



## Office of the Services Commissions

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### **CIRCULAR No. 112** **OSC Ref. C. 4840<sup>32</sup>**

**5<sup>th</sup> March, 2024**

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 posts in the **Financial Investigations Division**:

1. **Manager Business Support (MIS/IT 7) (Vacant)**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Application Developer (MIS/IT 5) (Vacant)**, salary range \$3,770,761 – \$5,071,254 per annum.

#### **1. Manager Business Support (MIS/IT 7)**

##### **Job Purpose**

The Manager, Business Systems is responsible for the definition, delivery and maintenance of the FID's applications architecture in line with ICT policy guidelines.

##### **Key Responsibilities**

###### ***To support efficient and effective process execution by maximizing the use of ICTs:***

- Conducts Fit/Gap analyses against existing business applications;
- Makes recommendations to develop, build or buy in line with the Organisation's ICT Policy Guidelines;
- Participates in cost-benefit studies trade-off. In particular, advise senior management on the effects of system changes on capability outcomes.

###### ***Leads the identification, definition and approval of business system;***

- Collaborates with the Methods and Compliance Team to identify FID process areas that are not being addressed by the existing applications portfolio, that are broken, that can be made more efficient and effective if enabled by ICTs;
- Facilitates JAD (Joint Application Design) Workshops to gather business requirements from business process owners and stakeholders;
- Delivers tailored business requirements documentation in accordance with various stakeholder needs;
- Evaluates options for applications in relation to functional and technical requirements;

###### ***Monitors and guide the development, implementation and maintenance of business systems;***

- Leads requirements reviews;
- Co-ordinates the business systems delivery process;
- Leads the configuration and customization of off-the-shelf solutions;
- Ensures that documentation standards are met for all business systems;
- Works with Developer, Database Developer, Operations and Support and Security Teams to test and implement applications;
- Develops and implement a maintenance programme for all business systems;

###### ***Ensures the availability of Information systems as per ICT policy guidelines;***

- Supports the Security Team to conduct periodic assessment of business systems to identify potential risks;
- Recommends to ICT management remediation strategies for issues identified;
- Develops a business systems patch management and implementation programme;
- Receives Tier 3 Reports of issues relating to business systems;
- Provides quality assurance support to the application development process;
- Leads the configuration of off-the-shelf solutions to conform to ICT policy guidelines;

- Leads the testing and quality assurance and acceptance programme for all business systems;

***Supports the process of meta-data and data dictionary definition and management;***

- Supports the development of meta-data and data dictionary;
- Supports the management and maintenance of meta-data and data dictionary;

***Develops and maintain strong business analysis capability within the FID;***

- Co-ordinates timely meetings with direct reports to ensure that there is an alignment of focus;
- Assess emerging issues to identify early warnings which may indicate a need for improvements in the processes used by the Unit;
- Promotes a goal-oriented performance culture that depicts high moral, integrity and ethical behaviour;
- Assesses the performance of direct reports and any administrative staff who report directly to this position;
- Reviews the draft performance and development assessments, of staff with reporting relationships staff;
- Works with the Branch Director and the HR Manager, to ensure the availability of training and development interventions to fill gaps;
- Recommends suitable resources to support the application development needs of the Organization;
- Assesses the performance of the Unit; identify improvement opportunities and implements improvement actions.

**Required Knowledge, Skills, and Competencies**

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership
- Knowledge in the use of application development tools such as Microsoft .NET, SQL Server, MySQL, Web Development tools
- Strong knowledge of systems development life cycle and application delivery methodologies
- Proven experience in business systems analysis
- Proven knowledge in the use of application development tools such as C#, HTML, Microsoft.Net, ASP.net, SQL Server, MySQL, Web Development tools, Graphic Design
- Experience working with a variety of software, hardware and network protocols, that are used in LAN and WAN, and Cloud operations
- Excellent written and spoken English and Excellent presentation skills
- Train the Trainers skills and Facilitation skills would be an asset

**Minimum Required Qualification and Experience**

- BSc in Computer Engineering, Computer Science or equivalent;
- Minimum 7 years of experience in Application/Database Development;
- Previous experience in process-driven Systems Implementation;
- Proven Project Management experience.

**Special Conditions Associated with the Job**

- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.

## **2. Application Developer (MIS/IT 5)**

### **Job Purpose**

The Application Developer maintains the FID's applications architecture and develops fit-for-purpose process improvement enablers in line with ICT policy guidelines.

### **Key Responsibilities**

#### ***Supports efficient and effective process execution by maximizing the use of ICTs;***

- Provides technical expertise for the application portfolio of the Department;
- Collaborates with the Business Systems Manager in performing Fit/Gap Analyses against off-the-shelf solutions;
- Contributes to developing the business cases for in-house development based on the Fit/Gap Analyses;
- Makes recommendations to develop, build or buy in line with the Organisation's ICT Policy Guidelines;
- Participate in cost-benefit studies trade-off;

#### ***Designs, develops, tests and maintains business systems that have been approved for implementation;***

- Supports the identification, definition and approval of business system;
- Supports the development of user specifications;
- Designs prototypes and mock-ups according to specifications;
- Creates and implement source code for new applications;
- Analyses and provide improvement for existing applications source codes;
- Develops and maintain user and technical manuals and guidelines;
- Performs unit and integration testing prior to deployment;
- Prepares training materials and support the training of users;
- Supports sensitization activities;
- Develops and confirm the technical specifications for applications based on business requirements;
- Troubleshoots and debug applications;

#### ***Supports the availability of Information systems as per ICT policy guidelines;***

- Conducts upgrades and security updates for all business systems;
- Supports the systems backup and business continuity programme;
- Supports the Security team to conduct periodic assessment of business systems to identify potential risks;
- Recommends to ICT management remediation strategies for issues identified;
- Develops a business systems patch management and implementation programme;
- Provides tier three support for all business systems to identify applications deficiencies and provide solutions.

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

- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Team Work
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Experience using the Systems Development Life Cycle and application delivery methodologies
- Knowledge in the use of C#, HTML, Microsoft .NET, Web Development Tools, SQL Server
- Working knowledge of a variety of software and hardware that are used in LAN, WAN and Cloud operations.

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

- BSc in Computer Science or Management Information Systems or equivalent
- Minimum 4-5 years of development experience.

**Special Conditions Associated with the Job**

- Typical working environment, no adverse working conditions
- Occasionally working extended hours

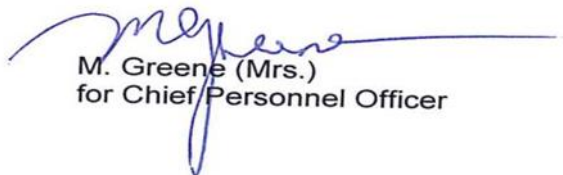
Applications accompanied by Résumés should be submitted **no later than Friday, 15<sup>th</sup> March, 2024 to:**

Senior Director, Corporate Services  
Financial Investigations Division  
1 Shalimar Avenue  
Kingston 3

Email: [careers@fid.gov.jm](mailto:careers@fid.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer