



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. 251

OSC Ref. 6272¹⁷

6th June, 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 be assigned to/fill the following posts in **Office of the Prime Minister**:

1. **Manager, Information Systems (MIS/IT 7) (Not Vacant) - Information and Technology (ICT) Unit**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Budget Officer (FMG/PA 1) (Vacant) - Finance and Accounts Division**, salary range \$3,094,839 - \$4,162,214 per annum.

1. Manager, Information Systems (MIS/IT 7)

Job Purpose

Reporting to the Permanent Secretary, the incumbent is responsible for the development, implementation and maintenance of an Information Communication and Technology Infrastructure and Management Systems to support the mandate and objectives of the Office of the Prime Minister (OPM).

Key Responsibilities

- Provides technical advice/guidance to the Permanent Secretary, Chief Technical Director, Directors, Senior Managers of the Office of the Prime Minister and other key stakeholders on matters relating to Information, Communication and Technology;
- Develops and monitors the implementation of the Unit's Corporate and Operational Plans;
- Prepares and manages the Unit's Annual Budget and makes adjustments where necessary to avoid overruns or underutilization;
- Manages the resources of the Unit to ensure optimal utilization, cost efficiency and value-added;
- Co-ordinates the procurement of IT equipment and related materials;
- Keeps abreast of trends and development in Information Technology and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Ministry;
- Develops and implements technical standards for the design, development, and maintenance of software, applications and information systems and ensures standardization of software, operating systems and networking environment;
- Develops and implements programme including a Disaster Recovery Plan for the physical and electronic security of the Ministry's equipment, software and data;
- Develops and implements policies to guide the access and utilization of information systems such as email, internet, intranet and other relevant systems;
- Ensures the Ministry is fully compliant with copyright requirements for all software;
- Establishes and oversees the implementation of an Information Technology Help Desk to ensure timely response to end users' problems minimizing downtime and disruption in work;
- Collaborates with Human Resources Development and Management Division, develops and implements a Succession Planning Programme to ensure continuity of skills and competencies in the Unit, personal development and career advancement of employees;
- Manages the welfare and development of staff in the Unit through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Plans and implements IT Training Programmes to improve IT competence of all Ministry personnel;
- Ensures the maintenance of systems users/groups access control lists and monitors fault tolerance requirements of network communications equipment to ensure maximum uptime;

- Establishes and maintains systems/programmes to foster a culture of “service and team work” within the Unit;
- Represents the Office of the Prime Minister at meetings, conferences and other functions as directed;
- Reviews hardware and software acquisition and maintenance contracts and pursues master agreements to capitalize on economies of scale;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent leadership and team building skills
- Well-developed human resource skills
- Excellent communication, report writing, and presentation skills
- Highly developed analytical and problem-solving skills
- Proven knowledge in systems design and development from business requirements analysis through the day-to-day management
- Working Knowledge of Microsoft network operating systems and local and wide area networks
- Working Knowledge of Database Management Systems
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Sound personal and professional integrity, reflecting high ethical and moral values

Minimum Required Qualification and Experience

- Master’s Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from a recognized tertiary institution, **plus** three (3) years’ managerial experience working in the ICT Industry.
- OR**
- Bachelor’s Degree in the field of Computer Science, Management Information Systems, Information Technology or Business Administration from a recognized tertiary institution, **plus** five (5) years’ managerial experience working in the ICT Industry;
 - Training in Management.

Special Conditions Associated with the Job

- Travel to meetings/workshops at offices off-site;
- Required to work beyond normal working, whenever the need arises.

2. Budget Officer (FMG/PA 1)

Job Purpose

Reporting to the Director, Management Accounts, the Budget Officer is responsible for providing support in the preparation and collation of the Ministry’s Budget in accordance with the approved Corporate Plan and the guidelines prescribed by the Financial Secretary. The Budget Officer is also responsible for monitoring the implementation of the Ministry’s Budget.

Key Responsibilities

- Prepares draft Budgets for the Ministry through a process of co-ordination, consultation and consolidation ensuring that such budgets are prepared in accordance with the Ministry’s Corporate Plan, and the ceiling and guidelines outlined in the Budget call issued by the Financial Secretary;
- Analyzes Budget Requests in respect of programmes to determine that they are in accordance with the approved objectives and strategies, are realistic and supported by the implementation plan, where applicable;
- Provides guidance where necessary to Agencies/Divisions/Units in the preparation of the budget and proper usage of the Budget Template;
- Submits the consolidated draft Budget estimates to the Director, Management Accounts ensuring that it is in conformity with the prescribed guidelines and that there is adequate time for it to be reviewed and approved by the Permanent Secretary for submission to the Ministry of Finance within the deadline stipulated;
- Provides guidance to Project/Programme Managers in preparation of Cash Flow request to ensure that it accurately reflects level and timing of cash needs;
- Compares and analyzes Cash Flow request with the budgeted provision and Operational Plan to ensure requests are realistic and in consonance with the trend in fund availability;

- Assists in the allocation of monthly warrants in accordance with warrant ceiling;
- Submits Expenditure Reports to Programme Managers monthly to advise on funding status and availability;
- Undertakes monthly variance analysis of expenditure against budget and against prior year, analyzing causes for variances to as to ensure expenditure is within the voted provision;
- Evaluates in conjunction with the Planning and Evaluation Unit the physical and financial performance in the implementation of the programmes in the Budgets;
- Monitors/Evaluates subsequent allocation with performance and where necessary makes recommendations for virement and Warrant adjustments;
- Prepares and posts Journal Vouchers on GFMS in relation to: vote-on-account, approved votes, supplementary estimates, warrant allocation;
- Attends Budget Meeting with Portfolio Ministry, MoFPS and other senior officials;
- Manages the process of clearing manual payments;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to analyze and interpret Financial Statements and reports
- Ability to use various financial analysis methods and techniques including computer applications
- Knowledge of the laws, regulations, principles and practices relating to Public Sector budget preparation and administration
- Knowledge of F.A.A. Act and other related GOJ regulations and procedures
- Knowledge of GOJ Procurement Act and procedures
- Knowledge of accounting principles, practices and control systems (budgeting and forecasting techniques)
- Proficient in the use of relevant computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent presentation, oral and written communication skills
- Excellent interpersonal and customer relations skills
- Excellent planning and organizing skills
- Excellent research and analytical skills
- Excellent judgement, decision-making and problem-solving skills
- Excellent leadership and teambuilding skills

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- A.Sc Degree in Business Studies/Management Studies/Business Administration from an accredited tertiary institution; **or**
- A.Sc Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1,2 & 3; **or**
- B.Sc Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited tertiary University.

Special Condition Associated with the Job

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

Applications accompanied by résumés should be submitted **no later than Monday, 19th June, 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.

A handwritten signature in black ink, appearing to be 'MTM', with a long, sweeping horizontal line extending to the right.

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