



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.320 **OSC Ref. C. 4664¹⁶**

17th 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 **Accountant General's Department (AGD)**:

1. **Performance, Evaluation and Monitoring Officer (GMG/AM 4) (Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Human Resource Officer (GMG/AM 4) - Temporary Post (Project)**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Loan Officer (FMG/AT 3) (Vacant) - Public Loans Unit**, salary range \$1,984,305 - \$2,668,670 per annum.
4. **Executive Secretary 1 (OPS/SS 4) (Vacant) - Financial Operations Unit**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Performance, Evaluation and Monitoring Officer (GMG/AM 4)

Job Purpose

The Performance Management and Rewards Officer in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the Organization's needs are met. The incumbent evaluates all aspects of the system and recommends improvement to strengthen performance. The incumbent also manages the Reward and Recognition Programme to acknowledge staff members' contribution.

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

- To superintend the Performance Management cycle/process
- To manage the Department's Rewards and Recognition activities
- To develop and maintain required performance management documents, tools and procedures
- To undertake research and analysis and make recommendations to improve the Performance Management process and reward and recognition initiatives
- To develop, implement and evaluate metrics used to assess the effectiveness of the performance and recognition portfolios
- To design and conduct Sensitization, Coaching and Training Sessions
- To manage all communication relating to the Portfolio and promote a performance culture

Key Responsibilities

Technical:

- Integrates performance management principles within the culture of the Department;
- Collaborates with managers, supervisors and team members to develop Unit and Individual Work Plans to ensure alignment with Operational Plan and other related plans as well as the objectives of the Unit and job;
- Reviews and provides feedback to supervisors and/or Team Members on all sections of the Performance Management and Review Form;
- Co-ordinates interim and final performance reviews ensuring supervisors and Team Members complete the required documents;
- Guides and monitors the Performance Development Process for both high and poor performers to improve/strengthen performance and career development;
- Develops tool and guides supervisors in the use of a Performance Improvement Plan to aid in improving poor performance;
- Collaborates with the Training and Development Unit to ensure training and developmental activities are included on the Training and Development Plan and/or other

- related plans as well as to track fulfilment;
- Assists with the maintenance of the Department's Competency Framework to support performance management, recruitment and selection, training, career development and to reinforce the Department's core behaviours;
- Co-ordinates the payment of performance increments for all qualified staff members and inform the relevant HR Officer;
- Implements performance management related change management initiatives in collaboration with other HR Officers and stakeholders;
- Maintains a confidential Register of performance ratings and applicable awards/sanctions;
- Conducts sensitization, coaching and training sessions on all phases of the performance cycle;
- Develops, implements and maintains performance management and rewards and recognition documentations and reports;
- Conducts research and analysis and recommends corrective action (s)/areas for improvement for the Performance Management and Reward and Recognition Portfolios;
- Develops, implements and monitors Rewards and Recognition activities, strategies and initiatives;
- Collaborates with all levels of staff to embed a culture of performance and recognition;
- Maintains databases/records for the portfolios;
- Assists the Organizational Development Manager with organizational development activities/initiatives as required;
- 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
- Customer Focus
- Results Focus
- Integrity

Technical:

- Strong knowledge and understanding of GOJ Performance Management Process and Practices
- Good Knowledge of Research Methods and Data Analysis Techniques
- Strong knowledge of required Legislations, Policies and Procedures
- Knowledge of Microsoft Office Suite/Proficient in Microsoft Excel
- Good change management skills

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent;
- Three (3) years' experience in Human Resource Management, with two (2) year in a similar or related capacity;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

2. Human Resource Officer (GMG/AM 4) - Temporary Post (Project)

Job Purpose

Reporting to the Project Team Leader, the Human Resource Officer is responsible for calculating and updating employee leave records for the period January 2018 to December 2022 and update Myhr+ with employee core data.

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

- To process and maintain employee records and other personnel related records, and maintain the employee database
- To process leave records for current and separated employees
- To prepare Period of Service Records for January 2018 to December 2022
- To prepare/produce the requisite periodic and monthly reports
- To update core data and other information on Myhr+

Key Responsibilities

Technical:

- Provides advice to managers and staff on all types of leave;
- Responds to managers and staff re queries/concerns on all leave type;
- Prepares unpunctuality letters and issues to staff in accordance with the Attendance Policy for the period January 2018 to December 2022;
- Updates the Leave Database;
- Assists with the investigation of queries and provides information to Director, Human Resource Management and Development;
- Calculates leave for employees who have been separated from the service and ensures that all separation matters, e.g. loans, leave entitlement, etc. are satisfactorily settled;
- 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 problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Good knowledge of Human Resource Management Expertise
- Good knowledge of project management
- Good knowledge of legislations, policies and procedures
- Good research and analysis skills
- Good change management skills Sound knowledge of Human Resource processes and procedures
- Good knowledge of the Pensions Act and the Civil Service Family Benefit Scheme
- Sound knowledge of the Staff Order for the Public Service and the Public Service Regulations
- Counseling skills

Managerial:

- Good leadership skills
- High emotional intelligence

Minimum Required Qualification and Experience

- ASc. Degree in Human Resource Management; or Management Studies with a Diploma in Human Resource Management; or Equivalent
- Four (4) years' experience working in Human Resource Management;
- Experience working with electronic Human Resource Management Information System;
- Experience working with Human Resource transaction services;
- Evidence of continuing professional development in Human Resources Management.

3. Loans Officer (FMG/AT 3)

Job Purpose

The Loans Officer is responsible for the processing of all assigned loans as well as the monitoring of repayments, and the production of the relevant reports and statements.

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

- To process and disburse approved loans
- To ensure that repayments of all loans commence in accordance with Loan Agreements
- To maintain accurate records of all assigned loans and repayments
- To prepare statements of accounts for loans upon the request of Loanees
- To report any delinquent loans to the Delinquency Officer

Key Responsibilities

- Maintains Ledger Accounts for all Loanees;
- Processes all new loans;

- Interfaces with customers to ensure that loans are disbursed in a timely manner;
- Updates files with the requisite documents;
- Prepares Payment Vouchers for all new loans, refunds, transfers etc. using the relevant system;
- Dispatches Salary Deductions and Amortization Schedules to the customer and relevant MDAs;
- Updates loan accounts daily, according to remittances from MDAs;
- Co-ordinates and prepares Monthly Loans Accounts Statement for submission to the Ministry of Finance and the Public Service (MoFPS) and the relevant MDAs;
- Interfaces with various MDAs regarding matters relating to loan remittance, including arrears;
- Prepares stop orders and other relevant documents upon the closing of an account for submission to the customer and the relevant MDAs;
- Checks for delinquent accounts and forwards documentation as necessary to the Delinquency Officer for action;
- Provides MDAs with information on existing or ex-employees' indebtedness;
- Provides the Department's Pensions Unit with information on retirees' and contract officers' indebtedness;
- Provides general information on matters relating to loan portfolios.;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Accuracy and attention to detail**
- **Managing the Customer Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- **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
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change - understanding and appreciating the need for changes to be made in the organisation or in job requirements.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Unit in a consistent, effective and efficient manner
- **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.
- 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
- **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
- Comprehensive knowledge of Government Accounting procedures
- Knowledge of public treasury operations
- Good knowledge of Staff Order and the FAA Act
- Working knowledge of relevant computer system and applications

Minimum Required Qualification and Experience

- AAT Level 3; ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**

- BBA Degree; or Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above;
- Three (3) years working in the field of Accounting;
- Public Sector experience.

Special Condition Associated with the Job

- Required to meet critical deadlines from time to time.

4. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Reporting to the Deputy Accountant General, Financial Operations, the Executive Secretary is responsible for providing high-level administrative support to the Deputy Accountant General and the Division, by conducting research, preparing reports, handling information requests, and preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

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

- To conduct research, prepare reports, and fulfill information requests
- To perform administrative functions including scheduling of meetings and appointments
- To co-ordinate the maintenance of stationery supplies and office equipment
- To co-ordinate reports from the reporting Units.

Key Responsibilities

Technical:

- Reads and analyses incoming memoranda, submissions and reports in order to determine their significance and plan their distribution;
- Opens, sorts, and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Deputy Accountant General, and the Division, and maintains all associated records;
- Responds to requests, inquiries and complaints from staff, other departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains Records Management Systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Liaises with the Executive Secretary to the Accountant General, and manages and maintains the Deputy Accountant General's schedule;
- Prepares Agendas and makes arrangements for committee, and other meetings attended by the Deputy Accountant General;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants;
- Makes travel and accommodation arrangements for the Deputy Accountant General;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring divisional reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Deputy Accountant General's Office, the AG's Office, and the various divisions;
- Attends meetings in order to record Minutes;
- Compiles, transcribes and distributes Minutes of meetings;
- Assists with the preparation of the Division's Annual Budget and Strategic Plan;
- Sets up and oversees administrative policies and procedures for the office of the Deputy Accountant General and the Division;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;

- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Establishes and maintains internal control processes;
- Deputizes for the Executive Secretary for the Accountant General in their absence.
- Provides administrative support to AGD's committee meetings
- 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
- Customer focus
- Results focus
- Integrity

Technical:

- Good planning and organizing skills
- Good Records Management skills
- Business writing
- Knowledge of legislation, policies and procedures
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite
- Knowledge of Corporate Services operations in the Public Sector

Minimum Required Qualification and Experience

- Diploma in Administrative Management

Desirable:

- Associate Degree in Social Science, OR equivalent;
- Certified Professional Secretary Diploma;
- Three (3) years working experience in an administrative position OR five (5) years secretarial experience;
- Typing 50 – 60 wpm; Shorthand at 120wpm.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.


Applications accompanied by résumés should be submitted **no later than Friday, 28th July, 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**