



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 304** **OSC Ref. C. 6528<sup>12</sup>**

**11<sup>th</sup> July, 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 **Office of the Information Commissioner**:

1. **Director, Legal Services (JLG/LO 4) (Not Vacant) - Legal Services Division**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Strategic Planning and Monitoring Manager (GMG/SEG 3) - (Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Chief Finance Officer (FMG/PA 3) (Vacant) - Finance and Administrative Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
4. **Information Systems Analyst (MIS/IT 5) - (Vacant)**, salary range \$3,770,761-\$5,071,254 per annum.
5. **Procurement Manager (GMG/SEG 1) (Vacant)- Procurement Branch**, salary range \$3,094,839 - \$4,162,214per annum.
6. **Public Education Officer (MCG/IE 3) (Vacant) - Communications and International Relations Division**, salary range \$3,094,839 - \$4,162,214 per annum.

#### **1. Director, Legal Services (JLG/LO 4)**

##### **Job Purpose**

To monitor all legal affairs within their organization and provide legal advice in respect of the OIC's regulatory and supervisory activities, defending its interests in legal matters and advising the Commissioners and Organizational Units on matters of a legal nature.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Ensures legal advice to the Commissioners and Organizational Units is provided, namely in issuing opinions and drafting contracts and other legal documents requested, which are assumed as working tools and support decision making;
- Ensures legal support is provided in the preparation of drafting instructions for legislation and regulations applicable to data protection, data privacy and access to information as well as in amending them;
- Ensures legal support in the analysis of administrative processes;
- Ensures legal intervention in processes, actions and resources in which the OIC or members of its organs are intervening as such;
- Monitors draft agreements, protocols, or contracts to be concluded by the OIC with other entities;
- Organizes and oversees the update of a database on Jamaican and international legislation, relevant to the OIC's activity;
- Monitors that up-to-date information is provided to the Organization concerning the legal framework of data protection, data privacy and access to information;
- Analyzes and issues an opinion on legislative measures submitted to it by the Commissioner;
- Supports the Complaints Resolution Branch and the Compliance Branch in the verification of the fulfillment of the obligations of the respective data controllers or data processors;
- Instructs and organizes cases instituted as a result of violation of rules provided for in the legal regime applicable to data protection, data privacy and access to information areas and, in the same context, to investigate;
- Ensures the judicial support of OIC and the follow-up of the proceedings in Court, as well as to promote judicial enforcement of the decisions handed down in them;
- Informs and issues legal advice on actions or situations that involves matters within its attributions;

- Participates in various negotiations and meetings that call for legal expertise;
- Litigates civil cases and other claims involving the OIC;
- Manages implementation of laws, regulations, rules, contracts, agreements and other legal instruments;
- Vets all legal documents and contracts emanating from outside the Commission to determine their legal implications on the OIC and participate in and witness all contracts;
- Indicates any future legal risks;
- 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
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Change management

#### ***Functional:***

- Ability to use own initiative
- Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Impact and Influence
- Good people management skills
- Goal/result oriented
- Good planning and organizing skills
- Managing external relationships
- Good management skills
- Good research and analytical thinking skills
- Knowledge of the legal framework of Government
- Knowledge of Contract negotiations and drafting;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the OIC
- Sound knowledge of Conveyance, Commercial Law
- Organizational awareness

### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar.

### **Special Conditions Associated with the Job**

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

## **2. Strategic Planning and Monitoring Manager (GMG/SEG 3)**

### **Job Purpose**

The Strategic Planning and Monitoring Manager will be required to co-ordinate the preparation, monitoring and evaluation of strategic and operational management tools. The Manager will promote the standardized use of the instruments and establishing, in co-ordination with the Information Commissioner and the Deputy Commissioner, objectives and performance indicators to be achieved.

## **Key Responsibilities**

### ***Technical/Professional:***

- Directs and co-ordinates the Comprehensive Strategic Planning process, and other planning processes;
- Designs Corporate Planning, monitoring and related processes and procedures in consultation with the Commissioner and other Senior Staff;
- Issues Corporate Planning guidelines to OIC Directors and Senior Officials;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the OIC's planning, monitoring and evaluation process;
- Prepares and makes presentations to Decision-Makers and the Public;
- Researches and responds to requests for information;
- Co-ordinates the Entity's Strategic Reviews;
- Prepares the Annual Performance Report of the OIC.

### ***Management/Administrative:***

- Directs and co-ordinates the activities of the Strategic Planning Unit;
- Supports the creation of effective teamwork in order to achieve the Unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems, and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Complies and supports the OIC's organizational requirements.

### ***Human Resource Management:***

- Ensures that direct reports comply with the policies and procedures of the Unit and the OIC;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the Performance Management Process in relation to direct reports by preparing performance appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Good oral communication – public speaking skills
- Good written communication – report writing skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

### ***Functional:***

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Good leadership skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Risk Management
- Knowledge of Government Policies
- Use of technology – relevant computer applications
- Excellent research and analytical skills

- Competence in strategic management, drafting reports and plans, process design and implementation
- Good chairing and presentation skills
- Ability to analyse and interpret financial and other corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution.
- Ability to manage limited resources in order to achieve challenging output targets.

### **Minimum Required Qualification and Experience**

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;
- Five (5) years' experience in Corporate Planning;
- Five (5) years' experience at the middle management level.

### **Special Conditions Associated with the Job**

- Extended hours may be required to meet deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

## **3. Chief Finance Officer (FMG/PA 3)**

### **Job Purpose**

The Chief Financial Officer is responsible for the implementation of the Commissioner's financial strategy and the overall financial direction of the Office of the Information Commissioner. The incumbent will direct the Office of the Information Commissioner's day-to-day financial operations and administer the entire accounting systems and practices.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares the OIC Annual Budget Plan and Activity Plan in articulation with the other Divisions, Branches and areas and monitor their execution;
- Prepares the Financial Reports;
- Assures the budgetary management and the financial activities of the OIC;
- Prepares and keeps the OIC Accounting updated;
- Ensures payments of the OIC's general costs, ensuring compliance with internal control standards and contractual commitments previously agreed;
- Keeps the archive of the accounting documentation and carries out the administrative tasks necessary for the functioning of the OIC;
- Ensures, in co-ordination with the Human Resources Branch, the administrative management of Human Resources in terms of attendance control, salary processing, vacation management, preparation and updating of employment contracts, among others;
- Supports administrative for all Organic Units of the OIC.

#### ***Technical/Professional:***

- Develops financial management mechanisms that minimize financial risk;
- Manages the OIC's Financial Accounting, monitoring and reporting systems;
- Develops and maintains relations with appropriate external contact e.g., auditors, bankers and other Statutory Bodies;
- Has responsibility for the formulation, implementation and maintenance of the OIC's financial accounting and reporting policies and procedures;
- Advises, discusses and consults the Audit Committee, the Information Commissioner, the Deputy Information Commissioner and Senior Management Team on financial matters of the OIC;
- Analyzes financial position and reports on significant events and recommends remedial action where necessary;
- Co-ordinates and prepares for Annual Statutory Audits and other audits as required;
- Implements and maintains effective systems and procedures for safeguarding, recording and controlling all the resources of the OIC;
- Implements and maintains effective systems and procedures for processing disbursements, investing and management of the funds of the OIC;

- Responds to Auditor's comments concerning financial operations and oversee required action to address deficiencies;
- Reviews Management Information Systems and internal controls of the organisation and implement changes required in accordance with changing circumstances;
- Provides supervision and guidance in preparation of Budgets, Forecast, Corporate Plans and Financial Reports;
- Reviews and ensures Annual Returns are filed within the required time-frame;
- Has responsibility for the safe keeping and integrity of Accounting Records;
- Ensure that the financial affairs of the OIC are conducted in a manner that is consistent with internationally accepted best practices and that the guidelines of the Ministry of Finance and the Public Service and the FAA Act are consistently observed;
- Performs and other related duties not specifically outlines within the Job description but within the capacity from time to time.

### **Required Knowledge, Skills, and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management
- Critical thinking and analysis

#### ***Functional:***

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies
- Knowledge of Accounting and Finance Principles and Practices
- Knowledge of a variety of reporting procedures, regulations and law.

### **Minimum Required Qualification and Experience**

- Bachelor's or Master's Degree in Finance;
- Five (5) or more years' experience in finance areas;
- Three (3) years in a Management role;
- Experience as a Finance Director in the Private Sector in a multinational company would be an asset;
- Practical experience and knowledge of the full range of processes and procedures in the Public Sector and with the Public Administration in Jamaica.

### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours.

## **4. Information Systems Analyst (MIS/IT 5)**

### **Job Purpose**

Ensure the implementation and management of all information technology products, services, and support for all OIC's Divisions, Branches, and activity areas.

## **Key Responsibilities**

- Supports the development, implementation, and operation of all information systems and technology solutions for the OIC;
- Maintains all IT Concentric Systems, including but not limited to servers, telecom switches, data switches, firewalls, wireless access points, PC"s, tablets, and network printers;
- Recommends IT Policies, Standards, and Procedures for the OIC that support efficient and effective operations and security of sensitive information;
- Sources and prepares appropriate documentation in the purchase of OIC IT hardware and software up to and including building and installing. Must also be able to provide administration with Life-cycle Planning for hardware;
- Provides Help Desk support for the OIC personnel regarding Information Technology;
- Prepares and presents yearly Budget recommendation for the Information Systems Branch with narrative;
- Serves as Administrator of the OIC anti-virus applications and OIC website services and provide a first line of support for website owners;
- Manages appropriate vendor relationships as assigned;
- Manages and monitors the OIC email Exchange Server including the ability to add/change/delete employee mailboxes. Manage and implement IT backup procedures;
- Participates in IT on-call rotation;
- Works closely with other members of the Information Systems Branch Team;
- Works in straight collaboration with the Complaints Resolution and Compliance Division and Legal Services Division in Compliance assessment and resolution of complaints;
- 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 customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- High level of Integrity
- Good Change management

### ***Functional:***

- Takes Initiative
- Use of technology (relevant computer applications such as Microsoft Office suite)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Analytical thinking
- People Management
- Good leadership skills
- Goal/result oriented
- Good planning and organizing skills

### ***Technical:***

- Excellent knowledge of network infrastructure
- Excellent knowledge of network operating systems
- Very good grasp of standard PC repair techniques
- Good troubleshooting and problem-solving skills
- Innovation
- Strategic management
- Good negotiating and persuading skills
- Excellent knowledge of the maintenance of computer equipment
- Ability to supervise efficiently and prioritize the processing of data, tasks and activities
- Project management skills.

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Information Technology, Computer Science, or related field;
- Three (3) years relevant experience;
- Relevant certifications required.

### **Special Conditions Associated with the Job**

- May be required to examine cables in a dusty or elevated environment;
- May be required to lift and physically transport computer equipment from time to time;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

## **5. Procurement Manager (GMG/SEG 1)**

### **Job Purpose**

The incumbent will support the operational requirements and manage the procurement process and the supply base efficiently and effectively by developing integrated purchasing strategies that support the organizational strategies, goals, and objectives.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares Procurement Plan;
- Recommends a procurement and selection framework and define tender procedures;
- Manages the entire Procurement Process from the Request For Information (RFI), Requests For Proposal (RFP) to the selection process except the adjudication and award of contract;
- Supports the functioning of the Procurement Committee, implements its decisions, and act as a Secretariat to the Committee;
- Checks and prepares the Terms Of Reference (TORs);
- Prepares tendering documents;
- Prepares advertisements of tender opportunities;
- Collaborates with the Legal Services Division in the preparation of contract documents;
- Issues approved contract documents;
- Maintains and archives records of the procurement and selection process;
- Maintains a List of all Register contracts awarded;
- Prepares Monthly Reports for the Deputy Commissioner;
- Prepares and submits to the Management Meeting Quarterly Reports on the implementation of the Annual Procurement Plan;
- Co-ordinates the procurement and selection activities of all the Divisions, Branches and other areas and of the procuring entity;
- Prepares other reports as may be required from time-to-time;
- Instructs and controls the processes of acquisition of goods and services, actively participating in the preparation of the specifications for public procurements;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills, and Competencies**

#### ***Core:***

- Good oral and written communication
- Good customer and quality focus
- Good strategic vision
- Good analytical thinking
- Good problem-solving and decision making-skills
- Teamwork and co-operation
- Impact and influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Integrity
- Compliance
- Good interpersonal skills
- Change management

#### ***Technical:***

- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies and Government Companies

- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Business Administration or related discipline;
- Three (3) years relevant experience.

## **6. Public Education Officer (MCG/IE 3)**

### **Job Purpose**

To implement the OIC's communication programmes by providing thorough, current, and accurate information about the Data Protection Act (2020), through the use of dynamic communication and public relations tools and strategies that seeks to enhance the Public's Awareness of their right to official documents.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Assists with the preparation of the Unit and Operational Plan and Budget;
- Assists with designing and managing Strategic Communication Plans.

#### ***Technical/Professional:***

- Produces and maintains an events calendar that includes a schedule of OIC related events;
- Manages and co-ordinates participation in various events (exhibitions etc.);
- Plans and co-ordinates events (seminars, launches, etc.) of the OIC;
- Ensures logistics management, press co-ordination and appropriate protocol arrangements for official ceremonies, conferences, and other events;
- Reviews speeches and messages by the Communication and International Relations Manager;
- Writes and edits reports, publications, website social media content;
- Produces staff newsletter;
- Works in the planning and execution of public education and communications activities;
- Co-ordinates the development of educational material using various methodology and medium to creatively present information to meet the needs of various publics;
- Co-ordinates, develops and delivers information sessions (including presentations, exhibitions, workshops and seminars) to Public Sector, Private Sector organizations, schools, community and other interest groups;
- Collaborates with public authorities and NGOs in public education events;
- Develops and implement strategies for assessing the effectiveness of the Public Education Programme and recommends/implements programmes where necessary to address findings;
- Establishes and maintain partnerships with target groups and advocates programmes to address needs, rights and responsibility;
- Prepares Press advisories;
- Collaborates with media houses for the development of programmes for the publicity of the Data Protection Act and the role and functions of the OIC;
- Co-ordinates public relations activities such as press conferences, media briefings etc. in relation to the DPA Act and activities of the OIC;
- Establishes and maintains an effective working relationship with the media;
- 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
- Good Customer and quality focus
- Teamwork and co-operation
- Takes Initiative
- High level of Integrity
- Compliance
- Good interpersonal skills
- Change management



**Functional:**

- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Use of technology (relevant computer applications – Microsoft Office Software)
- Be familiar with print, radio, television and/or advertising operations
- Be highly disciplined with an organized approach to work
- Results oriented
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time
- Ability to manage limited resources in order to achieve challenging output targets

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Mass Communication from a recognized tertiary institution;
- At least five (5) years of professional experience in journalism, communications or Public Relations/Public Education;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage;
- Experience in the design and delivery of training and communication programmes would be an asset;
- Practical experience and knowledge of the full range of communications, approaches, tools and methodologies essential to planning and executing effective communications strategies.

**Special Conditions Associated with the Job**

- May be required to work beyond normal working hours and away from office;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Friday, 14<sup>th</sup> July, 2023 to:**

Information Commissioner  
Office of the Information Commissioner  
1<sup>st</sup> Floor, PCJ Building  
36 Trafalgar Road,  
Kingston 10

Email: [hr@oic.gov.jm](mailto:hr@oic.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**