



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 146**  
**OSC Ref. C.6634/S9<sup>2</sup>**

**28<sup>th</sup> March, 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 **Management Institute for National Development (MIND)**.

1. **Manager Finance and Accounts (Level 8)**, salary range \$4,594,306.00 - \$6,178,831.00 per annum.
2. **Head of Public Procurement (Level 7)**, salary range \$3,770,761.00 - \$5,071,254.00 per annum.
3. **Public Procurement Officer (Level 5)**, salary range \$1,984,305.00 - \$2,668,670.00 per annum.
4. **Manager Information Communication and Technology Management (Grade 8)**, salary range \$4,594,306.00 - \$6,178,831.00 per annum

**1. Manager Finance and Accounts (Level 8)**

**Job Purpose**

The incumbent will be responsible for ensuring that the Agency's financial management and accounting function responds judiciously to the expectations of all stakeholders to maintain a strong financial position and sustain credible and respected fiscal relationships, enabling MIND to fulfill from a finance perspective; its statutory, legal, and other financial obligations through the making of sound financial and operational decisions.

**Key Responsibilities**

- Maintains all Accounting Books and records, schedules and files required to provide complete, timely and accurate information for financial reporting;
- Maintains the General Ledger System, ensuring accurate posting of accounting transactions and adjustments;
- Directs the preparation of payment vouchers and cheques through the General Disbursement Procedure, and follows up to ensure the timely distribution of cheques to MIND's suppliers of goods and services;
- Checks Payroll accuracy and ensures that all transactions are properly posted and recorded;
- Checks all receipts and lodgments and ensures transactions are accurately processed and deposited to Bank Accounts, observing all the requisite internal controls and safeguards;
- Ensure the accurate and timely remittance of Pension, Insurance and Statutory Deductions to relevant organizations and Government Agencies;
- Participates in interim Audit exercises, providing Auditors with the necessary information
- Supports the timely completion of Financial Statements and other Monthly, Quarterly and Annual Reports;
- Ensures sound Petty Cash administration;
- Assists in the budget preparation process;
- Supports the establishment, maintenance and implementation of adequate internal controls, safeguards and procedures;
- Ensures the accurate preparation of daily Cash Book Balances and weekly, monthly and annual bank account reconciliations;
- Supports the preparation of Performance and Accounting Reports in compliance with reporting requirements.

**Required Knowledge, Skills, and Competencies**

- Excellent Knowledge of Accounting Principles and Practices
- Good Knowledge of Risk Management
- Excellent Knowledge of Financial Management
- Excellent Knowledge and Practice in Budgeting and Forecasting

- Good Knowledge of Financial Administration and Audit (FAA) Act
- Good Knowledge of Financial Instructions to Executive Agencies (FIEA)
- Excellent Working Knowledge of Accpac Software
- Excellent Leadership Skills
- Excellent Communication Skills
- Excellent Planning and Organizing Skills

### **Minimum Required Qualification and Experience**

- Postgraduate Degree in Accounting or ACCA (Level III) or its equivalent
- Five (5) years related working experience and two (2) years at the supervisory level
- Knowledge of and experience with the public sector environment would be an asset

## **2. Head of Public Procurement (Level 7)**

### **Job Purpose**

The incumbent is responsible for ensuring that goods and services required by the Agency are procured and delivered as requested, in accordance with the Government of Jamaica (GOJ) Public Procurement Act, 2015 and Regulations.

### **Key Responsibilities**

*The duties and responsibilities include, but are not limited to the following:*

- Leads MIND's Procurement Management Process to ensure value for money in keeping with the Agency's priorities and the Government of Jamaica (GOJ) Procurement Guidelines;
- Establishes systems and controls to ensure Agency-wide awareness and adoption of GOJ Procurement Guidelines;
- Develops and recommends for adoption, policies and procedures that ensure the ongoing strengthening of procurement procedures and policies;
- Establishes and monitors systems and internal controls for efficient and effective procurement management;
- Ensures that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately;
- Reviews procedures for the procurement of works, goods and services carried out by the Agency;
- Reviews and approves Contract Award Recommendations within the specified threshold.

### **Required Knowledge, Skills, and Competencies**

- Good analytical and problem solving skills
- Customer service orientation
- Good business acumen
- High level of integrity and ethical behaviour
- Good written and oral communication
- Knowledge of the use of technology and relevant applications

### **Minimum Required Qualification and Experience**

- Postgraduate Degree in Management Studies, Public Administration or equivalent qualification;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4
- Five (5) years' experience in related field

## **3. Public Procurement Officer (Level 5)**

### **Job Purpose**

The incumbent will plan and co-ordinate the timely and cost-effective procurement of equipment, materials, and services, in accordance with the Government of Jamaica's (GOJ's) procurement guidelines and the Agency's policies, procedures and quality standards.

### **Key Responsibilities**

- Ensures all Agency procurement is in complete compliance with GOJ and Agency guidelines;
- Obtains resources, quotations and secures competitive bids for goods and services;

- Facilitates the preparation and submission of purchase orders and service contracts in accordance with the Agency's reporting requirements and GOJ guidelines;
- Anticipates Agency needs and requirements by keeping abreast of market and product trends and developments and makes recommendations for adoption as appropriate;
- Sources goods and services, and negotiate prices and contracts;
- Ensures the proper and correct filing of all information regarding procurement to facilitate easy access;
- Works with the Finance and Accounts Unit to ensure that vendors are paid on schedule;
- Maintains contracts and procurement records;
- Prepares Monthly Procurement Reports;
- Prepares Quarterly Contract Award (QCA) reports for submission to the Integrity Commission in the specified timeframe;
- Participates as a member of the Agency's Procurement Committee.

#### **Required Knowledge, Skills, and Competencies**

- Excellent knowledge of GOJ Procurement Guidelines
- Excellent negotiation skills
- Good knowledge about the application and implications of contract law and other procurement related legislation
- Excellent records management skills
- Good planning, organizing and project management
- Excellent time management
- Excellent decision-making skills
- Good teamwork and co-operation skills

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies or equivalent qualification/training
- Three (3) years procurement experience in a similar position.

### **4. Manager Information Communication and Technology Management (Grade 8)**

#### **Job Purpose**

The Manager Information Communication and Technology (ICT) Management is charged with the responsibility to lead, direct, and manage the Information, Communication and Technology process, in a cohesive and coherent manner, utilizing the best and most effective strategies.

#### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Develops and maintains a framework that supports efficient and effective business, administration, learning facilitation and professional development; connects learning beyond the classroom; improves assessment, reporting, accessing, and managing teaching and learning, business, and administrative processes;
- Provides a reliable ICT infrastructure that anticipates, meets, and satisfies MIND's learning, teaching and administrative needs; enables the development, establishment and promotion of the ICT vision for MIND; and supports all aspects of the implementation and Change Management processes that underpin the fulfillment of MIND's Strategic Plan;
- Develops and oversees MIND's ICT Strategy Development (in consultation with other relevant MIND personnel and in keeping with MIND's and the Government of Jamaica (GOJ) - ICT strategic plan) and strategy implementation processes.

#### **Required Knowledge, Skills, and Competencies**

- Must possess a thorough understanding of interactive communications and delivery systems, processes, user interface design, as well as industry best practices;
- Print and web design capabilities - Apply best practices in user interface and interactive design, including image optimization and site mapping;
- High exposure to Microsoft Windows (XP Pro, 2000/2003 Server), Intel based desktops, laptops hardware and computer peripherals like printers, plotters and photocopiers;
- Good understanding of business processes and the use of technology in organizations;
- Sound knowledge of hardware and software technology, including but not limited to computers and electronics, circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming; effective technology use and

application; local area network; wide area network; Active directory and Windows NT-based Client/Server operating systems; most Windows NT commands/utilities; web site management;

- Sound knowledge of project management;
- Ability to train users in applications and Windows NT fundamentals and writing basic documentation.

#### **Minimum Required Qualification and Experience**

- Master of Science in Computer Science or related discipline
- Familiarity with networked/distributed computing environments and concepts
- Three (3) years of progressively responsible work experience in computer operations

#### **Special Skills Requirements**

- Proven ability to work in a high-pressure environment with multiple tasks, changing priorities, and changing resources;
- Knowledge and appreciation of the adult learning environment and the public sector

Applications accompanied by résumés should be submitted **no later than Wednesday, 12<sup>th</sup> April, 2023 to:**

**Senior Manager, Human Resource Management  
Management Institute for National Development  
235A Old Hope Road  
Kingston 6**

Email: [hr@mind.edu.jm](mailto:hr@mind.edu.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**