



Office of the Services Commissions

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CIRCULAR No. 229 **OSC Ref. C. 4840³³**

4th 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 fill the following **vacant** posts in the **Taxation Policy and the Strategic Human Resource Management Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Econometrician (SOG/ST 9)**, salary range \$7,716,512 to \$10,377,851 per annum.
2. **Senior Management and Operations Analyst (GMG/SEG 4) – (3 posts)**, salary range \$6,333,301 to \$8,517,586 per annum.
3. **Taxation Policy Analyst (GMG/SEG 3)**, salary range \$5,198,035 to \$6,990,779 annum.
4. **Information Systems Officer (MIS/IT 4)**, salary range \$3,501,526– \$4,709,163 per annum.

1. Senior Econometrician (SOG/ST 9)

Job Purpose

Under the general direction of the Senior Director, Research and Analysis, the Senior Econometrician has responsibility for the evaluation of the economic effect of new/existing tax measures on all stakeholders using econometric modelling.

Key Responsibilities

Technical:

- Provides input in the design of statistical survey forms for the development and maintenance of econometric models;
- Leads the modelling work to measure potential tax revenue effects;
- Generates estimates using the latest available data;
- Explores ways to apply methods used at the national level to the sub-national levels;
- Assists with the conducting of surveys;
- Analyzes and collates data collected from surveys;
- Provides analytical and statistical reports from information provided;
- Develops simulation models involving different tax regimes and the potential revenue effects of changes in tax policies;
- Meets with local and international Agencies and institutions to discuss the latest developments in local and international taxation in order to improve the local tax system;
- Assists the relevant department in the preparation of annual potential tax revenues effects;
- Maintains communication links with other Public Sector Agencies, overseas institutions and universities, to facilitate an exchange of ideas and information for the development and implementation of tax policies;
- Conducts studies to determine the present state of taxation in relation to the economy and makes comparisons with international standards;
- Estimates selected tax expenditures and co-author the related annual Tax Expenditure Statement for tabling in Parliament;
- Prepares evidence-based ad hoc tax related research reports;
- Evaluates the level of economic benefits and the benefits to individual industries from tax incentives granted under the different Acts.

Management/Administrative:

- Contributes to the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Contributes to the Divisional Strategic Plan and Budget;
- Analyzes issues, challenges and risks, and utilizes prudent judgement, demonstrates adaptability and flexibility in getting the job done despite challenging circumstances;
- Contributes to the preparation of reports;

- Recommends participation of relevant Divisional representatives at meetings, conferences, seminars and workshops;
- Attends meetings and executes directives as necessary.

Required Knowledge, Skills and Competencies

- Strong analytical and problem-solving skills;
- Excellent interpersonal and team management skills;
- Excellent oral and written communication 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;
- Working knowledge in the various operations of all tax types;
- Expert knowledge in applied economic analysis;
- Expert knowledge in computer applications such as Excel, SPSS, STATA and other Applied; Econometrics software;
- Expert knowledge in the use of statistical tools;
- Knowledge of economic issues.

Minimum Required Qualification and Experience

- M.Sc. Degree in Economics/Statistics with emphasis on Econometrics;
- Five (5) years' experience in a similar position.

2. Senior Management and Operations Analyst (GMG/SEG 4)

Job Purpose

Under the direction of the Chief Management and Establishment Analyst, the Senior Management and Operations Analyst is responsible for planning, executing and implementing organizational frameworks and systems for specified Ministries, Departments and Agencies.

Key Responsibilities

- Provides strategic advice to Permanent Secretaries and Heads of Department;
- Advises the Chief Corporate Management and Establishment Analyst on the status of Strategic Organizational reviews of Ministries, Departments and Agencies;
- Develops/reconfigures new Ministries, Departments and Agencies in accordance with new legal and policy directives;
- Develops proposals for the abolition/recommends the abolition of Statutory Bodies and Agencies consequent on reassignment of subjects and change of Government priorities;
- Guides and co-ordinates Government efforts in the implementation reform/modernization policies and programmes;
- Identifies areas which require particular types of management interventions and conducts consultancy exercises with due consideration given to cross cutting issues and joined up services;
- Contributes and participates in fora to deliberate on challenges experienced in achieving adherence to policy or standards;
- Assists in determining alternative approaches to achieving acceptance and conformance, or alternatively, to adjusting such policy and standard while remaining within the broad policy and programme guidelines of Government;
- Conducts reviews to determine capacity for absorbing reform initiatives; acts as change agent, where necessary, and evaluates and provides qualitative and quantitative feedback to inform future policy adjustment initiatives;
- Consults with Ministries, Departments and Agencies to determine external inputs for organizational initiatives, and prepares Terms of Reference to assist with the contractual process;
- Develops Terms of Reference for the procurement of consultancy services;
- Partners with consultants in organizational development and change; undertakes organizational development and change exercises;
- Partners with external consultants to ensure that agreed proprieties and deliverables are met;
- Establishes relationships with external consultants to ensure appropriateness of proposals and recommendations;

- Undertakes and manages prior option reviews for Ministries, Departments and Agencies to enhance efficiency and effectiveness;
- Assists clients with the development of various components of scheme of management, such as modernization and financial plans;
- Develops functional organizational charts and output focused Job Descriptions;
- Co-ordinates team to undertake job reclassification exercise;
- Participates in the development of proposed pay bands and attached proposed salaries for Performance-based Institutions;
- Evaluates and forwards relevant documents to the Ministry of Finance and the Public Service for the creation of Ministries, Departments and Agencies;
- Analyzes and evaluates consultancy reports to ensure that:
 - Duplication and fragmentation of functions are eliminated;
 - Public bureaucracy are optimally staffed and cost savings realised;
 - Appropriate changes are made to the reports after consultation with stakeholders;
 - Facilitates change management processes in Ministries, Departments and Agencies;
 - Negotiates best option decision with clients;
- Evaluates selected reform initiatives periodically to determine if implementation process is in keeping with plans;
- Reviews areas which will be affected by cross-cutting reform initiatives, and makes recommendations for the accommodation and integration of the desired changes;
- Conducts Job Audit Reviews of organizations and systems within Ministries, Departments and Agencies to;
 - Identify the core business functions and related processes;
 - Determine the most appropriate option for the future of the entity (close, absorb, merge and privatize);
 - Provide advice on appropriate structures which will enable the performance of core functions within the context of the corporate plan;
 - Identify systematic weaknesses and undertake business process re-engineering to enable efficient and effective delivery of service and the accomplishment of major targets and objectives;
 - Avoid and mitigate industrial relations problems;
- Promotes and participates in the corporate planning process and facilitates the inclusion of reform activities as an integral part of Ministry, Departments and Agencies;
- Collaborates with Agencies to monitor performance in comparison to targets both qualitative and quantitative, and explores reasons for divergence in order to provide support initiatives to achieve improvements;
- Assists with supervision of Management and Establishment analysts in conduct of some assignments/projects;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Thorough understanding of the Jamaican Public Sector;
- Ability to identify problems in bureaucratic structures, processes institutions and cultures;
- Knowledge of relevant appropriate Information Technology Programmes;
- Good understanding of public sector modernization programmes and techniques;
- Organization design and staffing skills
- Job analysis and evaluation skills;
- Ability to identify capacity gaps and propose alternate recommendation;
- Strong organizational analysis; issue analysis and problem-solving skills;
- Good leadership skills;
- Knowledge of business process review and re-engineering;
- Knowledge of contemporary management approaches;
- Thorough understanding of the change process;
- Excellent interpersonal staff management skills;
- Excellent oral and written communication skills;
- Workload analysis;
- Good time management skill
- Strong Presentation skills;
- Report writing skills;
- Facilitation skills;
- Knowledge of computer applications and the use of electronic systems in an office or production environment.

Minimum Required Qualification and Experience

- M.Sc. Degree in Public Administration, Management or Social Science with three (3) years of experience in a related field

OR

- First Degree in a related field with five (5) years of experience in a similar position;
- Specialized training in Management Consultancy; Management or Operations Analysis; Work Simplification.

Special Conditions Associated with the Job

- Work will be done in a standard office environment using standard office equipment (computer, photocopier et. cetera);
- High degree of pressure from time to time.

3. Taxation Policy Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Taxation Policy Development, the Taxation Policy Analyst is responsible for analyzing and evaluating tax proposals assist in the development of taxation policies.

Key Responsibilities

Technical:

- Monitors, analyzes and makes recommendations for reporting to the Minister on policy issues relating to tax laws as they impact the economy as a whole, and to specific Sectors and/or individuals and groups within the tax system;
- Investigates and reports on practical and sound policy and legislative proposals, taking cognizance of the administrative compliance, revenue and economic effects;
- Assists in interpreting tax laws and formulating practical guidance to promote voluntary tax compliance;
- Keeps abreast with the latest developments in taxation, economics, business and related disciplines;
- Initiates and maintains networks with the Private Sector;
- Identifies issues which may have an impact on the Tax Acts;
- Liaises with the Legal Officers in the development of draft legislation, including liaison with the Parliamentary Counsel, as required;
- Monitors the drafting process;
- Conducts effective quality assurance activities;
- Conducts reviews of the efficiency and effectiveness of the legislative measures used to implement Government's taxation policies;
- Makes submissions to the Principal Director, Tax Policy with background information and recommendations;
- Prepares progress reports and/or feedback along with recommendations in keeping with Government's economic goals;
- Ensures that policies proposed reflect best advice to taxpayers and there is consistency with advice;
- Provide information in response to queries relating to tax policy matters from various entities and members of the public, through various mediums such as correspondences (letters) and/or telephone;
- Prepares comprehensive briefs for the Minister concerning the Bauxite (Production Levy) Act, the Bauxite and Alumina Industries Encouragement Act, the Mining Act, the Petroleum Act and any other relevant Act;
- Provides resource support to the Minister in the Houses of Parliament;
- Represents the Ministry at meetings on matters relating to the extractive industry;
- Drafts Cabinet Submissions, prepares Orders under the above Acts and monitors those Orders through the various stages of enactment;
- Receives reports on the payment of taxes/levy by approved producers/companies.
- Collaborates with Research and Analysis through the Senior Director on the performance of taxes, in order to determine areas that may need policy changes
- Analyzes the effects of changes in taxation policy as it relates to the grant of exemptions, concessions and incentives for savings and investment;
- Examines proposals for changes in taxation policy as it relates the granting of exemptions, concessions and incentives for savings and investments;

- Prepares brief for tax legislation to give effect to tax policies embodied in the annual taxation programmes and proposals approved during the course of the year;
- Prepares reports, briefs and submissions outlining recommendations for policy changes and decisions;
- Drafts Cabinet Submissions to give effect to recommendations for changes;
- Assists with the development of a database on policy issues and actions taken to implement recommended changes to tax laws;
- Analyzes, investigates and recommends policy changes;
- Conducts research into proposals submitted by interest groups for changes to Tax Laws;
- Makes recommendations for changes to Tax Laws;
- Provides assistance to the Director in organization stakeholders consultation;
- Prepares monthly report on work assigned by supervisor.

Management/Administrative:

- Contributes to the development of the Branch's Corporate and Operational Plans and Budgets;
- Prepares Individual Work Plans;
- Assists in ensuring that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Participates in stakeholder's meetings within and/or outside the Ministry as Divisional representative as it relates to taxation matters;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve Organization's goals;
- Possess the ability to identify and analyse work related problems and generate innovative or appropriate solutions;
- Possess excellent written and oral communication skills;
- Ability to exercise initiative and sound judgment;
- Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner;
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the Government and tax space;
- Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines;
- Sound knowledge of tax laws and treaties;
- Sound knowledge of taxation policies;
- Strong knowledge of direct and indirect taxes as well as emerging taxes;
- Working knowledge of Human Resource Management practices;
- Strong research and analytical skills;
- Sound knowledge of computer applications;
- Possess excellent written and oral communication skills;
- Possess and exercise high integrity and ethical standards;
- High attention to detail/focus.

Minimum Required Qualification and Experience

- B.Sc. in Business Administration/ Economics, Management Studies or equivalent discipline;
- Three (3) years working experience, at least two (2) of which should be in an area related to taxation.

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines;
- Required to work abnormal working hours;
- May be required to travel both locally and overseas on official work-related business;
- Frequent meetings.

4. Information Systems Officer (MIS/IT 4)

Job Purpose

The incumbent is responsible for establishing, maintaining and developing the Unit's Information Systems and to improve the PSED's capacity to integrate IT in work processes, thus improving the decision-making capacity of the Division.

Key Responsibilities

To establish procedures for dealing with data:

- Incorporates data sets from a variety of formats into Unit's database;
- Undertakes the daily maintenance and expansion of Unit's databases;
- Establishes links between the Unit's databases and other data sources;
- Develops appropriate policies and procedures for the management of the Unit's databases and for providing access to data;
- Develops appropriate data products and computerised information services;
- Develops and customises software, where appropriate, to meet the Units information management needs;
- Assists in the design and implementation of back up procedures that will minimise recovery time after a disaster;
- Provides support to staff to solve computer related problems.

To liaise with information users to develop access to data and information services:

- Liaises with data users on IT and data issues;
- Prioritizes data entry work and supervises the technical aspects of data entry staff.

To liaise with various contacts to maintain the integrity of the database:

- Liaises with data suppliers on data issues, providing them with technical support and guidance;
- Liaises with ISU re hardware and software support;
- Provides training or seek training to ensure that the Unit's staff is competent in the use of its IT resources.

To monitor systems in place for employment census data:

- Ensures that effective systems are in place for census data;
- Liaises and visits with census agencies (i.e. ministries/departments, schools/colleges, statutory bodies, executive agencies and parish councils) and discuss the compatibility of their system with ours, re: sharing and provision of census data;
- Suggests improvements or changes where necessary;
- Participate in census data collection.

To perform various administrative tasks:

- Leads and manages the Unit's IT team in the achievement of strategic objectives;
- Plans, directs and organises the IT work of the Unit;
- Gives feedback on IT issues and experiences to Unit's Directors;
- Maintains an up-to-date knowledge and understanding of information management policy, systems and technology;
- Undertakes appropriate administrative duties to ensure the smooth running of the Unit's information service;
- Undertakes other tasks as necessary; or as directed by the Unit's Director;
- Provides feedback and arrange for training;
- Supervises direct reports;
- Represents the Unit/Division at IT Seminars and meetings;
- Answers queries relating to the Unit's IT work;
- Transfers skills and set performance targets;
- Ensures that appropriate and current data is available for Division's web pages;
- Establishes guidelines to design and generate statistical and other reports for various projects, as is necessary.

To develop new projects and keep abreast of technological development:

- Assists the other Units in the PSED on ways of improving their performance by using Information Technology;
- Works with other members of staff to improve their IT capacity;
- Reads technical manuals and reports to maintain knowledge of hardware and software.

Required Knowledge, Skills and Competencies

- Teamwork;
- Good job knowledge;
- Good problem solving and analysis skills;
- Quality of output;
- Good oral and written communications skills;
- Customer relations;
- Initiative;
- 4GL Language;
- PowerBuilder or Visual basic;
- Project Management;
- Database management systems.

Minimum Required Qualification and Experience

- B.Sc. in a computer related field from a recognised tertiary institution is desirable.
- Two-three (2-3) years' experience in development and maintenance of Data Management Systems;
- Equivalent combination of education and experience, which demonstrates the ability to perform the duties.

Applications accompanied by Résumés should be submitted **no later than Monday, 17th 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.



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