



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 120

OSC Ref. C. 4664¹⁶

10th 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 be assigned to the following posts in the **Accountant General's Department (AGD)**:

1. **Senior Director, Treasury Systems (GMG/SEG 5) (Vacant) - Treasury Systems Branch**, salary range \$6,028,127 - \$8,107,161 per annum.
2. **Director, Financial Systems Support (GMG/SEG 4) (Vacant) - Financial Systems Support Branch**, salary range \$4,947,565 - \$6,653,925 per annum.
3. **Director, Systems Innovation and Projects (MIS/IT 7) (Vacant) - Systems Innovation and Projects Branch**, salary range \$4,947,565 - \$6,653,925 per annum.
4. **Financial Systems Support Manager (GMG/SEG 3) (Vacant) - (3 posts) - Financial Systems Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
5. **Business Analyst (MIS/IT 6) (Vacant) - Systems Innovation and Projects Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
6. **Financial Systems Analyst (MIS/IT 6) (Vacant) - Systems Innovation and Projects Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
7. **Administrative Assistant (GMG/AM 3) (Vacant) - Treasury Systems Branch**, salary range \$1,753,837 - \$2,358,715 per annum.
8. **Driver (LMO/DR 1) (Not Vacant)**, salary range \$17,749 - \$23,870 per week.

1. **Senior Director, Treasury Systems (GMG/SEG 5)**

Job Purpose

Under the general direction of the Accountant General, the Senior Director Treasury Systems provides the required vision and leadership for the effective management and development of the Treasury Systems Division within the Treasury in achieving the GOJ's objectives. The incumbent will also oversee the continued automation of the CTMS environment as part of the modernization efforts of the AGD. The incumbent is responsible for Financial Systems Training Standards and programmes across GoJ.

Key Responsibilities

Technical/Professional:

- Leads the advancement of the GFMS and other financial systems to satisfy the accounting and reporting requirements of the GoJ;
- Collaborates with key GoJ Stakeholders to facilitate and promote the modernization endeavors under GOJ's PFM Reform Programme;
- Guides recommended solutions to address weaknesses identified in the CTMS Environment and other financial systems;
- Empowers the TSD's Monitoring and Evaluation Team to engage relevant MDAs to address systemic challenges related to using Treasury Financial Systems to improve PFM;
- Oversees the management of Chart of Accounts Codes on GFMS to ensure currency and relevance as per the Revenue and Expenditure estimates and in compliance with the COA Manual;
- Facilitates recommendations for modifications to enhance the GFMS software;
- Facilitates the proper implementation of recommendations of the Auditor General, the Integrity Commission, the Public Administration and Appropriations Committee and the Public Accounts Committee on matters pertaining to an effective budgeting, accounting, and reporting system;

- Leads in the development and implementation of policies and guidelines for the financial arrangements consequent to the establishment, closure or merger of Ministries, Departments and Agencies as well as Public Bodies;
- Reviews and recommends changes required to the FAA Act, Financial Regulations and Financial Instructions where necessary to facilitate the effective and efficient functioning of AGD's Financial Management Systems;
- Facilitates the development of training manuals and guidelines that are based on the proper interpretation of the FAA Act and the International Public Sector Accounting Standards (IPSAS);
- Facilitates developing and promoting business intelligence tools to inform operational decision making, process improvement and modernization activities. (This includes collecting data, preparing it for analysis, running queries against the data and creating data visualizations);
- Guides the implementation of GoJ Financial Management policies and procedures so as to engender proper interpretation and compliance.

Management/Administrative:

- Plans, organizes and directs the work of the Division, including the preparation of the Strategic Corporate and Operational Plans, and Budgets, and monitors the Division's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations, and ensures that staff is aware of and adhere to the Organization's, policies, procedures and regulations;
- Enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD;
- Represents the organization at conferences, symposiums/seminars/workshops and meetings;.

Human Resource:

- Plans, organizes and directs the work of the Division by overseeing the development of performance targets for the Division and staff (Divisional Operation Plan) 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 skills gaps and collaborates 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.

Required Knowledge, Skills and Competencies

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
- Sound knowledge of the GoJ planning and policy setting process;

- Knowledge of Government Accounting practices and applications
- Knowledge of Public Financial Management
- Knowledge of the FAA Act and Instructions and related guidelines
- Thorough knowledge of the project management
- Extensive experience in Government accounting and fiscal operations
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/focus

Minimum Required Qualification and Experience

- Master's Degree in Accounting, Management Studies with Accounting, Management Information System or Business Administration with technology as a core component or ACCA Level 3;
- Five (5) years' experience in a similar role, including three (3) years at an executive level.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work beyond normal working hours;
- May be required to travel both locally and overseas on official work related business;
- Frequent meetings.

2. Director, Financial Systems Support (GMG/SEG 4)

Under the general direction of the Senior Director Treasury Systems, the Director, Systems Treasury Systems Support manages and guides the implementation of specialized and computerized financial system and accounting support to all Ministries, Departments, and Agencies (MDAs) by researching, analyzing, and resolving financial systems and accounting anomalies and queries to ensure Financial Statements are factual, fair and in accordance with Government of Jamaica's (GoJ's) accounting policies and guidelines.

The incumbent also facilitates the development of financial systems training standards and programmes across GoJ.

Key Responsibilities

Technical/Professional:

- Contributes to the collaborative process with divisional heads to improve, develop and implement GOJ treasury systems;
- Ensures that the GFMS and other financial systems are satisfying the accounting and reporting requirements of the GoJ;
- Collaborates with other support teams (Accounting and Financial Policy Branch (AFPB)- MoFPS, GAR-AGD and IMU-AGD, TAJ, JCA, etc.) to support the modernization endeavors under GOJ's PFM Reform program;
- Guides the preparation of Financial Statements and Management Reports to ensure adequacy and fit for purpose;
- Collaborates with MDAs to ensure accounts are prepared according to the requisite accounting standard and guidelines issued by the MoFPS;
- Examines and recommends solutions to areas of weaknesses identified in the CTMS Environment and other financial systems;
- Monitors and enforces the closure of financial periods and collaborates with MDAs to resolve accounting challenges for accounting periods not closed;
- Contributes to the preparation of the Monthly Rating Reports from the TSD's Monitoring and Evaluation Team and liaises with the accountable MDAs to ascertain whether issues are financial systems or accounting related and provide the necessary support;
- Develops and implements specialized Support Plan to assist MDAs in overcoming systemic challenges;
- Prepares and updates manuals, procedures, user guides and related documents for all users of the Financial Systems;
- Oversees the integrity (user access and security controls, etc.) of the system and ensures that it is consistently maintained, encouraging best practice across all the MDAs;

- Facilitates and assists users to effectively operate the respective financial systems in accordance with prescribed procedures;
- Facilitates the onboarding activities of new entities to the GFMS platform;
- Ensures the Chart of Account Codes on GFMS are current as per the Revenue and Expenditure Estimates and in compliance with the COA Manual;
- Makes recommendations for modifications to enhance the GFMS software and assists with testing the new or modified functions as well as conducts user- acceptance testing;
- Contributes to the development of GoJ Financial Management policies and procedures and guides the interpretation and implementation of same;
- Provides guidance and advice regarding GFMS and other financial systems;
- Ensures the integrity of the GFMS platform/system is maintained;
- Facilitates the co-ordination/implementation of training sessions as required.

Management/Administrative:

- Plans, organizes and directs the work of the Branch,
- Supports the Principal Director in the development of the Branch's component of the Corporate and Operational Plans and Work Plans and Budgets, and monitoring the Branch's achievement against them;
- Represents the Organization at conferences, symposiums/seminars/workshops and meetings;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Report;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the that supervisees have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Utilizes management tools such as Succession Planning/Training, Job Rotation and Job Enrichment to motivate and empower employees;
- Conducts regular Staff Meetings and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
- Sound knowledge of the GoJ planning and policy setting process
- Thorough knowledge of the project management
- Extensive experience in Government accounting and fiscal operations
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus

Minimum Required Qualification and Experience

- Master's Degree in Accounting, Business Administration, Computer Science or Information Systems;
- Three (3) years' experience in a public financial management role, including two (2) years at a management level.

OR

- Bachelor's Degree in Accounting, Business Administration, Computer Science or Information Systems;
- Five (5) years' experience in a Public Financial Management role, including three (3) years at a management level.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work beyond normal working hours;
- May be required to travel both locally and overseas on official work related business;
- Frequent meetings.

3. Director, Systems Innovation and Projects (MIS/IT 7)

Job Purpose

Under the general direction of the Senior Director Treasury Systems, the Director, Systems Innovation and Projects has the responsibility to provide strategic clarity in the assessment and strengthen the current Treasury Systems Infrastructure as well as innovative curricular efforts and provide a clear vision in positioning the system into the future.

The incumbent is also tasked with identifying projects that will result in redefining and reshaping technology initiatives within MDAs.

Manage the application of a structured Change Management approach and methodology to process development/transformation and/or technology implementation.

Key Responsibilities

Technical/Professional:

- Leads a collaborative process with Divisional Heads to improve, develop and implement GOJ Treasury Systems;
- Spearheads the development, publishing and expansion of the treasury systems architecture as well as a roadmap for its future development;
- Analyzes existing systems and processes to determine scalability;
- Ensures that systems are standardized and consistent, yet allow for programme nuances to be appropriately addressed and met;
- Interfaces and supports processes and systems pertaining to quality improvement;
- Leads in the support of innovation work, including pilot projects, including projects that interface with research entities;
- Supports all innovation work from pilot projects, studies, research projects that are specific to systems, processes and procedures;
- Provides project management and innovation work at the commencement of projects and ensures that systems and processes are established to meet stated goals and objectives;
- Determines what new projects can be incorporated into existing systems and processes;
- Establishes a strong Change Management Culture throughout the Treasury Systems Organization;
- Establishes standards and best practices for approaching new programme development, including the development of processes;
- Identifies, researches and screens potential platform technologies and develop business case to reach decisions on opportunities;
- Formulates effective new ideas and innovative strategies for systems Development.

Management/Administrative:

- Plans, organizes and directs the work of the Branch,
- Supports the Principal Director in the development of the Branch's component of the Corporate and Operational Plans and Work Plans and Budgets, and monitoring the Branch's achievement against them;

- Represents the Organization at conferences, symposiums/seminars/workshops and meetings;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Report;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that the supervisees have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Utilizes management tools such as Succession Planning/Training, Job Rotation and Job Enrichment to motivate and empower employees;
- Conducts regular Staff Meetings and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
Sound knowledge of the GoJ planning and policy setting process;
- Thorough knowledge of the project management
- Extensive experience in Government accounting and fiscal operations.
- Working knowledge in Human Resource Management practices;
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus

Minimum Required Education and Experience

- Master's Degree in Computer Science or Information Systems;
- Three (3) years' experience in a public financial management role, including four (4) years at a management level.

OR

- Bachelor's Degree in Computer Science or Information Systems;
- Five (5) years' experience in a public financial management role, including three (3) years at a management level.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work beyond normal working hours;
- May be required to travel both locally and overseas on official work related business;
- Frequent meetings;

4. Financial Systems Support Manager (GMG/SEG 3) - (3 posts)

Job Purpose

Under the general direction of the Director, Treasury Systems Support, the Financial Systems Support Manager has responsibility to provide specialized and computerized Financial System Support to all Ministries, Departments, and Agencies (MDAs) by researching, analyzing, and resolving Financial Systems anomalies and queries to ensure Financial Statements are factual, fair and in accordance with Government of Jamaica's (GoJ's) principles and guidelines. The incumbent also provides training and guidance to Accounting Teams in MDAs in the use of the Financial System and its Procedures.

Key Responsibilities

Technical/Professional:

- Ensures that the GFMS and other financial systems are satisfying the accounting and reporting requirements of the GOJ;
- Collaborates with other support teams (Accounting and Financial Policy Branch (AFPB)-MOFPS; Government Accounting and Reporting; Division (GARD); Information Management Unit (IMU), TAJ, JCA, etc.) to support the modernization endeavors under GOJ's PFM Reform Programme;
- Prepares Financial Statements and Management Reports;
- Collaborates with MDAs to ensure accounts are prepared according to the requisite accounting standard and guidelines issued by the MOFPS;
- Examines and recommends solutions to areas of weaknesses identified in the CTMS Environment and other financial systems;
- Collaborates with MDAs to resolve accounting challenges for accounting periods not closed;
- Liaises with the MDAs to ascertain whether issues are Financial Systems or accounting related and provide the necessary support;
- Facilitates the implementation of the specialized support plan in providing assistance to MDAs in overcoming systemic challenges;
- Prepares and updates manuals, procedures, user guides and related documents for all users of the Financial Systems;
- Ensures the integrity (user access and security controls, etc.) of the system is consistently maintained, encouraging best practice across all the MDAs;
- Provides the requisite assistance to users to effectively operate the respective financial systems in accordance with prescribed procedures;
- Executes the onboarding activities of new entities to the GFMS Platform;
- Ensures the Chart of Account Codes on GFMS are current as per the Revenue and Expenditure estimates and in compliance with the COA Manual;
- Makes recommendations for modifications to enhance the GFMS software and assists with testing the new or modified functions as well as conducts user- acceptance testing;
- Contributes to the development and implementation of GoJ Financial Management policies and procedures;
- Participates in UAT activities ensuring all new features are adhering to PFM and CTMS framework.

Management/Administrative:

- Assists in the planning, organizing and directing of the work of the Branch;
- Participates in the development of the Branch's component of the Corporate and Operational Plans and Work Plans and Budgets;
- Participates in conferences, symposiums/seminars/workshops and meetings;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Report;
- Manages the performance of supervisees, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the that supervisees have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
- Sound knowledge of the GoJ planning and policy setting process;
- Thorough knowledge of the project management
- Extensive experience in Government accounting and fiscal operations.
- Working knowledge in Human Resource Management practices;
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus

Minimum Required Education and Experience

- Bachelor's Degree in Accounting, Business Administration, Computer Science or Information Systems;
- Four (4) years' experience in a Public Financial Management role, to include two (2) years at a supervisory level.

Special Condition Associated with the Job

- Working under pressure with numerous critical deadlines
- Managing multiple complex assignments
- Required to work beyond normal working hours
- May be required to travel both locally and overseas on official work related business
- Frequent meetings

5. Business Analyst (MIS/IT 6)

Job Purpose

Under the general direction of the Director Systems Innovation and Projects, the Business Analyst is responsible for conducting analysis of functional business processes and functional business requirements and participates in the development of business cases in the support of process changes and/or ICT projects.

Key Responsibilities

Technical/Professional:

- Conducts data gathering and analysis to understand business strategy requirements;
- Contributes to the business short and long-term Planning Sessions and provides counsel to ensure understanding of the strategic business goals and direction;
- Provides appropriate technical and professional advice;
- Provides strategic input from a business and ICT perspective;
- Assesses client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to assist in identifying business priorities, and may advise on options;
- Designs, builds, tests and maintains data analytics solutions, ensuring that they meet business requirements and user needs;
- Develops and communicates business requirements and functional specifications for the implementation of business solutions;

- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides technical assistance in the development of business case (i.e., research, data collection and analysis);
- Develops user test cases and validates test results during testing;
- Arranges and executes test cases to facilitate the debugging process, changes and simplify integration;
- Develops dashboards supporting Strategic Support Unit activities, such as Divisional reporting and Risk Management;
- Collaborates with key stakeholders to identify opportunities to apply new business intelligence insights to various areas;
- Investigates, resolves and escalates problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Provides support (i.e., creating reports, research, documentation) for the analysis of client satisfaction data;
- Supports effort to ensure ICT solutions meet client needs.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Strong knowledge and experience with a Software Development Life Cycle (SDLC)
- Demonstrated leadership and attention to detail through prior experience at strategic and tactical/implementation levels
- Ability to work on multiple projects at varying stages
- Strong decision making/problem solving skills
- Ability to work within and contribute to workflow processes
- Ability to manage customer's expectations according to internal timeliness and commitments
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of BA best practice
- Principles of project estimation and planning
- Principles of project management and time management skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Specialized training in Business Analysis;
- Four (4) years related experience, in a Business Analysis environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

6. Financial Systems Analyst (MIS/IT 6)

Under the general direction of the Director, Systems Innovation and Projects, the Financial Systems Analyst is responsible for the design of new solutions to facilitate modifying, enhancing or adapting existing systems and integrating new features or improvements to improve the efficiency of Treasury operations, productivity, and effectiveness. The incumbent will support the development and enhancement of the Government's Financial Management System (GFMS), and other enterprise-wide Financial Systems.

Key Responsibilities

Technical/Professional:

- Provides technical expertise and recommendations in assessing new Financial Systems Development Projects and initiatives to support and enhance the Treasury's existing Financial Systems Environment;
- Conduct reviews of the different financial systems owned by the Treasury, from the application design and architecture to the programming language and code used;
- Identifies and develops opportunities that can improve efficiency of the Treasury business processes;
- Investigates application functionality related issues and provides the relevant guidance to the supporting Teams by way of documentation which includes proposed method to resolve;
- Co-ordinates application development for multiple projects;
- Conducts troubleshooting of financial software application issues, when escalated;
- Participates in management of outsource relationship for 3rd party application development consultants;
- Assists with application testing;
- Troubleshoots technical issues and document modifications needed in existing applications to meet changing user requirements;
- Provides assistance and advice to all users in the effective use of Financial Systems applications;
- Develops new and updates existing technical procedures and documentation for the applications including operations, user guide, etc.;
- Contributes to the creation of the system design and functional specifications for all new Financial Systems Development Projects;
- Serves as a Technical Liaison and Facilitator between all Divisions and Units to assist in addressing and resolving Financial Systems application issues;
- Collaborates with Units in regard to business process re-engineering and develop system requirement specifications that meet those needs.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Participates on Steering Committees and be involved in the design phase of any new development projects and initiatives;
- Prepares progress and other reports and programme documents as required.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem solving-skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow up
- Excellent understanding of the interdependent relationship between infrastructure, information security and the application/services they enable
- Experience in the use of UML, process flow, design and presentation tools
- Knowledge of the Central Treasury Management System (CTMS) framework
- Ability to work on multiple projects at varying stages
- Strong decision making/problem solving skills
- Ability to work within and contribute to workflow processes
- Ability to manage customer's expectations according to internal timeliness and commitments
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of best practice
- Principles of project estimation and planning
- Principles of project management and time management skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Four (4) years' experience with Financial Systems.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

7. Administrative Assistant (GMG/AM 3)**Job Purpose**

Under the general direction of the Senior Director Treasury Systems the Administrative Assistant has the responsibility to support the efficient and effective operation of the Division by providing efficient and effective secretarial and administrative support services to the Senior Director.

Key Responsibilities

Professional/Administrative:

- Prepares memoranda and letters for the Principal Director's approval;
- Proof-reads documents for accuracy, completeness and conformity to established formats;
- Conducts research to inform preparation of reports etc.;
- Maintains a working diary, and provides reminders of meetings/engagements;
- Develops the efficient management of the database to ensure improvement in the quality and level of responsiveness;
- Compiles, stores and retrieves relevant data;
- Takes telephone calls and records and delivers messages;
- Maintains a Filing/Recording System for all correspondence (internal and external);
- Distributes circulars for all staff to view;
- Collates and prepares reports;
- Compiles the Monthly Management Performance Review Report;
- Responds promptly to internal and external customer requests;
- Maintains effective working relationships with internal and external stakeholders and ensures that a consistently high level of service is provided to them;
- Maintains a follow-up system and liaise with Divisional Heads and staff as necessary, to ensure that Section's activities are aligned to the overall activities of the Division;
- Deals with urgent correspondence, faxes and emails;
- Manages the Division's physical resources, such as printers, computers, phones etc. and arrange for the prompt repair or replacement of faulty equipment;
- Maintains re-order levels and secure stationery and other supplies for the Division.

Technical/Professional:

- Keeps abreast of current trends in the administrative field;
- Serves as a resource for the Principal Director and other core technical staffs by providing a full range of administrative support;
- Undertakes research, reviews, analyses and summarizes technical papers/reports;
- Prepares reports and other technical documents as directed by the Director;

Human Resource:

- Prepares Individual Work Plans;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Division provides a consistently high level of service to them;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation
- **Problem Solving and Analysis** – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- **Communication** – Possess excellent written and oral communication skills
- **Initiative** – Ability to exercise initiative and sound judgment
- **Integrity** – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- **Interpersonal Skills** – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in Government
- **Time Management** – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines
- Knowledge of the strategic goals and objectives of the Accountant General's Department and the Treasury Systems Division
- Working knowledge of public administration systems
- Working knowledge of Public Service Regulations and Staff orders
- Excellent decision-making, problem-solving and time management skills
- Excellent note-taking or minute-taking and transcription skills
- Excellent event planning skills
- Competency in the use of Microsoft Word and Excel

Minimum Required Education and Experience

- Diploma in Administrative Management or equivalent qualifications from a recognized institution;
- Three (3) years related experience.

Special Conditions Associated with the Job

- Pressure from meeting competing deadlines.

8. Driver (LMO/DR 1)

Job Purpose

Reporting to the Office Manager, the Driver is responsible for transporting mail, correspondence, goods, furniture, equipment, staff and other authorized persons. The role also assists with maintaining the operational efficiency of the assigned vehicle.

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

- To assist with maintenance and ensure proper usage of assigned vehicle
- To transport goods, correspondence, staff, furniture and equipment to various locations

Key Responsibilities

Technical:

- Transports staff and authorized persons to various locations, meetings and other engagements as directed;
- Delivers and collects mail, correspondence, messages, packages, goods, furniture, equipment and other items internally and externally (including private homes);
- Sorts items to be delivered according to delivery route;
- Plans and follows the most efficient routes for delivering items/transporting persons;
- Maintains a daily Driving Log;
- Loads and Unloads vehicle with items, ensuring items are loaded correctly and taking precautions with hazardous and fragile items, in keeping with the Department's Occupational Health and Safety policies and procedures;
- Updates and maintains mail and delivery Log Books, including obtaining the relevant signatures;
- Ensures the required level of petrol and other fluids at all times, and maintains a log on mileage, petrol and oil usage;
- Ensures the assigned vehicle is cleaned according to schedule and maintained;
- Inspects vehicle for defects and safe operating condition before and after carriage;
- Delivers the assigned vehicle to the garage for routine servicing or repairs as directed;
- Ensures the motor vehicle records (fitness, registration and insurance) are current and requests renewals;
- Reports any vehicular accidents/defects or mail theft/losses to the police and the Department immediately;
- Participate in the setting up of equipment as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results Focus
- Integrity

Technical:

- Basic Knowledge of relevant legislations, policies and procedures
- Good knowledge of Transportation Services (Motor Vehicle / Bike)

Minimum Required Education and Experience

(a) Qualification and Training

- Functionally literate and numerate;

- Valid Driver's License – General class;
- Successful completion of the Government Driving test.

Desired:

- Secondary Education

(b) Essential Experience and Knowledge

- Three (3) years' experience in a similar capacity;
- Basic knowledge of motor vehicle mechanics.

Special Conditions Associated with the Job

- Required to lift and carry light loads;
- Required to stand, walk and bend;
- Frequent travel to conduct assigned duties;
- Exposure to all weather conditions, road hazards and heavy traffic, periodic traffic jams, road construction and difficult parking situations.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd March, 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**