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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 **Public Expenditure Policy Co-ordination and the Public Expenditure Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Audit Co-ordinator, Information Systems (FMG/AS 5) - (Vacant)** salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Director, Project Analysis (GMG/SEG 5) - (Vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
3. **Director, Monitoring and Evaluation (GMG/SEG 4) - (Vacant)**, salary range \$6,333,301 - \$8,517,586 annum.
4. **Director, Proposal Development and Strategic Support (GMG/SEG 4) - (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
5. **Project Analysts (GMG/SEG 3) (Vacant) - (2 posts)**, salary range \$5,198,035 - \$6,990,779 per annum.
6. **Senior Project Engineer (SOG/ST 7) - (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
7. **Cash Management Analyst (GMG/SEG 2) - (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
8. **Research Officer (SOG/ST 5) - (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
9. **Documentation and Logistics Officer (GMG/AM 2) - (Vacant)**, salary range \$1,711,060 to \$2,301,186 per annum.

1. **Audit Co-ordinator, Information Systems (FMG/AS 5)**

Job Purpose

To promote probity, regularity, transparency, accountability and value for money in the management of Government information systems resources.

Note:

- ✓ MDA is Ministry, Department or Agency;
- ✓ Information Systems (IS) relates to the technology, processes and human resources of any computerized government operation/activity;
- ✓ Where the term “integrated audit” is used, it refers primarily to audits that combine IS audit with other types of audit;
- ✓ 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

Information systems audit policies and standards developed and disseminated:

- Researches best practice methodologies available through professional organizations, international institutions engaged in IS audit activities;
- Solicits, collates and analyzes feedback from the PX Units and other stakeholders in areas requiring strengthened IS audit policies and standards;
- Develops and propagates audit policies, procedures, methodologies and guidelines related to IS audits;

- Develops and promotes 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;
- Liaises regionally and internationally in a bid to identify best practices for the profession;
- Garner support from international donors to foster the growth of the function within GOJ.

Training of Internal Audit Units (IAUs), PX Units and Audit Committees conducted:

- Promotes the development within GOJ's internal audit function of IS and integrated audits;
- Advises MDAs on the establishment and operations of audit committees;
- Conducts training needs analysis, develops training objectives; and identifies suitable and cost-effective programmes to meet the objectives;
- Provides training (in-house workshops/short courses and on-the-job) to the IAUs, PX Units and Audit Committees;
- Collates information on the development of the Internal Auditors, such as education status and training IAUs have received, to inform/guide training strategies.

Audits overseen and directed, and IAUs performance reviewed:

- Identifies significant IS areas to be audited within the Ministries and Departments;
- Guides the IAUs in planning, supervising, directing and controlling and conducting, where necessary, IS and integrated audit assignments;
- Guides the IAUs to compile an action plan to determine how recommendations made and accepted will be implemented, when and by whom;
- Guides the internal auditors in determining automated testing capabilities and methods to improve efficiency and effectiveness in the audit process;
- Conducts site visits to IAUs to assess their general performance, compliance with standards and the adequacy of the working methods and papers with respect to containing valid audit conclusions, cost effective recommendations and reliable evidence.

Guidance provide to IAU on IS and integrated audits and implementation of recommendations:

- Oversees IS and integrated audits to identify underlying causes of weakness observed, assessing the overall impact of these weaknesses and determining the relative importance of facts presented and their implications;
- Guides the development of the audit reports for the relevant stakeholders and reviews action plan to determine how the recommendations made and accepted will be implemented, when and by whom.
- Provides functional supervision to the IS Auditor in promulgation of internal audit standards, training in the use of auditing tools and conduct of special assignments.

Advice or time provided to Special Assignments within GOJ:

- Provides special advice on internal audit issues and works on Special Assignments, such as IS and integrated audits, as requested by the Unit Head.

Computer audit applications selected and implemented:

- Identifies GOJ requirements for computer audit applications and recommends appropriate applications;
- Guides the implementation of the selected applications by conducting or co-ordinating training for users.

Required Knowledge, Skills and Competencies

- Possess a positive job attitude;
- Possess excellent written and oral communication skills;
- Able to exercise initiative and sound judgment;
- Maintain good internal and external customer relations;
- Demonstrate proper official conduct;
- Possess excellent interpersonal skills;
- Deliver output of a consistently high quality;
- Ability to think strategically;
- Logical problem solving and analytical skills;
- Possess good integrity and ethical standards;
- Excellent leadership skills;
- Excellent management and teambuilding skills;
- Proficient knowledge of the principles, practices and methodologies of IS audits;
- Proficient in systems development methodologies, Web-based applications, Client Sever Technology, and other operating systems;

- Comprehensive knowledge of the current audit principles, standards, and techniques including Risk Assessment; Working knowledge of data processing principles and automated financial systems;
- Sound knowledge of training policies and methods;
- Sound 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;
- Ability and willingness to work co-operatively and collaboratively across MoFP and GoJ.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; or
- ACCA Fundamentals plus and over six (6) years auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and Professional audit training would be an asset.

2. Senior Director, Project Analysis (GMG/SEG 5)

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with MDA/SPS, PDSS Director and the M&E Director, the Director, Project Analysis is responsible for co-ordinating, managing and facilitating the conduct of financial, economic, social, environmental and institutional assessment of public investment concepts and proposals, so as to ensure proposals satisfy the criteria and objectives of alignment, relevance, feasibility, sustainability and value for money; and the preparation of comprehensive reports documenting assessment outcomes and recommendations for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC).

Key Responsibilities

Technical:

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Supervises and directs the preliminary screening of project concepts to ensure:
 - ✓ Alignment with Government's strategic objectives/priorities and MDAs Corporate/Sector Plans;
 - ✓ Concept proposal meets budget classification tests for inclusion as a project;
 - ✓ A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage;
- Co-ordinates and manages the conduct of financial, economic, social, environmental and institutional assessment of public investment proposals submitted by MDA/SPS, including:
 - ✓ Rationale for the project - strategic justification
 - ✓ Cost/benefits to society
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
 - ✓ Project options/alternatives
 - ✓ Major risks and mitigation strategies
 - ✓ Technical design and management arrangements
 - ✓ Monitoring and evaluation framework
- Collaborates with and engages a wide range of PIMS stakeholders in soliciting and securing technical inputs in the screening and appraisal of project concepts and proposals;
- Provides technical support to the Principal Director and TRC in arriving at recommendations in respect of the appraisal of public investment concepts and proposals;
- Co-ordinates the collation and preparation of reports for submission to the TRC and PIMC for their consideration and recommendations;
- Develops and fosters effective communication channels with the Project Management Office (PMO) of proposing entities and relevant MOF&PS stakeholders, so as to facilitate and ensure:
 - ✓ The adequacy of support and guidance in the preparation of concepts and proposals;
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes;
- Provides leadership in implementing and monitoring quality standards, best practices, and international benchmarks to guide the assessment of investment concepts and proposals;

- Undertakes reviews and audits of screening and appraisal reports submitted to gauge and ensure:
 - ✓ The most appropriate assessment and appraisal techniques and tools have been utilized;
 - ✓ The accuracy and soundness of forecasts, projections and conclusions;
 - ✓ Concepts and proposals satisfy the criteria and objectives of alignment with GOJ strategic priorities, relevance, feasibility, sustainability and value for money;
 - ✓ Management of the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Provides support to staff supervised in facilitating and conducting research to gather data and information to support project analysis, benchmarking and recommendations;
- Provides leadership in the analysis of project performance data entered on the PIMIS, and the initiation of appropriate action to ensure lessons learnt guide future assessments and drive continuous process improvements;
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises;
- Keeps abreast of developments, trends and international best practices in the field of project management and analysis, so as to inform proactive planning, decision-making and continuous improvement.

Management/Administrative:

- Develops, implements, monitors and reviews Project Analysis Strategic and Operational Plans;
- Participates in the development of the Branch's Annual Budget and Operational Plan;
- Ensures the implementation and maintenance of record-keeping systems to facilitate the day-to-day functioning of the Section;
- Ensures the maintenance of professional conduct, integrity and confidentiality in the screening and appraisal process;
- Attends meetings to provide updates and make presentations to the TRC, PIMC and other PIMS stakeholders;
- Co-ordinates and prepares periodic and special reports on areas of responsibility, including the status of project concepts and proposals, issues, initiatives and recommendations;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resources:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication;
- Contributes to the building of institutional knowledge for the Secretariat by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching;
- Ensures that staff is provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Participates in the recruitment and selection of staff for the Section.

Required Knowledge, Skills and Competencies

- Sound planning, coordinating, organizing, problem solving and time management skills;
- Ability to forge effective working relationships with cross-functional teams and other stakeholders;
- Ability to communicate effectively, orally and in writing with diverse stakeholders;
- Excellent conceptual, analytical, risk management and critical-thinking skills;
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences;
- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects;
- Ability to demonstrate sound judgment, objectivity and integrity in decision making;
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction;
- Strong knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework;
- Excellent knowledge of all phases of project life-cycles;
- Excellent knowledge of the methods, principles, practices and tools of project appraisal;
- Ability to develop and analyze financial models and undertake economic cost-benefit analysis for projects;
- In-depth knowledge of the application of the tools and methodologies of project analysis and research in arriving at evidence-based and sound decision-making;
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Vision;

Minimum Required Qualification and Experience

- Master's Degree in Business Management/Administration, Finance, Economics or relevant Social Science discipline;
- Certification as a Project Management Professional (PMP) or its equivalent;
- Five (5) years of proven experience and demonstrated ability in a project management or business/finance analytical role, including two (2) years in a managerial/supervisory position;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Proven experience in coordinating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data;
- Experience working in the public sector, and in training and building the capacity of others, would be added assets.

Special Conditions Associated with the Job

- May be required to visit project sites occasionally;
- Required to possess a valid Driver's License and a reliable motor vehicle;
- May be required to work beyond normal hours in order to meet deadlines.

3. Director, Monitoring and Evaluation (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with MDA/SPS, Project Analysis Director and the PDSS Director, the M&E Director, is responsible for managing the process of providing technical support and guidance in the design and assessment of M&E Framework for project concepts and proposals that satisfies project specific requirements, national and international benchmarks and standards; and for undertaking the review and evaluation of M&E reports from MDAs to identify and facilitate the management of gaps, challenges, evolving problems and potential bottlenecks in implementation, so as to ensure the achievement of project objectives in an efficient, timely and cost effective manner.

Key Responsibilities

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Division's Strategic and Operational Plans;
- Leads the process of providing technical support and guidance to MDAs/SPS and project analysts in the design and assessment of M&E plans and framework of project concepts and proposals, including:
 - ✓ Identifying and clarifying project M&E information needs;
 - ✓ Developing and implementing M&E systems, procedures and processes
 - ✓ Identifying and establishing baseline measures, key performance indicators (qualitative and quantitative) and targets;
 - ✓ Designing and developing M&E systems, tools and mechanisms (log frames, Work Plans, reporting forms, flow charts, manuals, etc.).
- Develops and fosters effective communication channels with MDAs and relevant MOF&PS stakeholders, so as to facilitate and ensure:
 - ✓ The adequacy of support and guidance in the preparation of concepts and proposals;
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes;
- Provides M&E support to Project Analysis and PDSS staff in arriving at recommendations and decisions in respect of project concepts and proposals;
- Collaborates with Project Analysis staff in the preparation of reports for submission to the TRC and PIMC for their consideration and recommendations;
- Collaborates with MDAs in identifying strengths and weaknesses in existing data collection and management information systems (MIS) and in proposing solutions;
- Manages the process of conducting research and surveys to gather data and information to identify models of best practices and establish benchmarks to support informed decision-making;
- Evaluates and validates the adequacy and appropriateness of MDA's M&E systems and processes and ensures findings, lessons learnt and best practices are shared with stakeholders;
- Utilizes evaluation findings from research to inform future design of M&E framework and in assessing progress towards higher order results (outcomes/impact);
- Monitors and follow-up on the implementation of recommendations arising out of the evaluation of project M&E framework;

- Develops an archive of lessons learnt to inform future development of M&E Framework and related activities;
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises;
- Keeps abreast of developments, trends and international best practices in the field of project monitoring and evaluation, so as to inform proactive planning, decision-making and continuous improvement;

Management/Administrative:

- Develops, implements, monitors and reviews M&E Operational Plans to guide PIMSEC's monitoring and evaluation activities;
- Ensures the implementation and maintenance of record keeping systems to facilitate the day-to-day operations of the Section;
- Ensures the maintenance of record keeping systems to facilitate the day-to-day operations of the Section;
- Attends meetings to provide updates and make presentations to the TRC, PIMC and other stakeholders on M&E related matters;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides M&E inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resources:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication;
- Contributes to the building of institutional knowledge for the Secretariat by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching;
- Ensures that staff is provided with adequate and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Participates in the recruitment and selection of staff for the Section;
- Participates in and conducts PIMS sensitization and capacity building sessions with MDA/SPS entities.

Required Knowledge, Skills and Competencies

Core/Behavioral:

- Sound planning, coordinating, organizing, problem solving and time management skills;
- Ability to forge effective working relationships with cross-functional teams and other stakeholders;
- Ability to communicate effectively, orally and in writing with diverse stakeholders input in assessment process:
 - ✓ Senior Management re participation in Divisional meetings;
 - ✓ PIMSEC Support Unit re collaboration and support on the development and maintenance of records and database;
- Excellent conceptual, analytical, risk management and critical-thinking skills;
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences;
- Meticulous attention to detail with an eye for accuracy, rigor, logic and causes and effects;
- Ability to demonstrate sound judgment, objectivity and integrity in decision making;
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction.

Functional/Technical:

- Strong knowledge of PIMS legislative, regulatory and governance framework;
- Excellent knowledge of all phases of project life-cycles;
- Excellent knowledge of the methods, principles, practices and tools of project monitoring and evaluation;
- Ability to apply a range of data collection and analytical approaches and methods in designing M&E plans and monitoring and evaluating performance;
- In-depth knowledge of the qualitative and quantitative techniques of research, data collection and analysis, and their application in arriving at evidence-based and sound decision-making skills;
- Ability to analyze data using statistical software in Microsoft Office applications, including Microsoft Project and Excel.

Minimum Required Qualification and Experience

- Master's Degree in Business Management/Administration, Finance, Economics or relevant discipline;
- Certification or training in M&E or equivalent experience and training;
- Five (5) years of proven experience and demonstrated ability in M&E designs and the monitoring and evaluation of projects, including two (2) years in a managerial/supervisory position;
- Experience in designing M&E tools, systems and strategies for data collection and analysis and production of reports;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Experience working in the Public Sector, and in training and building the capacity of others, would be added assets.

Special Conditions Associated with the Job:

- Work is performed in normal office conditions. May however be required to visit project sites occasionally;
- Required to possess a valid Driver's License and a reliable motor vehicle;
- May be required to work beyond normal hours in order to meet deadlines.

4. Director, Proposal Development and Strategic Support (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with MDA/SPS entities and Project Analysts, the Director, Proposal Development & Strategic Support is responsible for co-ordinating and managing the provision of technical support, advice and guidance to MDA/SPS in the preparation of Public Investment Proposals; establishing a Quality Assurance (QA) framework to meet project related quality and performance requirements of MDA/SPS and PIMSEC; and identifying, reporting on and facilitating project related training and development needs of MDA/SPS; so as to facilitate and ensure the timely, effective and efficient preparation and submission of Public Investment Proposals, and a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process.

Key Responsibilities

Technical/Professional:

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Co-ordinates and manages the day-to-day administration of the PDSS in facilitating the provision of technical assistance and support to proposing authorities;
- Acts as the primary source of contact within PIMSEC for technical support, guidance and assistance;
- Co-ordinates and manages the provision of technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
 - ✓ The timely, effective and efficient preparation and submission of Public Investment Proposals;
 - ✓ Timely and appropriate responses to queries, concerns and request for information;
 - ✓ A smooth and efficient flow of complete, accurate and timely information in support of the PIMS process;
- Co-ordinates and manages the provision of technical advice, guidance and support to MDAs in the development of Public Investment Proposals to include:
 - ✓ Terms of Reference in the conduct of feasibility studies;
 - ✓ Technical design and management arrangements;
 - ✓ Potential risks, challenges and mitigation plans;
 - ✓ Social, economic and environmental impact;
 - ✓ Financial sustainability;
- Works collaboratively with the Director, Project Analysis and M&E Director in researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the project proposal development process;
- Works collaboratively with MDA/SPS by:
 - ✓ Identifying and clarifying proposal development information needs;
 - ✓ Developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards;

- ✓ Establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals;
- Provides leadership in the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements with a focus on continuous improvements of PIMS, through the application of quality control mechanisms;
- Monitors and oversees the conduct of QA audits to determine adequacy, efficiency and effectiveness of the current mechanisms, processes, procedures and competencies in place, and recommends and/or takes corrective measures, where necessary;
- Collaborates proactively with MD/SPS, PDSS and project analysis staff in identifying, documenting, collating and reporting on training, development and sensitization needs;
- Establishes systems and processes to facilitate follow-up actions in ascertaining the status of recommendations re training and development needs and interventions;
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance;
- Ensures the development of an archive of lessons learnt to inform future project development support activities;
- Maintains knowledge of current practices and trends in the field of project proposal development and appraisal to adequately meet the demands of the job.

Management/Administrative:

- Develops, implements, monitors and reviews Work Plans to guide the management of PDSS activities;
- Develops, implements and monitors an Annual Budget for the Unit;
- Ensures the maintenance of record keeping systems to facilitate the efficient and effective day-to-day operations of the Unit;
- Attends meetings to provide updates and make presentations to stakeholders on PDSS related matters;
- Prepares internal periodic and special reports on areas of responsibility including the status of proposals being developed, challenges and recommendations;
- Provides PDSS related inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Human Resources:

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication;
- Participates in the recruitment and selection of staff for the Unit.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- Sound planning, co-ordinating, organizing, problem solving and time management skills;
- Ability to forge effective working relationships with cross-functional teams and other stakeholders;
- Ability to communicate effectively, orally and in writing, with diverse stakeholders;
- Sound conceptual, analytical, risk management and critical-thinking skills;
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences;
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction.

Functional/Technical:

- Working knowledge of PIMS legislative, regulatory and governance framework;
- Sound knowledge of all phases of project life-cycles;
- Sound knowledge of the methods, principles, practices and tools of project development and appraisal;
- Sound knowledge of the qualitative and quantitative techniques of research, data collection and analysis, and their application in arriving at evidence based and sound decision-making skills;
- Proficiency in Microsoft Office applications, including Microsoft Project and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics or relevant discipline;

- Certification or training as a Project Management Professional (PMP) or its equivalent;
- Four (4) years of proven work experience in an area of project management, including three (3) years in a managerial/supervisory position;
- Proven track record of handling multiple assignments concurrently, with successful project delivery results;
- Experience working in the Public Sector would be a distinct asset.

Special Conditions Associated with the Job:

- Work is performed in normal office conditions;
- May be required to work beyond normal hours in order to meet deadlines.

5. Project Analysts (GMG/SEG 3)

Job Purpose

Under the general direction of the Senior Director, Project Analysis, the Project Analyst is responsible for conducting financial, economic, social, environmental and institutional assessment of public investment concepts and proposals submitted by MDA/SPS; ensuring proposals satisfy the criteria and objectives of relevance, feasibility, sustainability and value for money; and the preparation of reports documenting findings, conclusions, recommendations and underlying rationale, for consideration by the Technical Review Committee (TRC) and the Public Investment Management Committee (PIMC).

Key Responsibilities

Technical/Professional:

- Undertakes preliminary screening of project concepts to ensure:
 - ✓ Alignment with Government's strategic objectives/priorities and MDAs Corporate/Sector Plans;
 - ✓ Concept proposal meets budget classification tests for inclusion as a project;
 - ✓ A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage;
- Examines the legal framework of proposing authorities to verify whether project is in keeping with their function;
- Conducts financial, economic, social, environmental and institutional assessment of all public investment proposals submitted by MDA/SPS, including:
 - ✓ Rationale for the project - strategic justification
 - ✓ Cost/benefits to society
 - ✓ Social, economic and environmental impact
 - ✓ Financial sustainability
 - ✓ Project options/alternatives
 - ✓ Major risks and mitigation strategies
 - ✓ Technical design and management arrangements
 - ✓ Monitoring and evaluation framework
- Audits financial and economic models to gauge the accuracy of forecasts, projections and potential outcomes of proposals;
- Identifies and utilizes the most appropriate assessment and appraisal techniques and tools - NPV, IRR, ERR, CEA, etc. - to determine the viability and sustainability of projects;
- Identifies and manages the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Undertakes counter-factual scenarios – “do nothing”, “do minimum”, “do something-else” –as alternative approaches to achieving project objectives;
- Conducts research to gather secondary data to support project analysis, benchmarking and recommendations;
- Prepares detail reports on the assessment of project proposals, including the methodologies and measures employed in arriving at conclusions;
- Provides technical support to the Director in the review of reports, verification of findings and arriving at conclusions and recommendations;
- Assesses and analyzes performance data entered on the PIMIS by MDA/SPS and other stakeholders as aspects by:
 - ✓ Reporting requirements to PIMC
 - ✓ Gaining valuable lessons to guide future assessments and continuous process improvements
- Identifies MDAs training and sensitization needs and contributes to capacity building exercises;
- Maintains knowledge of current practices and trends in the field of project appraisal and management to adequately meet the demands of the job.

Management/Administrative:

- Ensures the implementation and maintenance of record keeping systems to facilitate the efficient and effective performance of day-to-day functions;
- Attends meetings to provide updates and make presentations to internal and external stakeholders on project concepts and proposals;
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions;
- Provides inputs into the development of the Management Information Systems, as required.

Required Knowledge, Skills and Competencies**Core/Behavioral:**

- Ability to work independently as well as collaboratively with cross-functional teams;
- Ability to listen actively and respond appropriately to others' proposals and ideas;
- Ability to prioritize and handle multiple tasks simultaneously;
- Exceptional problem solving and time management skills;
- Achievement and goal oriented with the ability to deliver exceptional results;
- Detail oriented with a keen eye for accuracy, rigor and logic;
- Exercises sound judgement and objectivity in arriving at conclusions;
- Excellent presentation and report writing skills.

Functional/Technical:

- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework;
- Sound knowledge of all phases of project life-cycles;
- Excellent knowledge of the methods, principles, practices and tools of project appraisal;
- Knowledge of applicable environmental laws, regulations, compliance policies and sustainable practices;
- Thorough grasp of the principles, techniques and practices of project management as they relate to environmental and social services assessment and management;
- Ability to develop and analyze financial models and undertake economic cost-benefit and risk analysis for environmental and social services projects;
- Exceptional ability to research, collect, analyze and interpret qualitative and quantitative information/data;
- Excellent conceptual, analytical, risk management and critical-thinking skills;
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Vision.

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Management/Administration, Finance, Economics, Environmental Science, other Social Sciences, or relevant discipline;
- Project Management Professional (PMP) certification or equivalent preferred;
- Three (3) years' experience in a project management or business/financial analysis role;
- Proven experience as a project analyst/manager in delivering successful results;
- Experience working in a social services and/or environmental management capacity in a public sector entity would be a distinct asset.

OR

- An equivalent combination of required education and experience.

Special Conditions Associated with the Job:

- May occasionally be required to visit a project site;
- May be required to work beyond normal hours in order to meet deadlines.

6. Senior Project Engineer (SOG/ST 7)**Job Purpose**

To improve Civil Engineering project implementation by Ministries, Departments and Agencies (MDAs).

Key Responsibilities

- Analyzes and appraises Civil Engineering projects and loan agreements so as to ensure that only priority and well-conceived projects are approved for implementation by:
 - ✓ Undertaking technical analysis of project profiles;

- ✓ Analyzing projects in their three stages of pre-design, design and implementation, assessing design requirement and elemental costing to ensure that projects are actualised for their intended purpose;
- ✓ Participating in the pre-selection process of projects, giving information on the requirements to fulfil civil and structural engineering criteria;
- ✓ Assisting in the evaluation and recommendations related to Cabinet submissions on project implementation;
- ✓ Examining detailed of final project designs to facilitate the process of achieving projects with sound structural integrity;
- ✓ Reviewing contract documents/Bills of Quantities to determine if engineering drawings and specifications have satisfied the requirements of the projects.
- Monitors project implementation so as to promote the achievement of the desired outcome within time and budget by:
 - ✓ Preparing the quarterly reports which reflect the actual and budgeted expenditure and planned physical activity for projects within the monitoring portfolio;
 - ✓ Giving support to the other agricultural/economic and social projects, which have civil components;
 - ✓ Interpreting engineering designs to ensure that the relevant minimum standards are satisfied;
 - ✓ Participating fully in the quarterly review meetings to contribute to the production of the Projects Unit reports;
 - ✓ Undertaking continuous assessment of project implementation;
 - ✓ Reporting on ad hoc matters of concern to Section Head and Unit Head;
 - ✓ Undertaking the physical and financing monitoring of capital projects, including site visits, examining project documentation, meeting with project managers etc.;
 - ✓ Co-operating with the Office of the Contractor General, PIOJ and other monitoring bodies to ensure overlap in the monitoring of specific projects is minimised;
 - ✓ By sharing information with colleagues monitoring projects in other sectors, facilitating the scope for cross-sectoral projects and co-operation;
 - ✓ Advising the PPC Secretariat on the nature, purpose and status of capital projects;
 - ✓ Identifying and analysing potential problems/delays in project implementation, and the causes behind existing problems/delays as well as, analysing successes with a view of being able to duplicating them where necessary;
 - ✓ Taking pre-emptive or corrective action, such as by facilitating action by the Projects Unit Section Head and the PX Unit head;
 - ✓ Providing feedback, and monitoring reports and presentations to stakeholders such as the other PX Units, Economic Management Division, PIOJ etc. on the progress of project implementation to inform rationalisation and re-prioritisation during the budget year;
 - ✓ Assisting Budget Analysts in analysing quarterly cash flow request for major capital requests with a view to maximising the allocation of resources;
 - ✓ Providing advice on the progress on the financial requirements to key stakeholders such as the executing agency, the PX Units and Cash Management Unit so as to ensure the expeditious implementation and completion of projects;
 - ✓ Liaising closely and continuously with the MDA during the budget period to analyse MDA project activities and finances to improve efficiency and ensure value for money;
- Facilitates mid-term reviews and undertakes post-implementation evaluations of contractors and projects to determine the extent to which they have achieved their desired outcome within time and budget by:
 - ✓ Participating in the midterm and post-completion evaluation of projects;
 - ✓ Reviewing over designs with a view of to reducing project costs;
 - ✓ Examining and advising on 'particular conditions' of contract and identifying weaknesses that may lead to costly settlement of disputes;
 - ✓ Conducting ad-hoc impact assessments of completed activities, so as to ascertain the impact of the activity on overall project outcome.
- Provides information and advice during the Public Sector Investment Programme (PSIP) and budget preparation so as to ensure that limited resources are allocated to priority projects by:
 - ✓ Providing advice and guidance to the MDAs on the different stages of the project cycle and the requirements and documentation at each stage;
 - ✓ Advising MDAs on likely problems (e.g. land acquisition and security issues) which may be encountered and how these might be planned and recommend how they may be addressed;
 - ✓ Referring MDAs to expert sources for detailed design advice;
 - ✓ Providing advice on soundness of engineering in the local context, designs and appropriate technology;
 - ✓ Indicating the risks involved with applying technology not widely used in Jamaica
 - ✓ Advising MDAs on the prioritisation process;
 - ✓ Collaborating with the MDAs, advising the PX Units and the PSIP Unit on the projects which should be prioritised for inclusion in the PSIP, and in the capital budget.

Required Knowledge, Skills and Competencies

- Logical problem solving and analytical skills;
- Ability to exercise initiative;
- Thorough job knowledge;
- Consistent delivery of high-quality output;
- Excellent oral and written communication skills;
- Sound knowledge of project development and management methodologies.

Minimum Required Qualification and Experience

- Bachelor's Degree in Construction/Civil Engineering with the relevant specialization (e.g. Infrastructure, water drainage etc.);
- Membership of professional institution would be an asset;
- Three (3) to five (5) years' experience in projects in the relevant specialization;
- Experience in contract management and administration and/or project monitoring would be an asset.

7. Cash Management Analyst (GMG/SEG 2)

Job Purpose

To facilitate the effective and efficient allocation and management of financial resources consistent with high standards of probity, accountability, transparency, value for money, in line with parliamentary intentions, so as to support the achievement of the Government's priority.

Key Responsibilities

To ensure that key stakeholders have sufficient and adequate information to enable their decision making by:

- ✓ Receiving from Accountant General, Withdrawal from Consolidated Fund Orders showing actual cash released to MDAs; consolidating information and generating report for PEX Units and Senior Director CMU;
- ✓ Analyzing actual cash released by AGD to MDAs with instructions by CMU for both recurrent and capital Heads; identify variances and generate reports for Senior Director and PEX Units;
- ✓ Assisting the Senior Cash Management Analyst in preparing Cash Flow analysis and advising the Senior Director on expenditure trends and projections;
- ✓ Assisting the Senior Cash Management Analyst undertake ongoing reviews and analyses required to inform policy at the macro level;
- ✓ Analyzing actual expenditure data by Head/Object and sub object and advise Senior Director of trends;
- ✓ Consolidating information of actual expenditure by Head/Object sub/object and generating reports, as necessary;
- ✓ Analyzing information of actual warrant issues by Head/Object and generating reports, as necessary;
- ✓ Monitoring and analyzing information on all advances issued by CMU; collaborating with Budget analysts and Accountant General and monitoring recovery of these advances;
- ✓ Providing actual data on warrant releases to Statistical Institute (STATIN) and Fiscal Policy Management Unit (FPMU), as required;
- ✓ Collaborating with Budget Analysts/Financial Analysts in PX Units, to ensure that adequate, reliable and timely information is available to Cash Management Unit and other stakeholders.

To support the maintenance of an appropriate level of liquidity and maximize revenue to the Consolidated Fund by:

- ✓ Liaising with Economics Division/Loan Monitoring unit /Budget Analysts/Project;
- ✓ Analyzing to identify Consolidated Fund payments and preparing annual schedule for recovering amounts on a quarterly basis;
- ✓ Monitoring all Consolidated Fund payments provided in the Budget and ensuring that amounts budgeted are not released through warrants to MDAs;
- ✓ Liaising with Loan Monitoring Unit to acquire information regarding the funding of Special Project Accounts for multilateral/bilateral projects in order to determine the timing and amounts to be paid over to the Consolidated Fund;
- ✓ Collaborating with Financial Analysts and FPMU to monitor miscellaneous revenue performance against projections and revise targets based on actual performance;

- ✓ Analyzing quarterly reviews of miscellaneous revenue performance; arranging meetings and providing secretariat services to Review Panel;
- ✓ Liaising with Accountant General's Department and FPMU on quarterly basis to reconcile/verify data on all tax/non tax revenues paid into the Consolidated Fund;
- ✓ Verifying with Accountant General, Principal Receivers of Revenue and MDAs all payments into and from the Consolidated Fund in order to accurately prepare Statements 1-7 of the Financial Statements and Revenue Estimates at the end of each Financial Year;
- ✓ Preparing Statements 1-7 of the Financial Statements and Revenue Estimates and provide camera-ready copies to Senior Director Cash Management;
- ✓ Consolidating reports of cash book balances at the 31st of March in each Financial Year, the amounts approved for Period 13 Payments and the balances to be surrendered to the Consolidated Fund;
- ✓ Monitoring the timeliness of payment of Non-Period 13 cash balances into the Consolidated Fund.

To seek to maintain the liquidity of government funds in Commercial Banks at an acceptable level through effective monitoring of account balances by:

- ✓ Receiving quarterly reports of new bank accounts form Financial Analysts for updating of Banking Registry;
- ✓ Co-ordinating the regular updating of the Banking Register with information on new bank accounts, impress accounts and credit cards and maintaining register;
- ✓ Liaising on a regular basis with Director Banking and Financial Analysts so as to secure the appropriate information necessary to maintain the electronic Banking Registry;
- ✓ Electronically accessing information form Commercial Banks on balances in all bank accounts held by MDAs;
- ✓ Preparing and distributing to all stakeholders weekly reports of balances in current and prior year expenditure clearing accounts and Departmental Deposit Accounts held in Commercial Banks by MDAs;
- ✓ Preparing and distribute to all stakeholders quarterly reports of balances in all other bank accounts held in commercial banks by MDAs;
- ✓ Accessing MDAs Cash Book Balances through the FMIS link electronically;
- ✓ Preparing and distributing to all stakeholders weekly reports of MDAs cash book balances;
- ✓ Analyzing reports of MDAs cash book balances against bank account balances on a weekly basis and providing information Senior Cash Management Analyst to inform cash releases by Accountant General.

Required Knowledge, Skills and Competencies

- Logical problem solving and analytical ability;
- Thorough knowledge of the job;
- Delivers output of a consistently high quality;
- Ability to exercise initiative;
- Possess excellent interpersonal skills;
- Displays a positive job attitude;
- Sound technical knowledge of cash and financial management in the Public Sector;
- Sound knowledge of the GOJ planning and policy setting process;
- Expert knowledge of Microsoft spreadsheet applications.

Minimum Required Qualification and Experience

- Bachelor's Degree preferably in Social Sciences;
- One to two (1-2) years' experience in a related financial management role;
- Public Sector experience.

8. Research Officer (SOG/ST 5)

Job Purpose

Under the general direction of the M&E Director, and working in close collaboration with M&E Analyst and Project Analysis and PDSS staff, the Research Assistant is responsible for providing support and assistance in identifying and establishing project M&E data and information needs; researching, collecting, collating, analyzing, and reporting on statistical information and data; and establishing a database of M&E related data and information, as a basis for evaluation of project performance, ensure evidenced based decision-making and the attainment of project objectives.

Key Responsibilities

Technical/Professional:

- Works collaboratively with M&E and Project Analysis and PDSS staff in providing project related technical support, advice and guidance to MDAs in by:
 - ✓ developing M&E framework for projects;
 - ✓ identifying and implementing data collection and related system needs;
 - ✓ establishing baseline data for tracking changes from baseline conditions;
- Develops, tests and implements a data model for documenting and organizing data for M&E activities in support of MDAs;
- Supports the Director in the development and implementation of M&E tools for data collection, analysis and reporting on project indicators by MDAs;
- Participates in developing research and survey instruments and in the collection and collation of research and evaluation data as a basis for establishing baseline and end-line data and identifying models of best practices and benchmarks;
- Analyzes quantitative and qualitative research data and contributes to the reporting and interpretation of findings to inform project appraisals;
- Identifies strengths and weaknesses in existing data collection systems and propose solutions;
- Ensures data collected is credible, user friendly and aids and facilitates development and refinement of M&E Plans;
- Develops spreadsheets and database to support project M&E activities in the MDAs;
- Participates in the analysis, interpretation and verification of MDA M&E framework in order to assess adequacy for use in identifying trends, patterns and changes in project activity and performance;
- Supports the Director in preparing periodic and special statistical and narrative reports as required, including, chart tables and graphs indicating trends, patterns and relationships, on the basis of data collected and analyzed;
- Stays abreast of trends and developments in the field of research and statistical analysis by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations;
- Performs any other related duties that may be determined by the Director.

Management/Administrative:

- Supports the Director in making presentations to stakeholders on the findings of data analysis;
- Prepares internal periodic and special reports on areas of responsibility including the status of assignments, problems and solutions;
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Required Knowledge, Skills and Competencies

Core:

- Ability to work independently as well as with cross-functional teams;
- Ability to communicate effectively, orally and in writing and with diverse stakeholders;
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences;
- Well-developed planning, analytical and organizing skills;
- Ability to forge effective working relationships internally and externally;
- Ability to demonstrate sound and objective judgment in decision making skills;
- Performance and outcome oriented;
- Meticulous attention to detail;
- Ability to work under pressure in meeting demanding schedules and timelines.

Technical:

- Knowledge of research and data collection and analysis methodologies and techniques;
- Ability to design surveys, tools and mechanisms for data collection and analysis;
- Ability to quality assures, verify and validate data;
- Ability to analyse and synthesize quantitative and qualitative information and data to produce reports;
- Proficiency in data analysis packages such as SAS and SPSS and database management systems such as Access and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent, preferably in, Economics, Statistics or other relevant Social Science field;

- Specialized Training in Monitoring and Evaluation or Project Planning;
- Two (2) years of proven experience conducting research, data collection and statistical analysis in a multi-sectoral/agency setting;
- Proven experience in data model design and implementation and database management.

Special Conditions Associated with the Job:

- Work is performed in normal office conditions;
- May be required to work beyond normal working hours in order to meet deadlines.

9. Documentation and Logistics Officer (GMG/AM 2)

Job Purpose

Under the direction of the Principal Director, the Documentation and Logistics Officer is responsible for providing day-to-day logistical, secretarial and administrative support services in ensuring the efficient and effective functioning of the Principal Director's Office and the attainment of PIMSEC's operational and strategic objectives, while ensuring sound judgment, tact, diplomacy, professionalism and timeliness in the performance of responsibilities.

Key Responsibilities

Technical/Professional:

- Provides logistical and administrative support in the day-to-day operations of PIMSEC, including the planning, organizing, co-ordinating and scheduling of meetings, conferences, workshops, field visits and other events;
- Undertakes a broad range of secretarial duties in support of the efficient functioning of the Principal Director's Office, including:
 - ✓ Processing incoming and outgoing correspondence;
 - ✓ Responding to enquiries and correspondence within scope of authority or, as directed;
 - ✓ Editing, drafting and preparing correspondence, reports, memoranda, presentations, and other documents;
 - ✓ Taking and transcribing minutes of meetings.
- Functions as a liaison for effective communication between the Principal Director's Office and key internal and external stakeholders in a manner that serves to maintain credibility and trust and foster teamwork;
- Maintains the Principal Director's appointment schedule and provides updates accordingly;
- Receives and screens incoming calls and visitors and alerts the Principal Director and/or provides information, or refers to appropriate staff, as necessary;
- Prioritizes and follows-up on issues and concerns addressed to the Principal Director and refers and/or responds as deemed appropriate;
- Conducts research and collects and collates information in preparing special and routine reports;
- Establishes and maintains records management systems, and a library of resources, electronic and manual, that facilitates the efficient and effective functioning of the Principal Director's Office;
- Processes routine requisitions to pay bills, expense advances, clear expenses and/or order supplies;
- Maintains awareness of the operating environment of the Ministry, including issues and concerns and briefs and updates the Principal Director accordingly;
- Maintains general knowledge of PIMS systems, policies, procedures and practices so as to be able to respond appropriately to enquiries, complaints or issues;
- Performs any other related duties that may be determined by the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent planning, organizing, and time management skills;
- Ability to maintain confidentiality and integrity in matters of a sensitive nature;
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people;
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines;
- Ability to work independently without close supervision;
- Attention to detail;
- Ability to work under pressure in meeting demanding schedules and timelines.

Technical:

- Knowledge of GOJ Staff Orders, Ministry's policies and procedures, and PIMS legislative, regulatory framework;
- Knowledge of the organization and maintenance of database and records management systems;
- Knowledge of office practices and procedures;
- Knowledge of research and statistical methods and techniques;
- Ability to create presentations, charts, graphs, databases, and spreadsheets;
- Proficiency in the use of various computer applications (Microsoft Word, Excel, Access, PowerPoint).

Minimum Required Qualification and Experience

- Associate Degree or equivalent in Business, Public Administration or a relevant social science discipline;
- Three (3) years' experience in project/programme administration or as an administrator/secretary supporting a Senior Executive in a public sector environment.

Special Conditions Associated with the Job:

- Work is performed in normal office conditions;
- May however be required to work beyond and outside normal working hours in meeting deadlines or in providing support services at meetings and other events.

Applications accompanied by Résumés should be submitted **no later than Monday, 22nd July , 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.jm](mailto:hrapapplications@mof.gov.jm)

Candidates who previously applied for the positions **NEED NOT APPLY.**

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**