



Office of the Services Commissions

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CIRCULAR No. 237 **OSC Ref. C. 4840³³**

7th June, 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 be assigned to/fill the following posts in the **Public Expenditure Policy and Co-ordination, Corporate Planning and Administration, Economic Management and Public Expenditure Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Audit Specialist, Information Systems (FMG/AS 4) - (Not Vacant) - Public Expenditure Policy and Co-ordination Division (PXPC)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Transport Manager (GMG/SEG 1) (Not Vacant)** - , salary range \$3,501,526 - \$4,709,163 per annum.
3. **Administrator (GMG/AM 3) - (Vacant)**, salary range \$2,190,302 - \$2,945,712 annum.
4. **Paralegal Officer (PLG/LS 4) - (Vacant)**, salary range \$2,190,302 - \$2,945,713 per annum.

1. Audit Specialist, Information Systems (FMG/AS 4)

Job Purpose

To promote probity, regularity, transparency, accountability and value for money in the management of Government information system (IS) resources Note:

- ✓ MDA is Ministry, Department or Agency;
- ✓ Information Systems refers to technology, processes, human and other resources;
- ✓ Where the term “integrated audit” is used, it refers primarily to audits that combine IS Audits with other audit types;
- ✓ Where this job description refers to the “PX Unit”, it refers primarily to the FAA Act analysts within those units, or the PX Unit Heads, for it is with them that IAD will primarily liaise.

Key Responsibilities

Support promulgation of information system audit standards and policies:

- Propagates audit policies, procedures and methodologies and issues guidelines and other material related to IS audit;
- Supports the development and promotion of a variety of analytical and IS auditing techniques, designed to assure the adequacy and effectiveness of the internal control structure in computer systems and operations;
- Advises the Financial Systems Unit, MOFP of key areas of improvement detected through IS audits.

Strengthen the capacity of internal audit units (IAUs), through training and the provision of other services and resources:

- Records information on the education and training IAUs have received in IS audit;
- Performs training needs analysis for IAU staff; development of training objectives; and identification of suitable, cost-effective training programmes to meet the objectives, i.e. these may be provided by external institutions or developed by the IS Auditor;
- Provides training (in-house workshops/short courses and on-the-job) and technical support to the IAUs, PX Units and Audit Committees.

To provide audit expertise to Internal Audit Units (IAUs) and in the conduct of special audits commissioned by the DFS PXPC or Financial Secretary:

- Recommends to the Functional Coordinator-IS Audits, IS areas to be audited within the Ministries and Departments;
- Directs the development of IS audit documents and supervises the assignments within the various Ministries and Departments;

- Guides the internal auditors in determining automated testing capabilities and methods to improve efficiency and effectiveness in the audit process;
- Conducts independent review of audits performed by Internal Audit Units, including, but not limited to, reviewing audit working papers, findings sheets and reports, and making comments or suggested revisions as necessary; where necessary, making recommendations regarding weak internal controls collaborating as appropriate with others, for example other PXPC Units;
- Provides specialist advice on internal audit issues and, when necessary, undertake special assignments as requested by Unit Head/Functional Coordinator - IS Audit.

Required Knowledge, Skills and Competencies

- Sound knowledge of the principles, practices and methodologies of IS audits;
- Proficient in systems development methodologies, Web-based applications, Client Server Technology and other operating systems;
- Comprehensive knowledge of the current audit principles, standards and techniques;
- Working knowledge of data processing principles and automated financial systems;
- Sound knowledge of sampling techniques;
- Sound knowledge of training policies and methods;
- Working knowledge of the public finance legal framework;
- Proactive and task/output focused approach to policy formulation and dissemination;
- Ability to think strategically;
- Proficient analytical and judgment skills;
- Excellent oral and written communication skills;
- Excellent leadership and teambuilding skills;
- Ability and willingness to work co-operatively and collaboratively across MoFP and GoJ.

Minimum Required Qualification and Experience

- Bachelor's Degree in a related area with major course in Information Technology, Accounting or Auditing; Professional Accounting Qualification such as ACCA, CPA;
- Possession of Certified Information System Auditor (CISA) qualification or any other recognised IT professional qualification would be an asset;
- Three (3) years' experience working in a similar capacity.

2. Transport Manager (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Office Services, Administration and Fleet Management, the Transport Manager is responsible for planning, co-ordinating, directing the transportation operations and service/maintain all vehicles owned by the Ministry in a cost-effective manner.

Key Responsibilities

Technical/Professional:

- Develops procedural manuals and safety rules;
- Monitors and analyzes quality, quantity, delivery times and transport costs ;
- Monitors operations to ensure that staff members comply with administrative policies and procedures, safety rules and Government regulations;
- Conducts investigations in co-operation with the police to determine causes of transportation accidents and to improve safety procedure;
- Prepares and monitors a plan for the cyclical licensing of the Ministry's fleet along with other duties attached to operations of the fleet;
- Manages the update of motor vehicle documents for the Ministry and those assigned to the political directorate;
- Prepares and monitors maintenance schedule for the Ministry's fleet of vehicles;
- Develops and maintains a roster and scheduling system to track availability of drivers;
- Creates and implements best practice logistics principles, policies and processes to improve operational and financial performance;
- Monitors drivers' delivery and pickup schedules to ascertain compliance;
- Negotiates rates and contracts with service providers.

Management/Administrative:

- Plans, organizes and directs the work of the section, including the development of the Section's component of the Corporate and Operational Plans and Budgets, and monitoring the Section's achievement against them;

- Recommends unserviceable vehicles to be Board Surveyed;
- Recommends procedures to reduce operational costs of vehicles;
- Ensures that all vehicles are parked on the compound according to regulations;
- Ensures all accidents are reported promptly and the appropriate actions taken;
- Ensures receipts for fuel are reconciled with statements from MCIS 6. job duties and responsibilities (grouped under strategic objectives in Sec.2) ;
- Ensures that payments to creditors and suppliers are made promptly;
- Seeks feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the Section, responding appropriately;
- Develops and manages the performance of the Section with particular emphasis on transferring skills, motivating staff, setting performance targets, monitor performance, providing feedback to staff, and arranging for training;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Section provides a consistently high level of service to them.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and makes recommendations;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

- Excellent team management skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong negotiation skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications;
- Risk management and security procedures.

Minimum Required Qualification and Experience

- First Degree in Management Studies, or equivalent professional qualification;
- Three (3) years' experience in similar capacity.

Special Condition Associated with the Job

- Required to work extended hours, weekends and on public holidays.

3. Administrator (GMG/AM 3)

Job Purpose

To provide efficient and effective secretarial and administrative support services to the Debt Management Branch, so as to ensure the efficiency and effectiveness of the Branch and its staff.

Key Responsibilities

To provide secretarial and administrative support to the unit in the execution of stated goals and objectives:

- Types all necessary correspondence for dispatch;

- Composes letters, memos, based on general instructions;
- Makes photocopies, faxes, dispatches and scans documents, as necessary;
- Records all incoming and outgoing correspondence accurately, bringing these to the attention of the Unit Head for action;
- Arranges for the printing, photocopying, binding, dispatch etc of documents produced;
- Helps in designing and maintaining an effective filing system;
- Requests, retrieves and returns files to main Registry;
- Deals with urgent correspondence, faxes and emails in the absence of a Unit official;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Unit to ensure that matters are settled in accordance with service standards;
- Monitors stationary, office supplies, other materials and equipment to ensure smooth operation of the Unit;
- Schedules and co-ordinates regular meetings for the Unit;
- Attends all Unit and team meetings, monitors and follows up on the implementation of actions from these meetings;
- Prepares letters and memoranda, as directed;
- Assists with the tracking of Unit Director's appointment.

To research and compile data for the preparation of the unit's monthly and annual progress reports:

- Co-ordinates all activities related to the preparation of the Unit's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines;
- Composes correspondence, memoranda and reports;
- Liaises with responsible officers for reports on a timely basis.

To ensure that all files, records and databases of the Unit are maintained and updated as required:

- Develops, implements and maintains a system for the storage and retrieval of files and other documents for the Unit;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Unit to ensure that matters are settled in accordance with service standards;
- Maintains and updates databases, consults with Information Systems Unit Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement.

Required Knowledge, Skills and Competencies

- Possess excellent interpersonal skills;
- Be a good team player;
- Possess a positive job attitude;
- Possess excellent oral and written communication skills;
- Maintain good internal and external customer relations;
- Demonstrate proper official conduct and decorum;
- Deliver output of a consistently high quality;
- High level of initiative and drive;
- Expert in co-ordinating activities;
- Ability to use the office machines, binder, photocopier, computer and fax machine;
- Sound administrative, planning and organizational skills;
- Possess excellent interpersonal, time management skills and be a team player;
- Competent in Microsoft Word, Excel, Power Point and Publisher.

Minimum Required Qualification and Experience

- Five (5) CXC subjects including English and Mathematics;
- Secretarial Certification;
- Diploma in Administrative Management;
- Three to four (3-4) years' experience in a similar position.

4. Paralegal Officer (PLG/LS 4)

Job Purpose

The Paralegal Officer provides support to the Senior Legal Officer as well as the Head of Legal Services, by drafting documents, organizing files and contacting witnesses, while maintaining said documents and files in a manner which is appropriate to its content and legal requirement. He/she

conducts research on request, for specific, upcoming court cases and on occasion, prepare documents in draft format, which are pertinent to diverse situations.

The incumbent ensures that suitable and verifiable information is provided on request, to visitors and or related, interested parties, and that the appropriate procedures are followed as mandated, which result in measurable levels of customer satisfaction.

The Paralegal Officer forms an integral part of the Division and, as such, is responsible for projecting a professional image, respect for the rule of law as well as the MOFPS standards of service delivery which is considered vital and deserving to stakeholders and visitors to the RAD.

Key Responsibilities

Technical/Professional:

- Conducts pertinent research on request and gather any appropriate information which is relevant to specific cases, as assigned. Documents and presents findings in accordance with research requirements;
- Prepares legal documents in draft format; prepares the appropriate documentation for interviews, hearings and closings. Documents related to Hearings are prepared and presented in accordance with agreed timelines;
- Administers to the needs of the office, file and maintains records as required. Arranges interviews and meetings, as instructed;
- Assists the Director and the Legal Counsel to prepare for trials, as and when the occasion arises;
- Arranges conferences and workshops as instructed. Ensures that the appropriate copies of documents/reference manuals and other pertinent information are available to participants;
- Performs any other related duties that may be assigned from time to time by the Director and the Legal Counsel.

Customer Service:

- Respects established customer service principles, standards and deliverables.

Required Knowledge, Skills and Competencies

- Is highly organized, exercises initiative and copes very well under pressure;
- Has a keen understanding of contracts and other legal documents, pays attention to details and being accurate;
- Understands the importance of deadlines and delivers accordingly;
- Is confidential, personable, a strong communicator and able to relate to all types of persons, professionals and non-professionals, in a variety of situations;
- Is trustworthy, discreet, applies good judgement, has excellent research skills and commands the language of legal terms and definitions;
- Is a competent user of personal computers with knowledge of relevant software applications.

Minimum Required Qualification and Experience

- Undergraduate Degree in LAW or equivalent;
- One (1) year of related work experience; **or**
- Associate Degree or equivalent in Paralegal Studies;
- Three (3) years of related experience.

Special Condition Associated with the Job:

- There can be stress when having to meet critical deadlines.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 20th June, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.gov.im

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 read 'Desreen Smith', with a stylized flourish at the end.

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