Technical:

- Checks the Human Capital Management Enterprise System (HCMES) and related correspondence/source data uploaded by respective MDAs and makes the necessary adjustments including additions and deletions for a particular month, as a result of appointments, acting arrangements, resignations, transfers etc.
- Checks and reviews the previous Month's Payroll Register for MDAs against the current month ensuring that differences are accounted for;
- Inputs all manual calculations and changes for prior pay periods on the Payroll System;
- Liaises with MDAs Control and HR Officers, and other financial institutions re discrepancies in respect of salaries and personal deductions; Makes necessary manual calculations for amounts payable for prior periods for input- on the Payroll System;
- Makes appropriate entries and checks for short and overpayments of salaries;
- Updates Payee Statutory Records (P45) on the Payroll System;
- Maintains continuous record of deduction particulars of each payee;
- Balances Payroll and adjusts Monthly and Fortnightly Summary Sheets;
- Makes adjustments or corrections if necessary after 'closed period' according to authorized procedures and updates the Payroll System;
- Notes any discrepancies for adjustments to be made in the following month;
- Verifies information on pay calculation and statutory reports;
- Investigates queries in respect of the calculation of salary for the respective MDAs and reports;
- Submits copies of pay sheets, signing sheets and all other reports to the respective MDAs;
- Prepares and submits Annual Returns to the respective institutions;
- Maintains salary on-and-off control Register for fortnightly and monthly paid employees;
- Prepares requisite Salary Reports, statements for existing and past employees (e.g. P45, NHT contribution, Civil Service Family Benefit Contribution, etc), upon request;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Accuracy and attention to detail**
- **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
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- **Ability to work effectively under pressure**
- **Collaboration and Teamwork:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- **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
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- **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
- **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
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act

Desirable:

- Public Sector experience
- Knowledge of public treasury operations

Minimum Required Education and Experience

- AAT Level 3;
- ACCA-CAT Level C/Level 3;
- ACCA Level 1;
- NVQJ Level 3, Accounting;
- Diploma in Accounting from an accredited University or Community College;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution;
- ASc. Degree in Accounting, MIND;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3;
- BSc. Degree in Accounting or Management Studies with Accounting;
- BBA Degree; or
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Special Condition Associated with the Job

- Required to meet numerous critical deadlines from time to time.

Applications accompanied by résumés should be submitted **no later than Friday, 26th January, 2023 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**