



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 202

OSC Ref. C. 4664¹⁵

5th May, 2023

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

1. **Manager Accounts Payable (FMG/PA 3)**, salary range \$4,594,306 – 6,178,830 per annum.
2. **Network Engineer (MIS/IT 5)**, salary range \$3,770,761 – 5,071,254 per annum.
3. **Systems Analyst (MIS/IT 4) – (2 posts)**, salary range \$3,094,839 - \$4,162,214 per annum.

1. Manager Accounts Payable (FMG/PA 3)

Job Purpose

The Manager Accounts Payable is responsible for the management of all procedures in respect of accounts payable, disbursements, the AGD's Budget and Warrant receipts. The incumbent is also responsible for ensuring that proper systems of internal control exist and are being adhered to; that the Financial Administration and Audit (FAA) Act, its regulations and instructions and cash basis International Public Sector Accounting Standard (IPSAS) are complied with.

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

- To oversee the budgeting and financial management functions of the AGD
- To ensure that proper systems and procedures are in place for accurately capturing all accounts payable, in the correct period to which they relate
- To ensure that proper systems and procedures are in place for the accurate and timely payment of bills, payroll and all other payments and that such payments are made in accordance with the Financial Administration and Audit (FAA) Act, its regulations and instructions, and the cash basis IPSAS.

Key Responsibilities

Technical:

- Collaborates with the Department's Senior Executives and ensures that the Operational Plans are consistent with policies and strategic objectives and reflect financial targets;
- Supports the development and monitoring of the Department's Budget, ensuring that operational efficiency and cost effectiveness are observed, and taking corrective action to minimize variances where necessary;
- Ensures the implementation of systems of control to facilitate probity in the administration and reporting of the public finances vested in the Department;
- Ensures that the Department's financial activities adhere to the requirements of the FAA Act, cash basis IPSAS and relevant legislation and regulations;
- Reviews operations constantly to ensure the effectiveness and efficiency of the systems and procedures by identifying, measuring and capturing all accounts payable;
- Conducts tests to ensure that all accounts payables are being accurately captured and brought to account;
- Implements adequate systems for checking, certifying and authorizing payments in accordance with the FAA Act, its Regulations and Instructions;
- Monitors activities to ensure that all deadlines are met for the payment of salaries and other contractual obligations, provided that funds are available;
- Ensures that an effective system is in place to prevent the incidence of overdraft on any bank account;
- Maintains an effective, fair and proper system for the prioritization and settlement of accounts payable;
- Ensures the preparation of journal vouchers for adjustments and correction of errors where necessary;

- Ensures that there is an effective system of internal control to detect and prevent corruption, fraud, irregularities, misappropriations and any other potential loss of public funds;
- Liaises with banks regarding any discrepancy on bank statements;
- Approves Payment Vouchers on the Financial Management Information System to facilitate the uploading of payments to the Treasury;
- Ensures certification of all payments made for the Department and on behalf of each statutory Head, and approves payments;
- Prepares and submits Monthly and Annual Accounts.

Strategic Leadership:

- Implements and enforces policies and procedures of the Organization conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget, and supports the Director Finance and Accounts to deliver the Unit's Operational Plan in an accurate and timely manner;
- Monitors expenditure in relation to Budget;
- Assists in the preparation and monitoring of the Unit's Operational Plan and Budget ensuring the work of the Unit is carried out according to plan, and agreed targets achieved;
- Deputizes for the Director Finance and Accounts as and when required.

As Section Head:

- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- 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 Director Finance and Accounts 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 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 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 mitigate and minimize 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 Unit 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:

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

Technical:

- Strong knowledge and understanding of Accounting and Reporting Practices
- Strong knowledge of required Legislations, Policies and Procedures

Managerial:

- Strong leadership skills
- High emotional intelligence skills

- Strong performance management skills
- Comprehensive knowledge of accounting practices and applications
- Knowledge of Government Accounting
- Extensive experience in Budget Management
- Sound knowledge in analysing financial performance of an organization
- Sound knowledge of how financial markets operate
- In-depth knowledge and experience in all areas of Financial Management
- Knowledge of international Public Sector Accounting Standards (IPSAS)
- Knowledge and experience in developing financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources developing Action Plans
- Working knowledge of the Finance Administration and Audit Act (FAA Act)

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Asc. Degree Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Five (5) years of experience working in a similar capacity in Accounting or Finance, with two (2) years at the management level, and in the Public Sector.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Network Engineer (MIS/IT 5)

Job Purpose

Reporting to the Manager Infrastructure Operations, the Network Engineer is responsible for designing, developing, implementing, maintaining and supporting scalable and highly available network architectures/communication networks that support the operations of the AGD.

The incumbent monitors and maintains network performance as well as configures switches and network appliances for optimal performance and troubleshooting network problems. The incumbent will also be responsible for maintaining all Voice Over IP (VOIP) infrastructure, identifying and defining network related requirements to ensure consistency in the reliability, performance and quality of network systems.

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

- To establish a reliable networking environment by ensuring that connecting nodes within the network are performing optimally
- To maximize network efficiency by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with Network Architects on network optimization
- To secure network systems by establishing and enforcing policies and defining and monitoring access
- To report network operational status.

Key Responsibilities

Technical:

- Configures and installs network devices (e.g., routers, switches, firewalls, load balancers);
- Assesses system requirements and designs Local and Wide Area Network Infrastructure;
- Designs, develops and implements safe, effective and reliable communication networks;
- Ensures network connectivity of all servers, workstations, telephony equipment, and other network equipment;
- Ensures bandwidth availability for application systems;
- Selects and implements security tools, policies, and procedures in conjunction with the Company's Security Team;
- Ensures that security levels are adhered to based on security policy and guidelines;
- Performs network maintenance and system upgrades including service packs, patches, hot fixes and security configurations;
- Monitors network performance and troubleshoots problem areas as needed;
- Monitors and tests network performance and provides and analyses network performance statistics and reports to ensure system availability and reliability;

- Provides Level-2/3 support and troubleshoots to resolve issues;
- Liaises with vendors and other IT personnel for problem resolution;
- Liaises with vendors of various Information Technology systems in determining relevant technologies and their suitability;
- Assists in the technical evaluation of bids from vendors/contractors for the supply and/or installation of products and/or services;
- Liaises with contractors for the proper installation and servicing of communication networks;
- Monitors and manages the implementation activities of vendors/suppliers;
- Tests network systems to ensure that a quality solution is accepted;
- Conducts research on technology trends and submits reports and recommendations on significant findings for follow-up evaluation;
- Monitors and captures relevant network statistics and resource utilisation using available tools;
- Monitors network utilisation trends;
- Prepares capacity plans based on network trends;
- Builds and maintains relationships with all internal Units;
- Works together with other Units and divisions within the Organization to identify any process improvements and improve standards, efficiency and effectiveness;
- Ensures awareness, approval and success of changes made to the network infrastructure, to include documentation and training;
- Prepares periodic reports as required;
- Signs Job Description and Individual Work Plans;
- 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:

- Good knowledge of Information Technology Principles
- Good knowledge of Legislations, Policies and Procedures
- 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, end user experience, and training/education
- Sound understanding of project management principles and their application to Infrastructure projects and teams
- Deep understanding of networking protocols

Minimum Required Qualification and Experience

- Bachelor of Science degree in Computer Science OR equivalent from a recognized tertiary institution;
- Training in Network and Systems Management;
- Cisco Certified Network Associate (CCNA) or equivalent certification in Network design and troubleshooting;
- Four (4) years' experience, in Network Engineering or a related technical IT position;
- Demonstrated ability to apply technology solutions to business problems;
- Proven experience in technology enhancement and vendor management;
- Experience in WAN/LAN design, configuration and maintenance;
- Hands-on experience with monitoring, network diagnostic and network analytics tools;
- Experience in Data Centre Operations, telecommunications, network engineering, client/server computing and production operations support;
- Experience in related IT disciplines such as data management, network administration and outsourced systems.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.

3. Systems Analyst (MIS/IT 4) - 2 posts

Job Purpose

Reporting to the Senior Programmer, the Systems Analyst in collaboration with other IT staff is responsible for designing new IT solutions, modifying, enhancing or adapting existing systems and integrating new features or improvements, to improve the efficiency of Treasury operations, productivity, and effectiveness. In support of the development and maintenance of the Government's Integrated Financial Management Information System (GIFMIS), and other enterprise wide systems, the incumbent ensures the development of applications that meet the needs of end users, administers the Operating Systems (OS) on which these applications reside, and maintains application backup and recovery schedules.

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

- To act as liaison between the AGD and Suppliers/Developers of solutions;
- To examine existing IT systems and business models;
- To analyse systems requirements;
- To undertake product development;
- To implement, configure and test feasible solutions:
 - ✓ Conduct cost analysis and agree the timeframe to implement the proposed solutions
 - ✓ Specify and shape system requirements and operations, user interface and output and develop proposals
 - ✓ Work closely with staff and software developers, during the report and implementation phases.

Key Responsibilities

Technical:

- Provides technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance the Treasury's existing Microsoft Based systems;
- Makes recommendations on custom applications which include a number of MS-Access data capture systems for Stewardship and other databases which need to be moved into a central SQL Repository;
- Identifies opportunities that can improve efficiency of the Treasury business processes;
- Investigates and resolves application functionality related issues and provides first level support and troubleshooting all Treasury Systems;
- Co-ordinates application development for multiple projects;
- Assists in troubleshooting software application issues;
- Assists in managing an outsource relationship for 3rd party application development consultants;
- Assists with application installation and testing;
- Troubleshoots technical issues and identifies modifications needed in existing applications to meet changing user requirements;
- Provides assistance and advice to all users in the effective use of applications and Information Technology;
- Provides minor programming for some in-house IT Projects;
- Writes technical procedures and documentation for the applications including operations, user guide, etc.;
- Produces technical documentation for new and existing applications;
- Participates in weekly meetings with the IT Network Team to discuss progress and issues to be resolved, and reports progress on a weekly basis to the Senior Programmer;
- Participate on IT Project Steering Committees and be involved in the design phase of any new IT Software Development Projects;
- Assists in the creation of the system design and functional specifications for all new Development Projects;
- Serves as a liaison and facilitator between all Divisions and Units to assist in addressing and resolving IT software issues;
- Collaborates with Units in regard to business process re-engineering and develops system requirement specifications that meet those needs;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up
- Thorough understanding of multiple platform function including Mini-Computers, Personal Computers and workstations, to include operating system, utilities, shared and peer function

- 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, end user experience, and training/education
- Functional understanding of project management principles and their application to Infrastructure projects and teams
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department in a consistent, effective and efficient manner
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium- and long-term goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Ability to work effectively under pressure**
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or Information Technology or equivalent;
- Business Studies;
- Six (6) years' experience as a System/Programmer Analyst or other relevant post.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Thursday, 18th May, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer