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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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24th April, 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 **Corporate Planning and Administration Division, Ministry of Finance, and the Public Service (MOFPS)**:

1. **Director 3, Public Procurement (GMG/SEG 3) Pay Band 9 (Not Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Director, Human Resource Management (GMG/SEG 3) Pay Band 9 (Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.
3. **Director, Human Resource Development (GMG/SEG 3) Pay Band 9 (Not Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.
4. **Senior Human Resource Officer (GMG/SEG 1) Pay Band 7 (2 Vacant post)**, salary range \$3,094,839- \$4,162,214 per annum.

1. Director 3, Public Procurement (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Deputy Financial Secretary, Corporate Planning and Administration, The Director 3- Public Procurement has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Plan;
- Develops the Ministry Annual Procurement Plan and Budget;
- Prepares Branch's Operational Plan and Budget;
- Provides advice to the Deputy Financial Secretary, Corporate Planning and Administration, other Financial Sectors, Directors and Managers on procurement policies and procedures and suppliers reliability/suitability and performance;
- Provides advice to other entities;
- Participates in the Strategic and Operational Plans and work programmes;
- Determines procurement strategies and standards;
- Attends Meetings of Procurement Committees;
- Attends meetings at the request of Unit Heads as it relates to intended procurement;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Represents the Branch at Procurement and Contract Award Committees and Board Meetings;
- Represents the Ministry at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- Represents the Ministry on Works Sector Committees;
- Oversees the effective maintenance of procurement records;
- Monitors and ensures that procurement practices conform to the FAA Act and Government Procurement Guidelines;
- Leads as Purchasing Agent on behalf of the MDA as well as local funded projects;
- Prepares/ Reviews policies and procedures for Ministries, Departments and Agencies;
- Evaluates the performances of the procurement process along with DFS, Corporate Planning and Administration, and Committee Members;

Technical:

- Analyzes documents tendered by companies for the supply of goods and/or services in consultation with technical experts and prepares recommendations;
- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Liaises with Property Management to determine projects;
- Conducts research and market analysis so as to minimize risks;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts procurement training, seminars/workshops;
- Makes presentation to the Procurement Committee and prepares submission for the Financial Secretary, Government's Contract Committee and the Cabinet;
- Co-ordinates reports for submission to MOF&PS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards;
- Negotiates the terms and condition of proposed service contracts in order for the Ministry to receive value for money;
- Analyzes suppliers performance;
- Monitors the Ministry's procurement activities to ensures conformity to the Procurement Plan;
- Oversees the contract award process;
- Oversees the tendering process;
- Chairs Tender Opening Exercises conducted by the Ministry of Finance and the Public Service;
- Reviews, assesses and analyzes requests and makes recommendations;
- Assesses continuously market sphere to identify and recommend best practices in keeping with international standards;
- Conducts Ministry assessment re cost containment;
- Manages high value procurement (tier 3 up to 4 billion
- Supervises tier 2 and tier 1 Procurement of up to 60 million and 30 million respectively;
- Prepares high level contracts;
- Prepares requests for variances/extension of contracts to the Financial Secretary, NCC, and Cabinet;
- Monitors and evaluates contractors' performances during project;
- Reviews and approves contract awards and recommendations within the specified threshold;
- Assists other entities on Evaluation Committees;
- Reviews procedures for the procurement of works, goods and services carried out by the Ministry of Finance & PS, FID,RAD and RPD to include; review of bidding documents, posts and signs purchase orders ,certifies invoices, develops and reviews Terms Of References (TORs);
- Manages re-order levels of daily consumables;
- Certifies invoices for payments upon verification;
- Signs purchase orders on behalf of Project Units with the Ministry;
- Assists other entities with procurement matters referred by the Financial Secretary;
- Prepares and collates OCG Quarterly Reports and other reports to MFP, PPC and Cabinet;
- Prepares and submits reports to the Integrity Commission as requested on contract monitoring of procurement related matters;
- Resolves issues regarding contract performance;
- Maintains relationships with suppliers, and resolve conflicts;
- Liaises with the Finance and Accounts Division to ensure that payments are made to suppliers in a timely manner and reconciliation of accounts;
- Co-ordinates the purchasing of supplies for official functions organized by the Ministry;
- Acquires Clearance Letter from NIS , NHT and Tax Compliance Certificate from the Tax Administration Jamaica (TAJ) for the Ministry;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Ensures requests for purchase orders zero rating is done in a timely manner;
- Ensures expenditure is kept within budgetary provision;
- Liaises with custom brokers to ensure that imported goods are cleared from Wharves and Airports in time and in accordance with established GOJ Regulations;

Human Resource:

- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommends and/or corrects actions where necessary to improve performance and /or attaining established personal and/or Ministry's goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to the Team through effective planning, delegation, communication, training, monitoring and coaching;

- Ensures the welfare and development needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Ministry's goals;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Branch provides a consistently high level of service to them;
- Performs any other related duties assigned as directed.

Required Knowledge, Skills, and Competencies

- Sound knowledge of Government Public Procurement Act 2015 and Regulations
- Sound knowledge of Contract Management
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Tender Management
- Sound knowledge of the FAA Act
- Proficiency in the relevant computer application software
- Leadership – Possess good leadership skills
- Teamwork – Ability to build and lead teams
- Planning and Organizing – Excellent planning and organization skills
- Communication – Excellent oral and written communication skills
- Interpersonal Skills – Possesses excellent interpersonal skills
- Integrity and Ethics – Demonstrate high integrity and ethics
- People Management – Possess excellent people management skills
- Problem Solving and negotiation – Possess good problem solving and negotiation skills
- Accountability – Is the accountable officer

Minimum Required Qualification and Experience

- B.Sc. in Management Studies, Business Administration /Public Administration, Public Sector Economics, Accounts or equivalent from a recognized tertiary institution;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND
 - Training in Project Management
 - Five (5) years related work experience in procurement of goods and services
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND
 - Five (5) years related work experience in procurement of goods and services

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- Long hours of work including weekends and public holidays.
- Hostile environment – interacting with members of volatile surrounding communities in search of maintenance work;
- Extensive traveling island wide.

2. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

To support the Human Resource needs of the Ministry of Finance and the Public Service with a view to achieving organizational efficiency and effectiveness in accordance with the Vision and Mission of the Ministry and the Government's Human Resource Management policies and guidelines.

Key Responsibilities

- Manages the development, implementation, and maintenance of Human Resource policies in keeping with Staff Orders and approved regulations/guidelines by competent authorities;
- Interprets and implements Government's HR policies;
- Ensures that new or revised policies/procedures are implemented by the staff and fully understood;
- Advises the Senior Director Human Resource Management and Development and the DFS, Corporate Planning & Administration on various staff related matters;

- Undertakes planning with Team to determine targets and goals for the activities of the Unit.
- Identifies areas where Human Resource improvements are needed and develops proposals to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any level which will improve the efficiency and effectiveness of the organization;
- Supports the Manpower requirements of the Ministry of Finance & the Public Service.
- Recommends and interprets the Ministry's Recruitment and Termination Policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops methods effectively utilizing available Human Resource;
- Co-ordinates the Human Resource requirements of the Ministry's programmes including budgeting planning;
- Co-ordinates the implementation of Succession Planning along with HRD/PMAS Sections for all Divisions within the Ministry;
- Plans/co-ordinates the interviewing processes;
- Manages the placement of new recruits and ensures that transfers are effected;
- Provides and administers appropriate selection tools;
- Negotiates terms of contract in keeping with Ministry of Finance and the Public Service guidelines;
- Prepares contract in respect of staff recruited on a contractual basis;
- Ensures that payments of gratuity and terminal grants are in keeping with the terms of contract;
- Undertakes duties and responsibilities consequent on the delegation of the Human Resource functions.
- Undertakes duties of Secretary to the Human Resource Management Committee (HRMC);
- Collaborates with Chairman of the Committee and the Senior Director, Human Resource Management & Development in setting meeting agenda;
- Prepares profiles of staff to be appointed, promoted, retired and granted Study Leave for all staff below the levels of Director (GMG/SEG 2) and equivalent;
- Prepares and circulates the Minutes of Committee Meetings;
- Manages the preparation of Delegations Reports;
- Manages the preparation of all letters resulting from the decisions of the Committee for the signature of the Senior Director Human Resource Management and Development or the DFS. Corporate Planning and Administration;
- Follows up on issues from previous meetings and submits recommendations/reports to the Committee as necessary.
- Provides inputs into Human Resource policy issues;
- Manages the Human Resource Record Management Systems/Database ensures that (HRMIS) is updated and maintained.
- Develops efficient and effective personnel record system in collaboration with Director, Human Resource Management and Development and Senior Human Resource Officer;
- Keeps all rules and regulations which affect staff current and posted for their information;
- Manages Human Resource Communication platform.
- Manages the development and implementation of specific plans to achieve compliance with the Public Sector's HR Information Records Management Policy and Standards.
- Develops implements and manages HR Reporting and Analysis Systems.
- Manages the development and implementation of HR communication platform to enhance customer service.
- Leads and manages the Human Resource Management Section in the achievement of objectives.
- Oversees the preparation of Corporate/Operational/Work Plans and budget for the Human Resource Management Staff;
- Conducts periodic reviews of supervisees in accordance with workplans.
- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Reports.
- Signs Performance Management Report;
- Develops and manages the performance of the section and it's staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively.

Required Knowledge, Skills, and Competencies

- Excellent knowledge of Human Resource Management techniques.
- Good knowledge of Public Service Regulations and Staff orders
- Good knowledge of Lab our Laws and Industrial Relations practices.
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint.
- Knowledge of Human Resource Management Information Systems (HRMIS)
- Counselling Skills
- Leadership
- Interpersonal Skills
- Problem Solving & Analysis
- Teamwork
- Communication

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management or Human Resource Management or equivalent qualifications.
- Four (4) years related experience, two (2) of which should be in a supervisory capacity.

Special Conditions Associated with the Job

- Irregular and unscheduled working hours
- Extended overtime to meet deadline due to large volume of work
- Exposure to personal threat & injury
- Field work, exposure to disagreeable and hazardous conditions

3. Director, Human Resource Development (GMG/SEG 3)

Job Purpose

The incumbent is responsible for creating and implementing training programmes and overseeing the development of staff. Evaluates productivity and helps employees create long-term career plans within the Ministry.

Key Responsibilities

- Facilitates organisational strengthening through the preparation and development of effective training policies and guidelines in accordance with corporate objectives;
- Reviews training policies and guidelines to ensure congruence with Corporate Plans and objectives;
- Conducts random assessments of local training programmes to determine relevance suitability;
- Convenes and attends meeting with Divisional Heads and other relevant stakeholders to discuss the training programme and Training Needs;
- Develops the Ministry's Training Policy and designs the training and development plans to support its mission and objectives;
- Prepares the annual financial needs for training and makes the necessary submission for inclusion in the Budget.
- Prepares Training Plans and Schedule for all Divisions within the Ministry;
- Works in conjunction with all the Committees under Delegation of Functions to implement new strategies and efficiency mechanisms to achieve corporate goals;
- Manages the preparation and implementation of Training and Development Programmes.
- Develops and manages a training programme to support the Succession Planning policy of the Ministry;
- Undertakes specific aspect of In-house Training for selected categories and coordinates the implementation of training conducted by other officers to ensure that objectives are met;
- Recruits a cadre of competent presenters and other resource persons internally and externally; and conducts evaluation of their performances;
- Maintains arrangements with local and overseas institutions to satisfy training needs of the Ministry;
- Facilitates the upgrading of skills and provides maximum career advancement and development opportunities for officers by:
 - Liaising with Training/Scholarship Section of the Cabinet Office to get information re-availability of courses and scholarships

- Keeping all employees generally informed of training available to them
- Oversees the processing of nomination for training courses offered by MIND and other local and overseas institutions
- Collaborating with the Director, Human Resource Management & Development to design and develop training and other Human Resource Manuals.
- Monitors and reviews the impact of training and development programmes;
- Designs and administers instruments to conduct evaluation of the programmes;
- Researches and recommends improvements to instructional methodology based upon applicable psychological and educational principles;
- Evaluates the impact of training programmes on-the-job performance of staff to ensure internal transfer of skills;
- Tracks and reports trends in the distribution of training effectiveness and assesses costs and benefits;
- Measures the Return on Investment (ROI) per person for training experienced;
- Periodically reviews course contents to maintain relevance;
- Re-designs training programmes and methods of instructions where required based on analysis of post training evaluations;
- Leads and manages the Unit in the achievement of the above strategic objectives;
- Oversees preparation of Work Plans for Section;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts assessment of supervisees based on performance assessment criteria and prepares Performance Report;
- Signs Performance Management Report;
- Develops and manages the performance of the Section and it's staff setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Conducts on the job coaching within the section.

Required Knowledge, Skills, and Competencies

- Sound knowledge of new and diverse training needs
- Sound knowledge of Human Resource functions
- Knowledge of Organizational Development
- Knowledge of computer office applications
- Training Delivery Skills
- Planning and Organizing
- Judgment
- Teamwork
- Interpersonal skills
- Integrity/Ethics
- Customer Relations
- Negotiating and persuading

Minimum Required Qualification and Experience

- Bachelors' Degree in Social Sciences – Management Studies, Public Administration, Arts and General Studies or equivalent qualifications
- Training Certification/Teaching Diploma would be an asset.
- Four (4) years related experience, two (2) of which should be in a supervisory capacity.

4. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

To support the Human Resource needs of the Ministry of Finance and the Public Service with a view to achieving organizational efficiency and effectiveness in accordance with the Vision and Mission of the Ministry and the Government's Human Resource Management policies and guidelines.

Key Responsibilities

- Supports the manpower requirements of the Ministry of Finance & the Public Service;
- Evaluates the existing staffing situation including turnover, vacancies, and the current recruitment strategies to identify and forecast staffing requirements;

- Prepares job profile for approval in respect of open positions for advertising;
- Reviews recruiting documents for completeness and accuracy;
- Participates in the recruitment, selection and appointment of staff;
- Prepares schedule of short-listed applicants and advises same re date, time and venue for appointment;
- Examines applications and resumes;
- Prepares documents and makes the necessary arrangements for the interview;
- Conducts Orientation Programmes and exposure with new employees.
- Ensures that the new employees are aware of and adhere to the policies, procedures and regulations of the Division and the Ministry.
- Ensures that Service Records and other personnel related records are up-to-date and maintained:
 - Manages the updating of Service Records for all employees of the Ministry;
 - Participates in the development of personnel related documents for the Ministry e.g. staff list, performance standards, organizational charts and job descriptions
 - Maintains a system for reviewing and updating such documents as necessary;
 - Maintains accurate Time and Attendance Records for all members of staff and issues Warning Letters as required
 - Prepares Monthly Schedules of employees who are habitually late or absent for submission to the Human Resource Management Committee (HRMC)
 - Prepares and analyses attendance reports and recommends strategies for improving tardiness and absenteeism;
- Conducts investigation into separation for cause and makes recommendations as appropriate.
- Conducts investigations into situation of termination for cause:
 - Absence from island without permission
 - Absence from duties without permission for five (5) consecutive days
 - Misconduct in contravention of acceptable established conduct;
 - Consistent performance below established standards/expectations
 - Employee convicted of criminal offence
 - Administers termination in respect of temporary appointment in accordance with the terms and conditions of the temporary appointment;
 - Prepares and makes recommendation for termination/retirement on the ground of abolition of post when deemed necessary.
 - Manages the processing of retirement of staff members in keeping with Government's policy.
- Promotes/Enhances a harmonious Industrial Relations Climate;
- Consults with employees Union/Association in respect of Industrial Relations issues;
- Recommends strategies which will promote a healthy and proactive Industrial Relations Climate;
- Assists in the implementation of Industrial Relations Decisions in a timely manner;
- Leads and manages the HR/Staffing unit in the achievement of the goals/objective;.
- Plans activities of the staff and ensures that staff are given adequate instructions and guidance;
- Oversees the preparation of the Work Plans;
- Develops and manages the performance of the Unit with particular emphasis on transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Evaluates performances in keeping with targets and standards;
- Ensures that the Unit has sufficient and appropriate physical resources to enable the staff to perform their assigned duties in an efficient and effective manner;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Unit provides a consistently high service to them;
- Monitors the indicators of the organizational climate and of management/staff relations and initiates steps as appropriate to maintain or restore harmonious relations and a positive climate. This includes close personal interaction and communication with management and staff. This is done in conjunction with the Director.
- Assists in conducting and analyzing exit interviews for employees who are separating from the service;
- Makes policy recommendations on Human Resource matters;
- Reviews and signs documents as authorized;
- Access confidential information within the scope of duties.

Required Knowledge, Skills, and Competencies

- Sound Knowledge of office computer applications
- Sound Knowledge of Human Resource processes and procedures
- Counselling Skills
- Job Knowledge

- Integrity/Ethics
- Teamwork
- Initiative
- Interpersonal Skills
- Quality of Output
- Communication

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management or Management Studies.
- Three (3) years' experience in a Human Resource Department or related field

Special Conditions Associated with the Job:

- Irregular and unscheduled working hours
- Extended overtime to meet deadline due to large volume of work
- Exposure to personal threat & injury
- Field work, exposure to disagreeable and hazardous conditions

Applications accompanied by Résumés should be submitted **no later than Friday, 5th May, 2023 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the 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**