



Office of the Services Commissions

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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 the following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **System Administrator (MIS/IT 5) - Information and Technology Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Network Engineer (MIS/IT 5) - Information and Technology Unit**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Programmer/Webmaster (MIS/IT 4) - Information and Technology Unit**, salary range \$3,501,526 - \$4,709,163 per annum.
4. **Hardware Technician (MIS/IT 3) - Information and Technology Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
5. **Performance, Evaluation and Monitoring Officer (GMG/AM 4) - Human Resource Management and Development Unit**, salary range \$2,803,771 - \$3,770,761 per annum.
6. **Senior Secretary (OPS/SS 3) - Government Accounting and Reporting Division**, salary range \$1,711,060 - \$2,301,186 per annum.
7. **Senior Secretary (OPS/SS 3) - Executive Office**, salary range \$1,711,060 - \$2,301,186 per annum.

1. System Administrator (MIS/IT 5)

Job Purpose

Reporting to the Manager, Systems Operations, the Systems Administrator is responsible for effective provisioning, installation or configuration, operation, and maintenance of all Operating Systems (OS) used within Treasury operations. This includes administering, supporting and configuring the Treasury's computer systems to ensure data security and integrity. The incumbent maintains and installs Operating Systems (Windows/Unix), Active Directory, DNS, DHCP, Backup and Recovery applications and print management. The incumbent is also responsible for the creation/modification and security of users on all applications used by the Treasury.

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

- To administer all Operating Systems used within Treasury operations;
- To maintain Operating System (OS) efficiency;
- To ensure the smooth running of Treasury systems to allow all programs to operate efficiently and ensure compatibility.

Key Responsibilities

Technical:

- Troubleshoots problems reported by users;
- Assists staff with computer and network problems and tasks;
- Researches and makes recommendations for future upgrades to meet project and group requirements e.g. commercial hardware and software products;
- Analyzes and isolates issues;
- Monitors access to OS/applications to ensure security and availability to specific users;
- Identifies system performance issues and user needs to recommend specific changes and upgrades;
- Assigns routing protocols and routing table configuration;
- Assigns configuration of authentication and authorization of directory services;

- Maintains network facilities in individual machines, such as drivers and settings of personal computers as well as printers;
- Maintains network servers such as file servers, VPN gateways, intrusion detection systems;
- Administers servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches;
- Performs data backups and recoveries;
- Orders hardware and software products;
- Renews software licenses to ensure continuity of service;
- Interacts with vendors and other IT staff to coordinate procurements, installations, upgrades, and other services.

Required Knowledge, Skills and Competencies

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations;
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service;
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions;
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals'
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives;
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner;
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example;
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks;
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium-and long-term goals;
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns;
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment;
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility;
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one face-to-face, with excellent public speaking skills;
- Ability to work effectively under pressure;
- Demonstrated ability to apply technology solutions to business problems;
- Proven and advanced skills in project management;
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within IT;
- Comprehensive and technical knowledge of IT Architecture, and Technology;
- Excellent understanding of multi-disciplinary nature of IT solutions.

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in Information Technology or Computer Science or equivalent;
- Five (5) years' experience administering computer systems and networks;
- Experience in related IT disciplines such as data processing, hardware platforms, enterprise software applications, database administration and outsourced systems.

Desirable:

- Systems Administration/System Engineer certification in Unix/Windows Operating Systems.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Network Engineer (MIS/IT 5)**Job Purpose**

Reporting to the Manager, Infrastructure Operations, the Network Engineer is responsible for designing, developing, implementing, maintaining and supporting scalable and highly available network architectures/communication networks that support the operations of the AGD.

The incumbent monitors and maintains network performance, as well as configures switches and network appliances for optimal performance and troubleshooting network problems. He/she will also be responsible for maintaining all Voice Over IP (VOIP) infrastructure, identifying and defining network related requirements to ensure consistency in the reliability, performance and quality of network systems.

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

- To establish a reliable networking environment by ensuring that connecting nodes within the network are performing optimally;
- To maximize network efficiency by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with Network Architects on network optimization;
- To secure network systems by establishing and enforcing policies and defining and monitoring access;
- To report network operational status.

Key Responsibilities***Technical:***

- Configures and installs network devices (e.g., routers, switches, firewalls, load balancers);
- Assesses system requirements and designs Local and Wide Area Network Infrastructure;
- Designs, develops and implements safe, effective and reliable communication networks.
- Ensures network connectivity of all servers, workstations, telephone equipment and other network equipment;
- Ensures bandwidth availability for application systems;
- Selects and implements security tools, policies and procedures in conjunction with the Company's Security Team;
- Ensures that security levels are adhered to based on security policy and guidelines;
- Performs network maintenance and system upgrades, including service packs, patches, hot fixes and security configurations;
- Monitors network performance and troubleshoots problem areas, as needed;
- Monitors and tests network performance and provides and analyzes network performance statistics and reports to ensure system availability and reliability;
- Provides Level-2/3 support and troubleshoots to resolve issues;
- Liaises with vendors and other IT personnel for problem resolution;
- Liaises with vendors of various Information Technology systems in determining relevant technologies and their suitability;
- Assists in the technical evaluation of bids from vendors/contractors for the supply and/or installation of products and/or services;
- Liaises with contractors for the proper installation and servicing of communication networks;
- Monitors and manages the implementation activities of vendors/suppliers;
- Tests network systems to ensure that a quality solution is accepted;
- Conducts research on technology trends and submits reports and recommendations on significant findings for follow-up evaluation;
- Monitors and captures relevant network statistics and resource utilisation using available tools;
- Monitors network utilisation trends;
- Prepares Capacity Plans based on network trends;
- Builds and maintains relationships with all internal Units;

- Works with other Units and Divisions within the Organization to identify any process improvements and improve standards, efficiency and effectiveness;
- Ensures awareness, approval and success of changes made to the network infrastructure, to include documentation and training;
- Prepares periodic reports as required;
- Signs Job Description and Individual Work Plans;
- Performs any other related duties that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Good customer focus skills;
- Results Focus;
- Integrity.

Technical:

- Good knowledge of Information Technology Principles;
- Good knowledge of Legislations, Policies and Procedures;
- Demonstrated ability to apply technology solutions to business problems;
- Deep understanding of networking protocols;
- Hands-on experience with monitoring, network diagnostic and network analytics tools;
- Experience in Data Centre Operations, telecommunications, network engineering, client/server computing, and production operations support;
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable, as well as the criticality of maintaining strong connections between the respective teams within IT;
- Excellent understanding of multi-disciplinary nature of IT solutions;
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage, end user experience, and training/education;
- Sound understanding of Project Management principles and their application to Infrastructure Projects and Teams.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Computer Science OR equivalent from a recognized tertiary institution;
- Training in Network and Systems Management;
- Cisco Certified Network Associate (CCNA) or equivalent certification in Network design and troubleshooting;
- Four (4) years' experience, in Network Engineering or a related technical IT position;
- Proven experience in technology enhancement and vendor management;
- Experience in WAN/LAN design, configuration and maintenance;
- Experience in related IT disciplines such as data management, network administration and outsourced systems.

Special Conditions Associated with the Job

- Working under pressure with numerous critical deadlines.

3. Programmer/Webmaster (MIS/IT 4)

Job Purpose

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

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

- To keep websites and computer programmes operating properly;

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

Key Responsibilities

Technical:

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

Required Knowledge, Skills and Competencies

- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions;
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations;
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high-quality service;
- **Collaboration and Teamwork:** The ability to be a collaborative business leader and an inspiring IT professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals;

- Ability to work effectively under pressure;
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long-term internal and external relationships and gain support to achieve desired objectives;
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department;
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example;
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and/or anticipate changing environmental trends, industry opportunities and threats/risks;
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities and set medium- and long-term goals;
- **Change Management:** The ability to maintain effectiveness in a changing environment, the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns;
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness and social skills – The ability to display behaviours appropriate to the AGD's business and social environment.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility;
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing and one-on-one face-to-face, with excellent public speaking skills;
- In-depth knowledge of modern HTML/CSS;
- Broad knowledge of computer programming languages and familiarity with at least one of the following: PHP, ASP.NET and JavaScript;
- Working knowledge of Windows and Unix;
- Thorough understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow-up;
- Thorough understanding of multiple platform function including mini-computers, personal computers and workstations, to include operating system, utilities, shared and peer function;
- Strong programming skills;
- A solid understanding of how web applications work including security, session management and best development practices;
- Strong grasp of security principles and how they apply to E-Commerce applications;
- Strong understanding of UI and cross-browser compatibility;
- Adequate knowledge of web application development;
- A deep understanding of the interdependent relationship between infrastructure, information security and the applications/services they enable as well as the criticality of maintaining strong connections between the respective teams within Information Technology (IT);
- Excellent understanding of multi-disciplinary nature of IT solutions;
- Ability to see the "big picture" across such areas as private and public hosted infrastructure and services, identity management, security, telecommunications, enterprise storage and big data opportunities, end user experience and training/education;
- Sound understanding of Project Management principles and their application to infrastructure projects and teams;
- Technical proficiency in relevant languages and development tools including ASP .NET, PHP, HTML, JavaScript and SQL, etc.

Minimum Required Education and Experience

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

Special Condition Associated with the Job

- Working under pressure with numerous critical deadlines.

4. Hardware Technician (MIS/IT 3)

Job Purpose

Reporting to the Hardware Engineer, the Hardware Technician ensures that the systemic operations of the AGD are enhanced and supported by providing technical support and resolution of end user issues for all IT related needs, according to standard operating procedures, using cutting edge technology. The Hardware Technician is also responsible for supporting, troubleshooting and maintaining desktop computers, assigned laptops, scanners and printers located in various Divisions/Units throughout the AGD. The Officer is responsible for ensuring high quality support services by providing quick turnaround times for troubleshooting, diagnosing, and repairing of malfunctioning office equipment and provides installation and technical support of equipment connected to centralized host systems. Additionally, the individual must be competent in resolving problems affecting the Department's Local Area and Wide Area Networks (LAN/WAN).

Key Responsibilities

- Incorporates automation in the solution of client resolution initiatives, where possible;
- Liaises with other team members in the ITU, as required, for isolation and resolution of client issues;
- Utilizes in an efficient manner, the IT resources and supplies and recommends new purchase requirements;
- Deploys new computer and technology equipment as required;
- Keeps current with emerging IT trends and current dominant technologies;
- Visits clients' workstations in support of issue resolution as necessary, and modifies computer configurations to optimize workstation performance physically;
- Troubleshoots and resolves problems across all current AGD locations;
- Provides basic training to end users on using the various capabilities of software printer and computers, etc.;
- Answers queries related to Hardware Systems;
- Installs, assembles, configures and maintains a variety of computer equipment and peripherals such as printers, scanners and related hardware including computer terminals, network infrastructure, monitors modems, personal computers and data communications equipment;
- Determines source and nature of computer malfunction using diagnostic and application software;
- Adjusts, repairs and replaces malfunctioning equipment;
- Performs additional functions incidental to computer support activities;
- Maintains an up-to-date knowledge of repair practices, policies and technical specifications of microcomputer hardware;
- Provides direct ongoing hardware and software support to the Department's staff on general computing issues, including upgrades and troubleshooting issues;
- Assists members of staff with computer related challenges;
- Prepares qualitative and quantitative reports as necessary;
- Provides Level 1/2 support and troubleshooting to resolve issues;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Customer focus;
- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Results Focus;
- Integrity.

Technical:

- Information technology skills;
- Knowledge of Legislation and Procedures;
- Comprehensive and technical knowledge of Enterprise Systems and Technology;
- Knowledge of cutting-edge computer hardware, systems repair and maintenance;
- Knowledge of cutting-edge technology enabled automated Help Desk operations;
- Knowledge of the various guiding Acts and Regulations.

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in Information Technology or related field
- Technical expertise in Enterprise Systems;
- Professional Certifications in applicable Hardware standards and solutions;
- Training in Customer Service;
- Three (3) years' experience working in a technical support IT position.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

5. Performance, Evaluation and Monitoring Officer (GMG/AM 4)

Job Purpose

The Performance Management and Rewards Officer, in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the organization's needs are met. The incumbent evaluates all aspects of the system and recommends improvement to strengthen performance. The incumbent also manages the Reward and Recognition Programme to acknowledge staff members' contribution.

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

- To superintend the Performance Management cycle/process
- To manage the Department's Rewards and Recognition activities
- To develop and maintain required performance management documents, tools and procedures
- To undertake research and analysis and make recommendations to improve the Performance Management process and reward and recognition initiatives
- To develop, implement and evaluate metrics used to assess the effectiveness of the performance and recognition portfolios
- To design and conduct Sensitization, Coaching and Training Sessions
- To manage all communication relating to the Portfolio and promote a performance culture

Key Responsibilities

Technical:

- Integrates performance management principles within the culture of the Department;
- Collaborates with managers, supervisors and team members to develop Unit and Individual Work Plans to ensure alignment with Operational Plan and other related plans, as well as the objectives of the Unit and job;
- Reviews and provides feedback to supervisors and/or Team Members on all sections of the Performance Management and Review Form;
- Co-ordinates interim and final performance reviews, ensuring supervisors and team members complete the required documents;
- Guides and monitors the Performance Development Process for both high and poor performers to improve/strengthen performance and career development;
- Develops tool and guides supervisors in the use of a Performance Improvement Plan to aid in improving poor performance;
- Collaborates with the Training and Development Unit to ensure training and developmental activities are included on the Training and Development Plan and/or other related plans as well as to track fulfilment;
- Assists with the maintenance of the Department's Competency Framework to support performance management, recruitment and selection, training, career development and to reinforce the Department's core behaviours;
- Co-ordinates the payment of performance increments for all qualified staff members and informs the relevant HR Officer;
- Implements performance management related change management initiatives in collaboration with other HR Officers and stakeholders;
- Maintains a confidential register of performance ratings and applicable awards/sanctions;
- Conducts sensitization, coaching and training sessions on all phases of the performance cycle;
- Develops, implements and maintains performance management and rewards and recognition documentations and reports;

- Conducts research and analysis and recommends corrective action(s)/areas for improvement for the Performance Management and Reward and Recognition Portfolios;
- Develops, implements and monitors Rewards and Recognition activities, strategies and initiatives;
- Collaborates with all levels of staff to embed a culture of performance and recognition;
- Maintains databases/records for the portfolios;
- Assists the Organizational Development Manager with organizational development activities/initiatives as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Customer Focus;
- Results Focus;
- Integrity.

Technical:

- Strong knowledge and understanding of GOJ Performance Management Process and Practices;
- Good knowledge of Research Methods and Data Analysis Techniques;
- Strong knowledge of required Legislations, Policies and Procedures;
- Knowledge of Microsoft Office Suite/Proficient in Microsoft Excel;
- Good change management skills.

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management; Human Resources Development or equivalent;
- Three (3) years' experience in Human Resource Management, with two (2) years in a similar or related capacity;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

6. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Assistant Accountant General, Banking Arrangement and Government Shareholding as well as the Director, Government Banking Relations, the Senior Secretary is responsible for providing secretarial and clerical assistance by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

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

- To conduct research, prepare reports, and fulfill information requests;
- To perform administrative functions including scheduling of meetings and appointments;
- To co-ordinate the maintenance of stationery supplies and office equipment;
- To co-ordinate reports from the Reporting Units.

Key Responsibilities

Technical:

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance and plan their distribution;
- Opens, sorts and distributes incoming correspondence, including and email;
- Answers the telephone, screens callers, and takes and relays messages;
- Receives, greets and directs visitors;
- Prepares responses to correspondence containing routine inquiries;
- Arranges for the dispatch of outgoing mail;
- Orders and manages office supplies for the office of the Assistant Accountant General Banking Arrangement and Government Shareholding as well as the Director Government Banking Relations;

- Responds to requests, inquiries and complaints from staff, other departments, organizations and the general public; refers persons to the relevant authorities as deemed necessary, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters, and other documents, using word processing, spread sheet, database, and/or presentation software;
- Maintains records management systems, including filing, retrieval, retention, storage, compilation, coding, updating and destruction of corporate documents, reports and other records;
- Prepares agendas and makes arrangements for committee, and other meetings attended by the Assistant Accountant General Banking Arrangement and Government Shareholding as well as the Director, Government Banking Relations;
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants;
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Divisional reports by gathering, compiling and typing data from various sources;
- Coordinates the flow of paperwork, including periodic and special reports between the Assistant Accountant General, Banking Arrangement and Government Shareholding as well as the Director, Government Banking Relations;
- Attends meetings in order to record Minutes;
- Transcribes, compiles, and distributes Minutes of meetings;
- Sets up and oversees administrative policies and procedures for the offices of the Assistant Accountant General -Banking Arrangement and Government Shareholding as well as the Director, Government Banking Relations;
- Assists in the smooth and efficient operation of the Division through the management of daily administrative operations;
- Reviews administrative operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditure;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Establishes and maintains internal control processes;
- Provides administrative support to AGD's Committee Meeting;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Good customer focus skills;
- Good planning and organizing skills;
- Results Focus;
- Integrity.

Technical:

- Good Records Management skills;
- Good Business Writing skills;
- Knowledge of Legislation, Policies and Procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

7. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing secretarial and clerical support to the Director, Treasury Deposit, by conducting basic research, preparing reports, handling information requests and performing functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

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

- To prepare reports and fulfill information requests;
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

Key Responsibilities

Technical:

- Reads and analyzes incoming memoranda, submissions and reports in order to determine their significance, and plans their distribution as per directives;
- Opens, sorts and distributes incoming correspondence, including facsimile and email;
- Answers the telephone, screens callers and takes and relays messages;
- Receives, greets and directs visitors to the Division;
- Prepares responses to correspondence as authorized;
- Dispatches outgoing mail;
- Responds to requests, inquiries and complaints from staff, other Divisions, organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues;
- Prepares reports, memoranda, letters and other documents, using Word Processing, Spreadsheet, Database and/or presentation software;
- Files and retrieves documents, reports, and other records;
- Maintains and monitors the schedule of meetings/events for the Division;
- Prepares agendas and makes arrangements for Committee and other meetings attended by the Director, as required;
- Assists in the organization of events and activities by scheduling rooms, issuing information and co-ordinating speakers/participants;
- Makes travel and accommodation arrangements for staff, as required;
- Researches and analyzes data and prepares draft reports on routine administrative matters or other informational materials required;
- Prepares special and recurring Departmental Reports by gathering, compiling and typing data from various sources;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' Office and the various Divisions;
- Attends meetings in order to record Minutes; compiles, transcribes and distributes Minutes of meetings;
- Deputizes for Executive Secretaries in their absence;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Good customer focus skills;
- Good planning and organizing skills;
- Results Focus;

- Integrity.

Technical:

- Good Records Management skills;
- Good Business Writing skills;
- Good knowledge of Legislations, Policies and Procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 26th September, 2024 to:**

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

Email: careers@treasury.gov.jm

Please note that only shortlisted applicants will be contacted.

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



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