



Office of the Services Commissions

(Central Government)

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19th April, 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 **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Director, Government Shareholding (FMG/PA 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Network Engineer (MIS/IT 5)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Programmer/Webmaster (MIS/IT 4)**, salary range \$3,501,526 - \$4,709,163 per annum.

1. Director, Government Shareholding (FMG/PA 3)

Job Purpose

The Government Shareholdings Officer is responsible for overseeing the Shareholdings of the Government and accounting for all Government securities. The incumbent will implement systems that allow for the safe custodianship of share values and maintain an accounting of all Government investments in Public Bodies. The incumbent will administer the Public Sector investment policy, safeguarding the Government from undue risks.

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

- Implementation of Public Sector Investment Policy
- Oversight for the Shareholdings of the Government and custodianship for all share value documents received in regard to those shareholdings
- Maintenance of accounting of all Government investments in Public Bodies.

Key Responsibilities

Technical:

- Ensures that assets are properly recognised, measured and carried in the books;
- Ensures that revaluation, de-recognition, retirement and write-off of assets are done in accordance with IPSAS;
- Ensures required insurances are in place;
- Updates Register when new companies are formed or when Government divests its shareholdings;
- Removes physical Share Certificates (where applicable) and submits to respective Company Secretary;
- Effects necessary transfer when Government no longer has interest in an Entity;
- Liaises with Company Management and Secretary to obtain available Audit Management Reports on the operations of companies;
- Prepares Briefs for Annual General Meetings;
- Ensures that the legal procedures for proper conduct of Annual General Meeting of Government entities are observed;
- Attends Annual General and Extra-Ordinary General Meetings along with/in the absence of the Director, Banking Arrangements and Government Shareholdings;
- Ensures that dividends due to the Consolidated Fund/TSA are paid over;
- Seeks clarification on aspects of Financial Statements;
- Raises relevant questions regarding the operation of Government Entities;
- Prepares and submits statement of Capital Investments of the Consolidated Fund/TSA;
- Liaises with Internal Audit to verify statement prior to submission;
- Co-ordinates responses to related Audit Queries received by the Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **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;
- **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;
- **Collaboration and Teamwork:** The ability to be a collaborative business leader and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals;
- **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;
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions;
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations;
- **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 behaviours, in order to build trust and credibility;
- **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;
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance;
- **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 behaviours appropriate to the AGD's business and social environment;
- Ability to work effectively under pressure;
- Knowledge of Accounting practices and applications;
- Knowledge of International Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Knowledge of the Crown Property Vesting (CPV) Act, the FAA Act and other relevant Acts and regulations.

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;
- Three (3) years' experience in a related field with at least two (2) years in a similar position.

Special Condition Associated with the Job

- Working under pressure 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. He/she 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, telephone 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 analyzes 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 required 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;
- Demonstrated ability to apply technology solutions to business problems;
- Deep understanding of networking protocols;

- 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;
- 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.

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;
- Proven experience in technology enhancement and vendor management;
- Experience in WAN/LAN design, configuration and maintenance;
- Experience in related IT disciplines such as data management, network administration and outsourced systems.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines.

3. Programmer/Webmaster (MIS/IT 4)

Job Purpose

Reporting to the Senior Programmer, the Programmer/Webmaster is responsible for maintaining the Treasury's Website and developing computer programmes to support Treasury operations. The incumbent will design, code, maintain and modify the Treasury's Website, from layout to function, according to required specifications. He/she ensures a visually appealing site with user-friendly design and clear navigation.

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

- To keep websites and computer programmes operating properly;
- To assist in the launch of new programmes to meet the emerging needs of the Treasury;
- To write instructions that enable the implementation of web or software programmes;
- To repair, modify and update existing programmes;
- To test the website, providing support and performing maintenance tasks such as repairing bugs and errors, as well as developing workarounds;
- To consult with end users to gather new or additional application requirements;
- To create new or update existing web system design and workflow documents and develop or enhance applications using a variety of languages, tools and techniques.

Key Responsibilities

Technical:

- Designs website, data-driven applications and finds efficient client-server solutions as required;
- Creates technical aspects of website - website layout/user interface by using standard HTML/CSS practices;
- Creates and maintains the structure of websites (extranet, intranet and internet versions) databases for optimal performance;
- Maintains, expands and upgrades the website:
 - ✓ Collects text documents and images;
 - ✓ Oversees production and implementation;
 - ✓ Adds HTML extensions such as animations and surveys;
 - ✓ Organizes content;

- Writes well designed, testable and efficient code by using best software development practices;
- Supports existing infrastructure;
- Maintains existing web applications;
- Integrates data from various back-end services and databases and other information systems using web development software;
- Designs and implements user-driven templates, databases and interfaces;
- Establishes virtual directories and virtual servers as required;
- Gathers and refines specifications and requirements based on technical needs;
- Creates and maintains software documentation;
- Tests web applications units and systems;
- Develops external web portals;
- Builds applications and services for the Web;
- Tests applications on various browsers and modifies, if necessary;
- Researches and applies emerging technologies/industry trends into operations and activities;
- Develops Graphic Design;
- Collaborates with web designers to match visual design intent;
- Ensures a user-friendly environment by providing the relevant menus, features and creation of icons as is appropriate;
- Secures the Website from hacking and viruses;
- Produces a consistent visual image on the website by promoting uniformity in fonts, formatting and images;
- Ensures the timeliness, usefulness, accuracy and completeness of all information provided for the websites;
- Liaises with the Public Relations Officer and other team members as necessary, for the gathering of information for the website;
- Creates in-house training materials, as well as multimedia designs and presentations;
- Assists in the training of users of web-based applications (Intranet and Internet versions) application system software;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions;
- **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;
- **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;
- **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;
- **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;
- **Change Management:** The ability to maintain effectiveness in a changing environment, 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 behaviours 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 behaviours, in order to build trust and credibility;
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and one-on-one face-to-face, with excellent public speaking skills;
- In-depth knowledge of modern HTML/CSS;
- Broad knowledge of computer programming languages and familiarity with at least one of the following: PHP, ASP.NET and JavaScript;
- Working knowledge of Windows and Unix;
- 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;
- Strong programming skills;
- A solid understanding of how web applications work including security, session management and best development practices;
- Strong grasp of security principles and how they apply to E-Commerce applications;
- Strong understanding of UI and cross-browser compatibility;
- Adequate knowledge of web application development;
- 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 Information Technology (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 and big data opportunities, end user experience and training/education;
- Sound understanding of Project Management principles and their application to infrastructure projects and teams;
- Technical proficiency in relevant languages and development tools including ASP .NET, PHP, HTML, JavaScript and SQL, etc.

Minimum Required Education and Experience

- Bachelor's Degree in Information Technology or Computer Science or its equivalent from an accredited tertiary institution;
- Extensive experience in Web Programming;
- Six (6) years' experience as a Web Programmer or related experience in application and Website development.

Special Condition Associated with the Job

- Working under pressure with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 2nd May, 2024 to:**

**Director
Human Resource Management and Development
Accountant General's Department
21 Dominica Drive
Kingston 5**

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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**