



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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17th February, 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 the following posts in the **Ministry of Local Government and Rural Development**:

1. **Corporate Planner (GMG/SEG 2) (Not Vacant) – Strategic Policy, Planning and Performance Management Division**, salary range \$3,332,803 -4,482,249 per annum.
2. **Accounts Payable Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Division**, salary range \$1,370,094 -1,842,625 per annum.

1. **Corporate Planner (GMG/SEG 2)**

Job Purpose

Reporting to the Director, Corporate Planning and Performance Monitoring, the incumbent is responsible for managing the process of developing, refining and monitoring the Ministry's Corporate and Operational Plans as well as reporting on implementation.

Key Responsibilities

Technical/Professional

- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures in the Ministry, Municipal Corporations and Agencies;
- Collaborates with the Director, Corporate Planning and Performance Monitoring, Senior Staff, Municipal Corporations, Agencies, Cabinet Office, Ministry of Finance and the Public Service, and other Government representatives;
- Participates in the design and development of the Work Plan/programme for the Division;
- Provides information, consultation and assistance to the various Division, stakeholders in the development of Strategic, Corporate and Operational Plans that complement and support the overall Ministry Corporate Plan and are in alignment with Ministry's priorities as well as national and sectoral policies;
- Leads the development of performance standards, indicators, targets and benchmarks and monitors and reports on Sector performance against targets/benchmarks;
- Liaises with the Principal Finance Officer, Director, Management Accounts, Cabinet Office and Ministry of Finance and the Public Service to ensure that the Ministry's Budget is linked to the Annual Operating Plan, Corporate Plan and Medium-Term Financing Plan;
- Develops and implements a consistent and effective Training Plan to increase knowledge, understanding and involvement in the Corporate Planning process among Ministry's stakeholders, in order to further its mission and goals;
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and other responses to strategic planning issues, on behalf of the Senior Director, Strategic Policy, Planning and Reform and Senior Management through the Director, Corporate Planning and Performance Monitoring, as appropriate;
- Identifies emerging issues in the local, regional and international community that have a potential impact on the Ministry's Mission, goals and/or operations, and recommends strategies for advocating the Ministry's position on these issues;
- Provides high-level, integrated analysis and consultation to Senior Management on major policy and planning issues affecting the Ministry, recommending policies and strategies to address gaps and needs;
- Informs Senior Management on significant divergence from performance targets set in plans and facilitate the development of strategies to close performance gaps identified in collaboration with the Director, Corporate Planning and Performance Monitoring;
- Serves as the primary point of contact on matters and interfaces that are directly related to the Ministry's Corporate Planning process;
- Co-ordinates planning and analysis efforts and purpose changes and improvement initiatives to the Senior Director, Strategic Policy, Planning and Reform through the Director, Corporate Planning and Performance Monitoring;

- Utilizes Information Technology Systems for planning, monitoring, review, analysis and intervention;
- Provides technical support in the Quarterly Performance Review Meetings of the Ministry's Department/Divisions and its portfolio entities;
- Assists with the production of quarterly, semi-annual and Annual performance reports for the Ministry and co-ordinates the timely production of these reports by the Ministry's Portfolio entities;
- Assists in the establishment and implementation of short and long-term organizational goals, objectives and plans of the Ministry and co-ordinates the development of same within the Portfolio entities;
- Designs Corporate Planning processes and procedures in conjunction with the Senior Director, Strategic Policy Planning and Reform, Cabinet Office, Ministry of Finance and the Public Service, Ministry's Senior Management Team and Heads of Ministry's Portfolio public entities;
- Implements, monitors, evaluates, maintains and improves Corporate Planning processes and procedures in conjunction with the Senior Director, Strategic Policy Planning and Reform, Cabinet Office, Ministry of Finance and the Public Service, Ministry's Senior Management team and Heads of Ministry's portfolio public entities;
- Liaises with the Cabinet Office and the Director of Policy to ensure that the Corporate Plan is driven by desired national policy outcomes;
- Proposes Corporate Planning changes to Cabinet Office and the Ministry of Finance and the Public Service through the Senior Director, Strategic Policy Planning and Reform;
- Provides policy direction and support services to the Ministry's Senior Management on all aspects of Corporate Planning, including Strategic, Operational, and Capital Planning;
- Assists in co-ordinating quarterly reviews of Ministry and portfolio entities.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent use of initiative
- Ability to work as a part of a team
- Excellent organizational skills
- Excellent knowledge of the organization's policies and procedures

Functional:

- Excellent knowledge of Corporate Planning, Medium Term Financing, Operational Planning and Budgeting and procedures
- Ability to prepare reports and plans, analyze information and concisely convey necessary information in user friendly formats
- Excellent working knowledge of performance management techniques and their application including the relationships between national and ministry policies and the missions, visions, strategic objectives, key outputs, performance indicators, targets and actual performance of the Ministry and its portfolio entities
- Knowledge of performance assessment and project management systems
- Excellent proficiency in the use of relevant computer applications
- Excellent working knowledge of government policy formulation, monitoring and evaluation processes
- Understanding and practical experience of policy development skills
- Excellent knowledge of the organization's policies and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Strategic Planning, Public Policy and Public Administration or any other closely related field;
- Three (3) years related experience at a technical/professional level;
- Training in planning or project management and evaluation techniques;

2. Accounts Payable Officer (FMG/AT 2)

Job Purpose

Reporting to the Manager, Accounts Payable and Disbursement, the incumbent performs the functions of a Senior Checker of bills claims invoices to ensure their validity and accuracy and for entry to Accounts Payable.

Key Responsibilities

Technical/Professional:

- Checks all vouchers for the presence of an approved commitment requisition;
- Checks all vouchers for the presence of necessary bills/claims/documents, authority etc. and that it has been countersigned by the Programme Manager where necessary;
- Checks all vouchers for arithmetical accuracy e.g. the application of correct rates and the deduction of all amounts deductible;
- Checks all vouchers for adherence to contract/agreement, and for the presence of a valid certification that the goods and services have been properly received;
- Checks all vouchers for adherence to the FAA Act Financial Regulations , FAA Act Instructions, 2004 staff orders and all other pertinent statutes;
- Checks all vouchers for the accuracy of the account codes and other information recorded on the voucher;
- Checks travel claim vouchers for accuracy;
- Stamps and sign vouchers “checked” that are correct in all regards;
- Enters all checked vouchers into accounts payable;
- Prepares Invoice Orders for payments prior to GCT zero rating;
- Prepares monthly subvention letters;
- Checks the telephone, cable service registers, utility register, contract register and flow registers;
- Maintains travel register for all travelling officers.
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Good customer relation skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Good technical skills
- Excellent use of the relevant computer technology

Minimum Required Qualification and Experience

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management for National Development (MIND); or
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd March, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer