<u>**CIRCULAR No. 180**</u>   **25th April, 2023**
<u>**OSC Ref. 6272**[17]</u>

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 **Office of the Prime Minister (OPM):**

1. **Director, Information System (MIS/IT 6) (Contract) - National Registration Unit**, salary range $4,594,306 - $6,178,830 per annum.

2. **Project Accountant (FMG/PA 2) (Vacant) - Finance and Accounts Division,** salary range $3,770,761 - $5,071,254 per annum.

3. **Senior Programmer/Systems Administrator (MIS/IT 4) (Not Vacant) - Information, Communication and Technology (ICT) Unit**, salary range $3,094,839 - $4,162,214 per annum.

4. **Senior Secretary (OPS/SS 3) (Vacant) - Chancery and Protocol Unit,** salary range $1,550,136 - $2,084,761 per annum.

1. <u>**Director, Information System (MIS/IT 6)**</u>

<u>**Job Purpose**</u>

Under the General Supervision of the Director, National Registration, the Director, Information System will provide support to end users and help maintain the secure and stable operation of computer and network systems within the National Registration Unit; by undertaking the installation, optimization, troubleshooting, repair and maintenance of new and existing network hardware, software, and communication links.

<u>**Key Responsibilities**</u>

- Diagnoses, analyses and resolves routine systems management related problems;
- Schedules and performs routine systems housekeeping procedures;
- Troubleshoots and resolves desktop, operating system, hardware, software and application problems, as necessary;
- Troubleshoots complex faults, under supervision;
- Performs routine desktop and laptop preventative maintenance;
- Installs and tests computer and network equipment/devices, under supervision; and Installs application software as required;
- Repairs computer and network equipment/devices then conducts tests to ensure that they are functioning correctly;
- Responds to user enquiries/Help Desk requests related to hardware, software and system security;
- Assists with the unloading and unpacking of new equipment, and the verification of deliveries to ensure receipt of all items ordered;
- Keeps abreast of trends and developments in Information Technology and makes recommendations where the Ministry may benefit from the implementation of such technology.

<u>**Required Knowledge, Skills and Competencies**</u>

- Good oral and written communication skills
- Excellent customer service skills
- Strong analytical and problem-solving skills and good judgement exercised
- Strong interpersonal skills
- Excellent knowledge of standards and procedures in the installation, repair and maintenance of hardware
- Excellent knowledge of operating systems
- Sound knowledge of computer hardware components

- Sound knowledge of technology security and governance
- In-depth knowledge of computer viruses and security
- Good knowledge of common PC applications, particularly productivity suites, and issues related to scalability and management with an enterprise-wide focus
- Ability to demonstrate a high level of professionalism and confidentiality.
- Ability to work as part of a team
- Ability to manage multiple tasks simultaneously within tight deadlines
- Ability to troubleshoot common hardware and software problems

Minimum Required Qualification and Experience

- Degree in Information Technology or Computer Science or equivalent qualifications
- Professional certification in relevant information technology areas from a recognized institution
- Three (3) years' experience in the Information Technology Field

Special Condition Associated with the Job

- Must possess a valid Driver's License and owns a reliable motor vehicle.

2. Project Accountant (FMG/PA 2)

Job Purpose

Under the general direction of the Principal Financial Officer, the Project Accountant is responsible for processing requests for payments with respect to projects, conducting site visits, preparing and maintaining records and accounts pertaining to withdrawal from various projects and maintaining accounts in accordance with the FAA Act and guidelines/regulations of Multilateral and Bilateral organizations.

Key Responsibilities

- Maintains the Main Account, Special Account, Loan Accounts, Imprest Account and disbursement and subsidiary system for all projects;
- Checks requests submitted and all Payment Vouchers ensuring that the Budget and the necessary Authority for incurring the expenditure exists;
- Prepares Project Financial Statements and reports in keeping with the requirements of the Ministry of Finance and the Public Service (MOFPS) and the lending institutions;
- Prepares schedules and other documentation in keeping with the requirements of an audit;
- Provides reports as required to the Principal Finance Officer on the actual expenditure vis-à-vis the latest agreed Budget in order to ensure that there is always adequate cash available for projects;
- Manages the cash and loan disbursements from the Ministry of Finance and the Public Service and lending institutions by monitoring drawdowns from and reimbursements to the special bank accounts set up specifically for cash projects;
- Analyzes financial data and extracts, interprets data for the purpose of determining financial performance and/or makes projections;
- Participates in studies to improve the delivery of services and to determine the operational and finance effectiveness of the Division;
- Prepares and submits to the Accountant General, statements of expenditure in respect of foreign payments made and ensures that the change is prepared and submitted;
- Visits sites and ensures that payments are made in accordance with work done;
- Attends meetings, seminars etc. as required to provide and receive pertinent information relating to the financial and administrative operations of projects;
- Liaises with Project Officers and Programme Managers ensuring that all Government policies, procedures and guidelines are adhered to;
- Provides effective leadership to staff supervised through effective objective setting, delegating and communicating.

Required Knowledge, Skills and Competencies

- Excellent management skills
- Excellent oral and written communication skills
- Strong decision-making, problem-solving and analytical skills;
- Good report writing skills
- Integrity and confidentiality
- Excellent project/programme planning skills

- Excellent negotiating and interpersonal skills
- Ability to work in team and on own initiative
- Excellent knowledge of Government's Accounting System
- Knowledge of the FAA Act and guidelines/regulations of Multilateral and Bilateral organizations
- Excellent knowledge of Government's policies, procedures and guidelines pertaining to projects
- Display strong financial analysis and management expertise
- Proficient in the use of accounting and other software applications - Microsoft Office Suite (Word, Excel, Power Point; Projects), SPSS or other statistical packages

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

Special Condition Associated with the Job

- Required to work beyond normal working hours, whenever the need arises.

3. Senior Programmer/Systems Administrator (MIS/IT 4)

Job Purpose

Under the direct supervision of the Manager, Information Systems, the Senior Programmer/Systems Administrator provides high level support to maintain and enhance the Information Technology needs of the Office of the Prime Minister.

The Senior Programmer/Systems Administrator role is to plan, organize and execute activities to ensure the stable operation of the Organization's hardware platforms and IT infrastructure generally. This includes developing, maintaining, supporting, and optimizing key areas particularly in network infrastructure, server infrastructure, data communications and desktop computing platforms. The Senior Programmer/Systems Administrator will also schedule and direct activities to resolve hardware and software problems in a timely manner.

Key Responsibilities

- Diagnoses hardware and software problems and replaces defective components;
- Installs servers and configures hardware, peripherals, servicers, settings, directories storage;
- Develops and maintains installation and configuration procedures;
- Maintains and administers computer networks and related computing environments, including computer hardware, software and systems software applications;
- Reviews System and Application Logs and verifies completion of scheduled jobs;
- Plans, co-ordinates and implements network security measures in order to protect data, software and hardware; maintains network and system security;
- Installs and configures new hardware and software;
- Designs, configures and tests computer hardware, networking and operating system software;
- Performs Disaster Recovery operations;
- Adds, removes or updates user account information and resets passwords;
- Monitors network to ensure security and availability to specific users;
- Monitors network performance in order to determine whether adjustments are required;
- Performs daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes;
- Performs regular security monitoring to identify any possible intrusions;
- Assigns configuration of authentication and authorization of directory services;
- Designs and implements short-term to medium-term plans to ensure infrastructure capacity meets existing and future requirements;
- Implements and maintains policies, procedures for infrastructure administration and management;
- Codes, tests and troubleshoots programmes utilizing the appropriate hardware, database and programming languages/technology;

- Configures, installs and maintains domain servers;
- Develops systems including the generation of programming codes and database construction;
- Provides assistance to end-users to develop and maintain simple applications.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good interpersonal and team skills
- Excellent analytical and problem-solving skills
- Strong customer service orientation
- Project management skills
- Software design process skills
- Strong research skills
- Knowledge of E-Governance, E-Commerce, E-Procurement, E-Services
- Knowledge of Business Process Re-engineering
- Knowledge of Government of Jamaica's (GOJ's) Information Technology practices and procedures
- Ability to make sound and logical judgments
- Ability to perform general mathematical calculations for the purpose of creating needs assessments and budgets
- Basic networking and troubleshooting skills (up to A+/Network+ or equivale Certifications in ITIL Foundation, CCNA or Network+, Microsoft Server 2008 R2 or 2012 Datacenter R2 is a distinct advantage
- Demonstrated knowledge of various Windows server and desktop operating systems including Server 2008 R2, 2012 Datacenter R2, Windows 7 & 8.1
- Working knowledge of storage platforms particularly storage area networks
- Hands-on experience in troubleshooting network and server hardware issues
- Knowledge of current protocols and standards, including ITIL, ISO 27000, Project Management
- Application support experience with Microsoft Office 2010/2013; Browsers (Google Chrome, IE 8 and above)

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science or Management Information Systems or Business Administration from a recognized tertiary institution;
- Three (3) year's work experience in related field including managing/supporting IT infrastructure;
- One (1) year experience in project management as well as developing information technology policies, procedures and standards.

OR

- Diploma in Computer Science or related discipline from an accredited tertiary level institution;
- Five (5) year's work experience in related field including managing/supporting It infrastructure;
- One (1) year experience in project management as well as developing information technology policies, procedures and standards;
- Training in Computer Hardware, Troubleshooting and Computer Networking.

Special Condition Associated with the Job

- Required to work beyond normal working hours and on weekends, whenever the need arises.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Director 3, Ceremonials, Operations and Staff Administration, the Senior Secretary is responsible for the provision of secretarial and administrative support to the Director 3 and other Directors by managing correspondence; providing recording secretarial services; procuring/managing office supplies; maintaining staff records and maintaining the Diary of the Chief of State Protocol.

Key Responsibilities

- Responds to routine and other correspondence as directed;
- Reproduces documents/briefs prepared by or as directed by the Director 3;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as requested;
- Maintains staff records in the Unit including attendance, leave, travelling etc
- Organizes meetings hosted by the Chief of State Protocol and Directors as directed;
- Prepares Agendas for meetings and organises relevant materials and documents;
- Records and reproduces Minutes at Meetings and circulates same to relevant stakeholders in accordance with established guidelines;
- Maintains schedules of meetings and special appointments for the Chief of State Protocol advising on matters requiring prompt attention (COSP Diary);
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Receives and makes telephone calls as required for the general operations of the Chancery and Protocol Unit;
- Receives/hosts visitors to the Chief of State Protocol and other Directors;
- Establishes and maintains a system for the control of confidential files that allows for security, and speedy retrieval of documents/information in accordance with established standards;
- Assists in preparation and collection of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills; (excellent command of the English Language)
- Excellent planning and organizing skills with keen attention to details
- Excellent judgement and problem-solving skills
- Strong research and analytical skills
- Demonstrated ability to work effectively in a team, as well as the ability to exercise; high levels of independence and initiative
- Displays emotional resilience and the ability to withstand pressure on an on-going basis
- Knowledge of office practices and procedures
- Knowledge of the Ministry's functions, policies and procedures
- Knowledge of international and local rules and practices regarding official protocol
- Knowledge of Official Standards of Protocol and Social Etiquette
- Knowledge of Events Management
- Proficient in the use of relevant computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

  OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

  OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Required to work beyond normal work hours, on weekends and public holidays as the need arises.

Applications accompanied by résumés should be submitted **no later than Monday, 8ᵗʰ May, 2023 to:**

        Senior Director
        Human Resource Development and Management Division
        Office of the Prime Minister
        1 Devon Road
        Kingston 10

        E-mail: jobs@opm.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