



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 299 **OSC Ref. C. 6210/S5²⁰**

23rd July, 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/be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Crown Counsel (JLG/LO 3) (Vacant) - Legal Services Unit**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Corporate Planner (GMG/SEG 2) (Vacant) - Policy and Planning Division**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Help Desk Administrative Assistant (MIS/IT 3) (Vacant) - Information and Communication Technology Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Collection and Disbursement Officer (FMG/AT 1) (Not Vacant) - Finance and Accounts Department**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Bike Rider (LMO/DR 1) (Vacant) - Legal Services Unit**, salary range \$22,720 - \$30,556 per week.

1. Crown Counsel (JLG/LO 3)

Job Purpose

The incumbent is responsible for assisting the Head, Legal Unit in providing legal support and advice to the Ministry of Foreign Affairs and Foreign Trade in the formulation of policies, directives and programmes in a manner that upholds the foreign policy objectives of Jamaica.

To assist in providing advice on all areas of law relevant to Jamaica's foreign policy.

Key Responsibilities

Technical/Professional:

- Advises and makes recommendations to officers of the Ministry on legal matters, as directed;
- Provides legal advice to Government Departments, Agencies and Statutory bodies on issues relating to treaty law, implementation of international obligations and procedural requirements for concluding agreements;
- Assists in providing legal advice on international and regional trade issues arising under e.g. the United Nations, its specialised agencies and organs and CARICOM;
- Advises on legal implications for any proposed policy formulation;
- Represents Jamaica at meetings in regional and international fora;
- Advises Jamaica's Embassies and Consulates on Jamaica's laws as well as international law, in particular the Vienna Convention on Consular Relations and Vienna Convention on Diplomatic Relations;
- Advises Foreign Missions and international organisations accredited to Jamaica on Jamaican law and applicable international law;
- Participates in negotiations on bilateral and multilateral agreements;
- Drafts Cabinet Submissions for introduction or amendment of legislation, as well as for Jamaica's participation in bilateral and multilateral agreements;
- Vets contracts, lease agreements and other legal documents and advises on the legal implications;
- Formulates and submits legal issues for opinion to the Attorney General's Chambers.
- Represents the Ministry on Inter-Agency Committees and provides required inputs;
- Provides advice and support to the Ministry's Inter-Agency Committees and Sub-committees, as directed;
- Drafts/reviews bilateral agreements to be concluded by Jamaica;
- Reviews multilateral agreements and provides preliminary assessment as to whether Jamaica can participate in the agreement;

- Prepares agreements for treaty action as required and prepares relevant treaty instrument for dispatch to international organizations;
- Monitors administrative assistant in maintenance of Treaty Register.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica and sound knowledge of basic principles of international law and interest in this area;
- Excellent knowledge of the legal standards and procedures;
- Excellent planning and problem-solving skills;
- Excellent oral and written communication skills;
- Excellent time management skills;
- Ability to analyse and interpret legal documents;
- Good interpersonal and people management skills;
- Ability to analyse, appraise and organize facts, evidence and procedures in complex cases and to present material in clear and logical form both in oral and written form;
- Ability to perform strategically and optimally in a demanding environment with limited resources, as well as to work effectively with internal and external stakeholders;
- Sound research and analytical skills;
- Proficiency in the use of relevant computer applications;
- Excellent interpersonal, problem solving and leadership skills;
- Proficient in Microsoft Word, Excel, PowerPoint presentation skills;
- Ability to maintain high degree of confidentiality.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate of Legal Education;
- Three (3) years' experience as an Attorney.

Special Condition Associated with the Job

- Required to travel overseas from time to time.

2. Corporate Planner (GMG/SEG 2)

Job Purpose

The incumbent is responsible for developing and co-ordinating the Foreign Ministry's Corporate Strategic Planning processes, ensuring the preparation of the Corporate Strategic and Operational Plans in accordance with established standards, as well as the monitoring, evaluation and reporting of performance against programme objectives to facilitate the achievement of the organization's strategic goals and objectives and maintain accountability.

Key Responsibilities

Management/Administrative:

- Co-ordinates arrangements for the staging of Strategic Planning Meetings;
- Serves as Secretary for meetings linked to the Corporate Planning Process;
- Contributes to the development of the Division's Unit Plan and Budget Estimates.

Professional/Technical:

- Updates and revises the Ministry's four Year Rolling Corporate Strategic Plan on an annual basis in consultation with senior managers, and ensures that targets are specific, measurable, attainable, realistic and time bound;
- Collates inputs from Heads of Missions, Departments and Units to prepare the Ministry's draft Operational Plan;
- Reviews Operational Plans and Budgets submitted by Divisions and overseas Missions, and ensures that targets are specific, measurable, attainable, realistic and time bound;
- Ensures that Corporate Plan targets are linked to desired policy outcomes through mission and vision statements, strategic objectives, key outputs and performance indicators;
- Ensures that the Annual Operational Plan is linked to the budget and evaluates the overall financial and operational planning framework for the Ministry according to Government guidelines;
- Ensures that appropriate performance indicators and targets/benchmarks are developed and agreed on, in consultation with Missions/Departments/Units;

- Liaises with the Cabinet Office to ensure that the Corporate Strategic Plan is developed in accordance with established standards and aligns with the Government of Jamaica's (GOJ's) policy direction and priorities;
- Facilitates full stakeholder participation in the development and production of the Ministry's Corporate Strategic and Operational Plans;
- Co-ordinates the preparation and submission of required Quarterly Performance Reviews and other periodic reports using inputs from Heads of Missions/Departments/Units;
- Analyses status reports comparing achievements in relation to planned targets, determines significant divergence (actual or projected) from established targets, and promotes/facilitates the development of strategies to close performance gaps, in collaboration with the responsible senior Ministry officials;
- Prepares bi-annual and annual summaries of Quarterly Performance Reports for review by the Cabinet Office;
- Follows up on issues arising from the reviews;
- Undertakes/assists with the development and delivery of training sessions to sensitize staff on the Ministry's corporate planning process;
- Provides technical advice on matters relating to the corporate planning process, to management and staff;
- Prepares special Status Reports for the Ministry from time to time for review by the Cabinet Office;
- Assists in drafting any other reports, as required by the corporate planning process, to enhance the quality of the Ministry's planning process;
- Requests, and prepares for consideration and submission by the Permanent Secretary, inputs for the annual Permanent Secretary's Memorandum to the Budget;
- Provides inputs for speeches, reports and briefs for the Minister of Foreign Affairs and Foreign Trade, the Minister of State, the Permanent Secretary, and other relevant stakeholders, as required;
- Maintains Virtual Planning Network meetings to facilitate engagement with overseas Missions and Headquarters' Departments/Units on planning and implementation matters pertaining to the Ministry's Strategic and Operational Plans;
- Participates in corporate planning meetings, workshops, seminars and other fora as required;
- Provides support services to Missions/Departments/Units, through communication of the GOJ's/Ministry's policy direction, priorities etc., to facilitate maintenance of the proper planning, policy development, performance monitoring and other management support systems;
- Contributes to the development of policy guidelines, objectives and procedures for the efficient operations of the Ministry;
- Provides a framework for the monitoring of progress against plans, and liaises with senior management and other key internal stakeholders periodically to review performance;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption, where necessary, to enhance the Ministry's planning and policy development functions;
- Assists in the co-ordination and preparation of reports/inputs in connection with:
 - ✓ The Ministry's appearance before the Public Accounts and Appropriations, and Standing Finance Committees of Parliament
 - ✓ The development of the GOJ's Medium Term Socio-Economic Policy Framework (MTF)
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Organizational awareness – knowledge of the role and functions of the Foreign Ministry;
- Good working knowledge of Jamaica's Foreign Policy, would be an asset;
- Good planning, organizing, problem solving, and time management skills;
- Excellent research and analytical skills, and ability to interpret financial and other corporate information for decision-making purposes;
- Excellent oral and written communication skills;
- Good interpersonal, teamwork and influencing skills;
- Ability to work on own initiative;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant computer applications.

Technical:

- Sound knowledge of the corporate strategic planning process and techniques;
- Knowledge of the public sector and current issues in public sector modernization;
- Knowledge of the GOJ's budgeting process.

Minimum Required Qualification and Experience

- First Degree in Social Sciences/Management/Public Policy/Public Administration or equivalent. (Postgraduate Degree in a relevant field would be an asset);
- Three (3) years' experience in corporate and operational planning, or five (5) years' experience in a senior policy related position in the public service;
- Training/experience in monitoring and evaluation would be an asset.

3. Helpdesk Officer/Administrative Assistant (MIS/IT 3)

Job Purpose

Under the supervision of the Director, Information Communication Technology, the incumbent is responsible for providing technical assistance and support related to computer systems, hardware and/or software. The incumbent should be able to respond in a timely manner to queries, run diagnostic programmes, isolate problems and determine and implement solutions within the Ministry.

Key Responsibilities

- Provides technical assistance and support for incoming queries and issues related to computer systems, software, and hardware;
- Responds to queries either in person or over the phone;
- Writes training manuals;
- Trains computer users;
- Maintains daily performance of computer systems;
- Responds to email messages seeking help;
- Asks questions to determine nature of problem;
- Walks users through problem-solving process;
- Installs, modifies and repairs computer hardware and software;
- Cleans up computers;
- Runs diagnostic programmes to resolve problems;
- Resolves technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems;
- Installs computer peripherals for users;
- Follows up with users to ensure issue has been resolved;
- Records feedback from users after an issue has been resolved;
- Runs reports to determine malfunctions that continue to occur;
- Acts as a technical resource in assisting users to resolve problems with equipment and data;
- Makes hardware and software acquisition recommendations including helping users assess needs;
- Maintains current knowledge of hardware, software and network technology and recommend modifications, as necessary;
- Performs any other duties of a similar nature.

Administrative:

- Centralises Helpdesk to facilitate exchange of information and advice;
- Records Minutes of departmental meetings ;
- Assists with the preparation of Individual Work Plans;
- Assists with the preparation of the ICT annual budget;
- Maintains the Region's staff List, personal files and attendance record;
- Communicates with all levels of staffs, internal and external, in respect to staff benefits;
- Prepares reports, memoranda and letters;
- Maintains Inventory of equipment and accessories.

Required Knowledge, Skills and Competencies

- Customer Service skills;
- Troubleshoot and solve hardware and software problems;
- Install, configure, assemble and repair computers and other peripherals;
- Relate to all levels of the user community;
- Be a team player that motivates and educates other team members;
- Use initiative and independent judgement within established guidelines and procedures;
- Organize own work by setting and managing priorities;
- Instruct users on new or upgraded computer applications and hardware;
- Effective oral and written communication skills.

- Knowledge of:
 - ✓ Current technology related to networks and telecommunications and the equipment and software required to maximize system support;
 - ✓ Procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals ;
 - ✓ Principles, practices, hardware and software related to the Ministry;
 - ✓ Techniques for explaining technical concepts and procedures to non-technical staff.

Minimum Required Qualification and Experience

- Diploma in Management Studies, Business/Public Administration, Human Resource Management or a related discipline from a recognized tertiary institution and at least two (2) years related experience;
- Certificate in Computer Science, Information Technology or equivalent from an accredited tertiary institution would be an asset.

4. Collections and Disbursement Officer (FMG/AT 1)

Job Purpose

The incumbent is responsible for the collection and lodgement of all monies, the dispatch of cheques and the maintenance of Petty Cash Imprest in accordance with the Financial Administration and Audit (FAA) Act, Regulation and Instructions, other Statutes and Guidelines.

Key Responsibilities

- Enters receipts on the Government Financial Management System (GFMS) for certification and authorization by assigned accounting personnel, ensuring that cash and cheques collected are correct;
- Prepares Journal Vouchers for lodgements and submits for authorization by assigned accounting personnel;
- Ensures “send to treasury” function is initiated and completed for all lodgements posted to the GFMS. Collects, signs for and issues receipts for payments submitted through the Value Book;
- Collects payments for services and issues receipts to internal and external clients;
- Manages and reconciles collections done by the debit/credit card machine;
- Issues manual receipts, where applicable, for foreign currency collected and uploads this information on the on the GFMS;
- Balances daily transactions and prepares lodgement for respective bank accounts;
- Lodges funds collected to the relevant bank accounts consolidated fund; the Ministry's Deposit and Salaries Account;
- Delivers cheques to payees upon proper identification; ensures recipients sign for cheques collected;
- Monitors the distribution of cheques, where applicable, and Tax Withholding Certificates and makes arrangement for mailing items not collected within established timeframe;
- Maintains Petty Cash Imprest, making authorized Petty Cash payments and obtains Petty Cash reimbursements, when necessary;
- Updates/balances account daily and maintains the Petty Cash Book Register;
- Files vouchers received;
- Collects and secures foreign exchange requested for official travel overseas and delivers cash to the Payments Manager;
- Receives and brings to account foreign exchange returned from official travel overseas;
- Receives and ensures delivery of foreign currency cheques to the AGD for revenue and collections received from overseas Missions;
- Assists with other duties in the Payments Section, as requested.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and customer service skills;
- Ability to work in team and on own initiative;
- Responsible and meticulous;
- Good judgement, problem-solving and analytical skills;
- Good time management and organization skills;
- Good oral and written communication skills;
- Ability to cope well under pressured working conditions and to meet deadlines.

Technical:

- Knowledge of provisions of the Financial Administration and Audit (FAA) Act, the Staff Orders, the Foreign Service Orders and other statutes relevant to Government accounting activities;
- Knowledge of the established accounting principles and practices;
- Knowledge of the Ministry's policies, practices and procedures;
- Knowledge of accounting practices and applications;
- Knowledge of Government Accounting;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and the Government Accounting System (GFMS).

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

5. Bike Rider (LMO/DR 1)**Job Purpose**

Under the direct supervision of the Office Services Manager, the Messenger/Rider is responsible for the transportation of official documents in a safe manner and provides support services for the Units within the Ministry.

Key Responsibilities

- Maintains proper upkeep of motor bike/vehicle;
- Maintains a driving/riding schedule with daily assignments and liaises with Ministry/ Departments and personnel to ensure proper co-ordination of driving and related tasks;
- Maintains the motor bike/vehicle maintenance schedule and ensures proper upkeep through period servicing and maintenance;
- Ensures that the vehicle is equipped with appropriate accessories and tools;
- Liaises with the Transport Officer to ensure appropriate registration licensing and insurance of motor bike;
- Delivers and picks up packages on behalf of the Ministry;
- Assists the drivers with the delivery and collections of mails and packages on behalf of the Ministry;
- Ensures appropriate recording systems to account for mail collected and delivered, particularly registered mail and valuables;
- Ensures the safety of mails, supplies and valuables during transit;
- Assists the Ministry with its banking transactions for e.g. lodgments of cheques, purchasing of foreign exchange etc;
- Conducts business transactions at the Tax Administration (collection of vehicle registration certificates etc.).

Required Knowledge, Skills and Competencies

- Knowledgeable in customer service;
- Background in auto-mechanics;
- Fairly good oral and written communication skills;
- Good vision;
- Good organizational skills;
- Functionally literate and numerate;
- Commendable riding skills;
- Physical mobility;
- Good time management skills.

Minimum Required Qualification and Experience

- School leaving certificate/completion of High School;
- General Driver's License;
- Two (2) years' experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th August, 2024 to:**

Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston

Email: recruitment@mfaft.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Desreen Smith (Mrs.)
for Chief Personnel Officer