CIRCULAR No. 226   **19th May, 2023**
OSC Ref. C. 4664[16]

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Accountant General's Department (AGD):**

1. **Assistant Accountant General-Revenue and Expenditure (FMG/PA 4) - (Not Vacant)**, salary range $5,597,715 - $7,528,305 per annum.

2. **Manager Infrastructure Operations (MIS/IT 6) - (Vacant)**, salary range $4,594,306 – 6,178,830 per annum.

1. Assistant Accountant General-Revenue and Expenditure (FMG/PA 4)

Job Purpose

The Assistant Accountant General – Revenue and Expenditure, ensures the effective management of the Consolidated Fund to facilitate the timely disbursement of funds to Ministries, Departments and Agencies (MDAs) for funding the operations and programmes of the Government. The incumbent ensures the management of the Treasury Single Account (TSA) and other bank accounts of the Government and the execution of an efficient receipt and payment system. The incumbent also ensures revenue management and compliance as per Section 15 of the Financial Administration and Audit (FAA) Act.

Summary of the broad purpose of the position in relation to Government's goals and strategies:
- To ensure timely funding of the programmes and projects of the Government in each financial year;
- To ensure the funding of Expenditure Clearing Accounts of the various Ministries Departments and Agencies on a priority basis and in keeping with the approved Warrants and associated schedule;
- To ensure that all Government's statutory payments including the public debt are paid on a timely basis;
- To oversee the management of the Consolidated Fund and ensure that all accounts are reconciled and the reports submitted to the Ministry of Finance and the Public Service in a timely manner;
- To oversee revenue management and compliance as per section 15 of the FAA Act, ensuring that all receipts/revenue due to the Government are deposited to the designated accounts in a timely and efficient manner;
- To monitor and evaluate the system of control in place for the capturing and reporting on all revenues due to the Government of Jamaica and overseeing and monitoring appropriations and revenue refunds in keeping with the objective to de-fragment revenues and have it accounted for in the Consolidated Fund per Section 15 of the FAA Act.

Key Responsibilities

Technical:
- Provides technical advice to the Deputy Accountant General and the Accountant General;
- Oversees the day-to-day management of the Treasury Single Account and its component bank accounts;
- Monitors and maintains a revenue collection system in collaboration with the Financial Resources Division, to ensure that all revenue due to the Government is collected in a timely and efficient manner;
- Maintains an expenditure payment system to ensure that all Government obligations are settled in a timely and efficient manner;
- Maintains oversight over all centralized payments and centralized receipts of the Centralized Treasury Management System CTMS);
- Manages warrant release to Ministries, Departments and Agencies (MDAs);
- Maintains adequate records and control of recurrent and capital releases;
- Corresponds with MDAs on capital Expenditure related matters;

- Oversees the reconciliation of cash backing with budgetary releases;
- Oversees the monthly reconciliation of Warrants;
- Keeps up to date reconciliations of all TSA bank accounts;
- Ensures that the Treasury stays in good financial health by monitoring fund balances and producing detailed Financial Statements;
- Monitors Revenue Transit Accounts for making daily sweeps to the Consolidated Fund;
- Oversees the preparation of Statutory Financial Statements of the Government and any other statements of account required by the Minister of Finance and the Public Service;
- Oversees Revenue Monitoring and accounting;
- Monitors the issuance of officially approved forms bearing Treasury Numbers for use in all MDA to ensure uniformity;
- Monitors the accuracy of all receipts and all payments from the TSA and reporting to the Accountant General to ensure that that cash requirements are accurate to allow forecasting and accurate Financial Management and Planning;
- Assists the Deputy Accountant General to prepare timely and accurate Financial Management Reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and other Government Departments in accordance with established procedures.

Strategic Leadership:
- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets;
- Deputizes for the Deputy Accountant General – Financial Operations as and when required.

Human Resource Management:
- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit'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 hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills gaps and collaborate with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit 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 ensure effective and objective staff performance management, through timely and accurate completion of the Staff Appraisal process, including periodic reviews;
- Ensures the welfare of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:
- Excellent oral and written communication skills
- Excellent problem-solving and analytical skills
- Excellent customer focus skills
- Results Focus
- Integrity

Technical:
- Comprehensive knowledge and understanding of Accounting and Reporting Practices
- Comprehensive knowledge of required Legislations, Policies and Procedures
- Good knowledge of Project Management
- Comprehensive knowledge of Accounting practices and applications

- In-depth knowledge and experience in all areas of Financial Management
- Sound knowledge of how financial markets operate
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Knowledge of banking operations
- Comprehensive knowledge of public treasury operations
- Comprehensive knowledge of investment strategies

Managerial:
- Strong leadership skills
- High emotional intelligence skills
- Strong Performance Management skills

Minimum Required Education and Experience

- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- Post-Graduate Degree in Accounting/Financial Accounting; **or**
- Practising Chartered Accountant and a Member of a designated professional accounting Body or; ACCA Level 2 or 3;
- Experience in Budget Management;
- Experience in Analysing Financial performance of an organization;
- Experience in Chart of Accounts formulation and maintenance.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

1. Manager Infrastructure Operations (MIS/IT 6)

Job Purpose

Reporting to the Director, Information Technology, the Manager Infrastructure Operations will ensure the development, implementation and maintenance of a robust Information Technology Infrastructure Platform that can support the demands of the AGD, in its thrust of modernization and automation. The incumbent is also responsible for the Infrastructure and Operations (I&O) function throughout the AGD. This includes Data Center Operations (rack management, servers, storage, operating environment (A/C, power, lighting, networking and appliances), and network administration.

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

- To manage and support the entire operations infrastructure for the AGD to facilitate the establishment and maintenance of appropriate information systems;
- To establish and maintain strong, strategic partnerships with vendors and service providers;
- To manage and monitor IT equipment lifecycle and develop technical specifications and recommendations as required;
- To coordinate and design comprehensive disaster recovery architecture which includes redundancy at all points of failure;
- To manage and maintain infrastructure at the AGD's Business Continuity Site and support the execution of its Business Continuity Plan as required;
- To establish and maintain a robust printing environment within the AGD by utilizing advanced technology;
- To analyze technology trends and contribute to the development of an ICT strategy, architecture, and delivery processes designed for agility and cost effectiveness;
- Responsible for the technical performance and quality of work produced by direct reports.

Key Responsibilities

Technical:
- Provides sound advice to the Accountant General, the Director Information Technology and other stakeholders on:
  - ✓ Technical and IT infrastructure requirements;
  - ✓ Emerging infrastructure and End User Computing services and technologies having characteristics likely to provide benefit to the efficiency or capabilities of the Department;

- ✓ Opportunities to apply new technologies or other solutions to challenges facing the AGD's operations and/or business services;
- ✓ Changes or emerging risks in supplier or product status and capabilities, standards and protocols, or other industry, market, or technology factors that may influence or impact IT systems and processes.
- Provides Infrastructure Services Vision, enables innovation and leverage IT trends that can create business value consistent with the AGD's requirements;
- Leads GoJ-wide, Strategic Technology initiatives to build and maintain key elements of the AGD's enterprise infrastructure, including but not limited to 24x7 Data Centre operations; mobility; and remote access services, ubiquitous (GoJ-wide) wireless networks, and enterprise-scale messaging environments;
- Participates in the development, tracking, optimizing and enforcing of short-term and long-term Information Systems Budgets for the Unit;
- Manages the day-to-day operations of the Unit guaranteeing the smooth running of all ICT infrastructure;
- Participates in product evaluations, product and service selections, to ensure that pricing, terms, and conditions for supplier contracts meet AGD's and IT standards and requirements while achieving optimal results;
- Manages the design, establishment, and maintenance of a network infrastructure for local and wide area connectivity and remote access;
- Conducts Technical Needs Analysis for technology-based infrastructure solutions to satisfy the requirements of the AGD, MOFP and other MDAs;
- Ensures that the Unit Administers Network activities and functions for the AGD using information, software, hardware, policies, and procedures to plan, configure, operate, optimize, and troubleshoot networks and communication devices;
- Provides secure access to the network for remote users;
- Manages the deployment of new computer equipment and evaluates the risks associated with adopting new Technologies and Computer Systems;
- Ensures that automated solutions are incorporated to enhance the efficiency of the operations of the AGD, in the provision of infrastructure platforms;
- Assesses and anticipates infrastructure requirements and recommends appropriate actions and resources;
- Provides infrastructure requirements for the development and implementation of systems;
- Participates to ensure that best prices are negotiated with vendors for replacement/new IT infrastructure solutions;
- Manages crisis situations, which may involve complex technical infrastructure problems;
- Ensures effective management of IT assets and achievement of full lifecycle value;
- Monitors equipment logs using appropriate software to aid in the detection and resolution of technical problems;
- Prepares appropriate technical and end user documentation for the Unit and other stakeholders for new infrastructure delivered by the Unit;
- Keeps current with emerging IT trends, and current dominant technologies;
- Ensures comprehensive disaster recovery architecture is maintained and operations are in place;
- Develops security tools, policies and procedures in conjunction with the Company's Security Team;
- Builds and maintains relationships with all internal Units.
- Provides periodic reports as required;
- Signs Job Description and Individual Work Plan.

Strategic Leadership:
- Implements and enforces policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and AGD;
- Assists with the preparation of the Department's Annual Strategic and Operational Plans and Budget and supports the Director, Information Technology to deliver the Division's Operational Plan in an accurate and timely manner;
- Provides leadership for delivery of 24/7 service operations and KPI achievement - establishes metrics, Key Performance Indicators, and Service Level Agreements (SLAs) to continually improve the performance of IT operations- Participates in the establishment of the strategic and tactical goals, policies, and procedures for the Unit;
- Establishes and implements systems for reporting on work done against stated and agreed Work Plans;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Meets or exceeds performance targets;
- Deputizes for the Director, Information Technology as and when required;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations.

Human Resource Management:
- Plans, organizes and directs the work of direct reports by overseeing the development of performance targets for staff, based on the Corporate Strategic Plan;
- Ensures that direct reports have sufficient and appropriate 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 Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit 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 that welfare issues of the Unit staff are clearly identified and addressed;
- Performs any other related duty 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:
- Good knowledge of Information Technology Principles
- Good knowledge of Legislations, Policies and Procedures
- Comprehensive and technical knowledge of IT architecture, and technology
- Knowledge of computer systems audit
- Knowledge of the various related guiding acts, laws and regulations
- Demonstrated ability to apply technology solutions to business problems
- Proven experience in IT leadership, IT architecture development, organizational enhancement, technology enhancement and vendor management
- Working knowledge of and experience in Data Centre Operations, telecommunications, network engineering, Data Centre Applications, client/server computing, and production operations support. Specific technologies of note including but not limited to Enterprise Servers, Enterprise level SANs, Cisco Voice and Networking, and POE Network Switches
- Experience in related IT disciplines such as data management, hardware platforms, network administration and outsourced systems
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT
- Excellent understanding of multi-disciplinary nature of IT solutions
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage and big data opportunities, end user experience, and training/education
- Functional understanding of project management principles and their application to Infrastructure projects and teams

Managerial:
- Good leadership skill
- High emotional intelligence
- Good Performance Management skills
- Comprehensive and technical knowledge of IT architecture, and technology

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in Computer Science OR Information Technology OR equivalent;
- Incumbent must have technical expertise in IT Systems;
- Certification from a recognized IT certifying body;

- Formalized Supervisory Management Training;
- Experience in related IT disciplines such as data management, hardware platforms, network administration and outsourced systems;
- Three (3) years' experience in a related technical IT position and at least two (2) years in a managerial capacity.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd June, 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