



## Office of the Services Commissions

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### **CIRCULAR No. 460** **OSC Ref. C. 6544<sup>4</sup>**

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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 **Independent Fiscal Commission**:

1. **Deputy Commissioner, Fiscal Monitoring, Forecasting & Analysis (Level 9) Pay Band 13**, salary range \$11,455,206 - \$15,405,979 per annum.
2. **Deputy Commissioner, Macroeconomics Modelling and Forecasting (Level 9) Pay Band 13**, salary range \$11,455,206 - \$15,405,979 per annum.
3. **Senior Director, Finance and Administration (Level 8) Pay Band 11**, salary range \$7,716,512 - \$10,377,851 per annum.
4. **Senior Legal Officer (Level 8) Pay Band 11**, salary range \$7,716,512 - \$10,377,851 per annum.
5. **Director, Corporate Communications and Public Relations (Level 7) Pay Band 10**, salary range \$6,333,301 - \$8,517,586 per annum.
6. **Fiscal Research & Advisory Specialist (Level 7) Pay Band 10**, salary range \$6,333,301 - \$8,517,586 per annum.
7. **Senior Information Communication Technology Officer (Level 7) Pay Band 10**, salary range \$6,333,301 - \$8,517,586 per annum.
8. **Senior Human Resource Officer (Level 6) Pay Band 9**, salary range \$5,198,035 - \$6,990,779 per annum.
9. **Senior Procurement Officer (Level 4) Pay Band 7**, salary range \$3,501,526 - \$4,709,163 per annum.
10. **Executive Assistant (Level 4) Pay Band 7**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **1. Deputy Commissioner, Fiscal Monitoring, Forecasting & Analysis (Level 9)**

##### **Job Purpose**

Under the general guidance of the Fiscal Commissioner, the Deputy Commissioner Fiscal Forecasting and Analysis has the responsibility for independent fiscal and financial analysis regarding the state of the nation's estimates of expenditure and trends in the economy, and provides an independent and expert opinion on whether the Government's fiscal plan is in compliance with the fiscal rules of the country.

##### **Key Responsibilities**

###### ***Technical/Professional:***

- Oversees the review of the fiscal position of the country through the analysis of financial data using statistical software and econometric methods;
- Conducts fiscal and debt sustainability analyses and prepares findings and recommendations;
- Oversees preparation of baseline fiscal projections, sensitivity analyses and impact analyses;
- Directs the research and analysis on the underlying factors that drive the Government's fiscal plan, interprets and challenges the economic assumption on which that plan is based;
- Develops and maintains key stakeholder relationships;

- Oversees the analysis of revenue, expenditure and financing data of the country relative to budget;
- Guides the preparation of analyses and sound recommendations on cost-effective management of fiscal risks by:
  - Canvassing literature on potential areas where the Government may be exposed
  - Co-ordinating focused discussions and work on the most significant areas of fiscal risks:
    - Identify the most important risk areas;
    - Quantify the potential fiscal exposure associated with each risk;
    - Assess the probability that each risk will materialize;
    - Articulate viable cost-effective risk management strategies;
- Co-ordinates the preparation of relevant documents of key in-year fiscal monitoring, reports on the achievements and expectations of the Government's fiscal programme;
- Provides an informed and independent opinion on the soundness and sustainability of Jamaica's fiscal position and policies;
- Monitors Government's adherence to the fiscal responsibility framework;
- Prepares report on fiscal outcomes during and at the end of the fiscal year, relative to Government's commitments and target;
- Assesses and determines the impact of shocks that could trigger suspension of the fiscal rules;
- Diagnoses the impact of natural disasters and the possible impact on the economy that may trigger the eligibility of drawdowns on special funds by Government;
- Assesses correction mechanism in the Fiscal Responsibility Framework and makes recommendations, as required, in accordance with the FAA Act;
- Prepares technical reports and policy briefs;
- Performs any other related functions as assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent communication and interpersonal skills
- Excellent critical thinking, problem-solving and analytical skills
- High adaptability and knowledge-sharing/learning capacity
- High innovative/creative thinking skills
- Ability to work effectively on own initiative
- Ability to promote and maintain stakeholder management
- Ability to forge useful partnerships with people across functions and organizations
- Undisputed integrity and standing

#### **Technical:**

- Sound practical knowledge of macroeconomics, public finance and attendant quantitative tools
- Sound knowledge of the process, methods and tools used in fiscal forecasting, baseline solutions and impact analyses
- Sound knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments
- Sound knowledge of fiscal and economic history of Jamaica and context for current situation
- Sound knowledge of financial administration legislation, including in respect of fiscal targets and commitments
- Excellent knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges

### **Minimum Required Qualification and Experience**

- Master's Degree in Economics, Public Finance or Quantitative Methods in Economics equivalent
- Seven (7) years' experience in Economic Policy, Public Finance or related fields

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **2. Deputy Commissioner, Macroeconomics Modelling and Forecasting (Level 9)**

### **Job Purpose**

Under the general guidance of the Fiscal Commissioner, the Deputy Commissioner Macroeconomics Modelling and Forecasting has the responsibility to provide independent macroeconomic analysis by interpreting complex data sets, forecasting economic conditions, and providing insights that inform business strategies.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Leads the conducting of independent forecasts and analysis of the macroeconomic position of Jamaica;
- Forecasts the economic outlook of the country;
- Develops economic models to forecast market trends and assess the impact of economic policies;
- Oversees the construction, testing, assessment and application of suitable models and other quantitative tools, to assess the impact of changes in assumptions and of macroeconomic, structural, or sector policies, and to enable quantitative research;
- Identifies and analyses market risks/market variables and their relationship with/impact on economic performance;
- Interprets data on production, labour market, monetary and financial sector, and international trade;
- Oversees the review of policy recommendations designed to enhance macroeconomic and sector performance in Jamaica;
- Prepares reports and presents findings to stakeholders, policymakers, or academic audiences;
- Oversees preparation of scenarios, impact analyses and associated macroeconomic targets;
- Monitors economic developments in specific sectors or regions;
- Contributes to policy recommendations based on economic analysis;
- Conducts assessments of economic developments in the real, external and monetary and financial sectors;
- Communicates complex economic concepts and analysis to stakeholders;
- Prepares detailed reports and position papers on critical macroeconomic issues.
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent communication and interpersonal skills
- Excellent critical thinking, problem-solving and analytical skills
- High adaptability and knowledge-sharing/learning capacity
- High innovative thinking and ability to market new approaches
- Ability to work effectively on own initiative
- Ability to promote and maintain stakeholder management
- Ability to forge useful partnerships with people across functions and organizations
- Undisputed integrity and standing

#### ***Technical:***

- Excellent knowledge of Economics, with a strong background in Public Finance/Public Sector Economics
- Sound practical knowledge of Macroeconomics, Public Sector Economics and Attendant Quantitative Tools
- Excellent knowledge of the process, methods and tools used in macroeconomic forecasting, assessing the confidence interval surrounding the baseline solutions, and in analyses of the impact of changes in exogenous assumptions or policies
- Knowledge and understanding of the Jamaican Public Sector, as well as international public finance
- Experience in economic analysis and research
- Good knowledge of results-based programme development and management

### **Minimum Required Qualification and Experience**

- Master's Degree in Economics, Finance or related discipline
- Training and experience in Economic Forecasting Methods
- Seven (7) years' working experience in Public Finance, Economics or related field

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **3. Senior Director, Finance and Administration (Level 8)**

### **Job Purpose**

Under the general guidance of the Fiscal Commissioner, the Senior Director, Finance and Administration, has the responsibility for providing oversight for the finance and administration functions of the organization, including directing and managing finances, operations, human resources and administration to support short and long-term goals.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Oversees and leads annual planning and budgeting process;
- Administers and reviews all financial plans and budget;
- Monitors changes to plans and budget, and keeps the leadership team abreast of the organization's financial status;
- Analyzes and presents monthly and annually financial reports;
- Manages organizational cash flow and forecasting;
- Oversees payroll, payroll liabilities and benefits;
- Implements a robust contracts and financial management reporting system;
- Co-ordinates the annual financial audit and presents reports;
- Ensures that bills and processing schedules are adhered to and that cash flow is steady and supports operational requirements;
- Ensures efficient functioning and documentation for all financial systems, including receipts, disbursements, billing, bookkeeping, budgeting and accounting;
- Ensures that recruiting processes are consistent and streamlined;
- Establishes and manages a training and development programme for all staff;
- Provides advice to staff on human resource policies and procedures, including compensation, recruitment and performance;
- Oversees administrative functions, as well as facilities to ensure efficient and consistent operations in the organization;
- Oversees office operations and matters relating to facilities;
- Collaborates with the Legal Services Division to ensure compliance with legal and administrative deadlines specific to the organization;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent communication and interpersonal skills
- Excellent critical thinking, problem-solving and analytical skills
- High adaptability and knowledge-sharing/learning capacity
- High innovative thinking and ability to market new approaches
- Ability to work effectively on own initiative
- Ability to promote and maintain stakeholder management
- Ability to forge useful partnerships with people across functions and organizations
- Proficiency with relevant software and tools, such as Microsoft Excel
- Undisputed integrity and standing

#### ***Technical:***

- Excellent knowledge of the FAA and IFC Acts and Regulations
- Knowledge of the GoJ Public Procurement Guidelines
- Working knowledge of Contract Management/Project Management and Risk Management
- Knowledge of the Staff Orders and Public Service Regulations
- Working knowledge of Asset Management and Utilities Management

### **Minimum Required Qualification and Experience**

- Master's Degree in Finance/Accounts/Business Administration or related discipline
- Training and experience in Human Resource Management and Development
- Five (5) years' experience working in a similar capacity

### **OR**

- Bachelor's Degree in Finance/Accounts/Business Administration or related discipline
- Training and experience in Human Resource Management and Development
- Seven (7) years' experience working in a similar capacity

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **4. Senior Legal Officer (Level 8)**

### **Job Purpose**

Under the general direction of the Fiscal Commissioner, the Senior Legal Officer co-ordinates the Legislation Programme of the Commission, and provides legal support to assist the organization in the achievement of its strategic objectives. The Legal Officer is also responsible for ensuring compliance with all relatable legislation.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Provides legal advice to the Fiscal Commissioner within the portfolio purview of the organization;
- Participates in the development, implementation and maintenance of policies and procedures to guide the operations of the organization;
- Prepares technical Briefs for the Commissioner, as required;
- Prepares and submits reports, as required, and ensures timely submission of all documents/information;
- Represents the Commission at meetings, conferences, seminars;
- Keeps abreast of international conventions related to the Organization's activities and interprets and advises on their implications for the Commission.

#### ***Technical:***

- Conducts legal research to provide legal guidance and support in furtherance of the mission-critical functions of the Commission;
- Prepares written opinions and advice on legal matters impacting the Commission;
- Provides legal input, as required, for the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Assists in the preparation of Bills for tabling, and provides legal support in the preparation of Briefs;
- Attends sittings of Parliament including Committees of Parliament, and provides clarification on Bills as required;
- Prepares, reviews and amends legal documents or instruments required by the Commission;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other documents;
- Prepares legal briefs to support the escalation of nuanced or highly-complex legal matters or matters of national importance;
- Prepares briefs to the Department of Legal Reform or the Office of the Parliamentary Counsel regarding draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers;
- Reviews material to be provided by the organization in response to queries by the Integrity Commission, Requests under the ATI<sup>1</sup> Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued,

- Follows up and provides updates on legal matters and attends hearings on behalf of the Commission;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Commission by participating on committees or teams in relation to legislation or policy in which the Organization has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Keeps abreast of other legislation that may influence the organization directly or indirectly and ensures the organization's compliance with these legislations;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent interpersonal and team building skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others

#### **Technical:**

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Fiscal Commission
- Excellent knowledge of the legal system and the legal framework of Government
- Ability to analyze and interpret changes in the economic, political and social environment and the legal implications to the operations of the Commission
- Ability to exercise sound judgement and convictions of purpose in unfavorable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree
- Legal Education Certificate
- Eight (8) years' experience as a Practicing Attorney, at least three (3) years' of which should be in the Public Sector
- Diploma in Management or Public Administration would be an asset

### **Special Conditions Associated with the Job:**

- May be required to work extended hours to meet project deadlines;
- May be required to travel overseas and locally on work related business;
- Pressured working conditions

## **5. Director, Corporate Communications and Public Relations (Level 7)**

### **Job Purpose**

Under the general direction of the Fiscal Commissioner, the Director, Corporate Communications and Public Relations is responsible for the strategic management and direction of the internal and external communications, public relations and social media activities for the Commission. The Director also leads in the development and implementation of management strategies, anticipation of, and responses to, multiple media issues and the management of staff responsible for these functions.

### **Key Responsibilities**

#### ***Technical:***

- Provides strategic leadership and direction, enabling the provision of high quality media, public relations, communications, publications and social media;
- Leads and drives the development and delivery of the Commission's media, communications and public relations strategies;
- Builds awareness of the organization's mandate and vision;
- Provides advice on corporate communications and public relations issues;
- Develops and implements the crisis communication strategies, ensuring effective media management of sensitive and potentially adverse incidents;
- Counsels, advises and takes lead, in collaboration with the Fiscal Commissioner, to manage contentious and reputation issues attracting media attention;
- Oversees the establishment and maintenance of a high level corporate and public image, including the use of social media to support community engagement and public branding;
- Plans and develops the Commission's website and social media presence to further promote the Organization;
- Develops and implements stakeholder communications plans and media opportunities to advance the understanding and profile of organizations' achievements and activities;
- Oversees the design and production processes of organizational publications, including newsletters and annual reports;
- Develops, fosters and maintains strategic working relationships with key stakeholders including media representatives, journalists and industry representatives to inform, educate and provide support which aids the promotion of the Commission's mandate;
- Keeps informed of developments in the corporate communications and public relations fields, government management and fiscal governance, to help the organization operate with initiative and innovation;
- Co-ordinates the delivery of press conferences, briefs and any other public engagement on behalf of the Commission.

#### ***Management/Administrative:***

- Prepares and submits reports;
- Recommends participation of relevant representatives at meetings, conferences, seminars and workshops;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

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

#### ***Technical:***

- Excellent knowledge of the media & communication landscape;
- Excellent knowledge of communication strategies and techniques;
- Excellent knowledge of developing media campaigns and public relations strategies including design, implementation and evaluation against measurable business targets;
- Ability to foster and maintain a good working relationship with the media;

- Thorough understanding of the machinery of Government, political processes and the requirements of Ministers and other officials;
- Advanced IT skills in relation to Word, PowerPoint and Publisher.

### **Minimum Required Qualification and Experience**

- Master's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Five (5) years' experience in a Media and communications environment

### **OR**

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Seven (7) years' experience in a Media and Communications environment

### **Special Conditions Associated with the Job**

- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

## **6. Fiscal Research and Advisory Specialist (Level 7)**

### **Job Purpose**

Under the general guidance of the Fiscal Commissioner, the Fiscal Research & Advisory Specialist has the responsibility for providing technical support to the Office of the Fiscal Commissioner, through the conduct of research and the provision of technical advice on issues relating to the economy and related developmental matters.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Liaises with key stakeholders to co-ordinate technical assistance and ensure its effectiveness in decision-making;
- Provides analysis on technical papers/policy guidance, as provided by external stakeholders;
- Reviews documents and provide preliminary comments, so as to enhance evidence-based decision-making by the Fiscal Commissioner;
- Prepares and submits monthly, quarterly and annual reports;
- Provides strategic support through technical advice;
- Provides technical advice on how to improve the development and implementation of budgets, in line with best practices;
- Ensures co-ordination and liaison of the Fiscal Commission activities;
- Conducts research and provides information to assist in evidence-based decision-making;
- Evaluates and comments on proposals and recommendations from other Ministries and Departments, as well as private sector groups;
- Undertakes independent research, reviews, analyses and summarizes technical papers and reports and gives comments;
- Provides speaking notes and/or provides background information for speeches and provides actual speeches/presentations;
- Collaborates with stakeholders in the identification of new areas of support and facilitates implementation of new initiatives;
- Contributes to quarterly, mid-year and annual review/reporting;
- Contributes to the identification of risks and issues and the updating of the risk register;
- Provides timely inputs to reports on implementation, the achievement of outputs as well as reporting on progress towards outcomes;
- Promotes information sharing and co-ordination within the organization;
- Liaises with the relevant staff and other stakeholders to ensure that the Fiscal Commissioner is adequately prepared for technical meetings;
- Co-ordinates the Fiscal Commissioner's activities for Cabinet/Parliament and ensures that he/she is adequately prepared;
- Contributes to the arrangement of official functions hosted by the Fiscal Commissioner;
- Performs any other related duties that may be assigned from time to time.



## **Required Knowledge, Skills and Competencies**

### **Core:**

- Excellent communication and interpersonal skills
- Excellent critical thinking, problem-solving and analytical skills
- High adaptability and knowledge-sharing/learning capacity
- High innovative thinking and ability to market new approaches
- Ability to work effectively on own initiative
- Ability to promote and maintain stakeholder management
- Ability to forge useful partnerships with people across functions and organizations
- Proficiency with relevant software and tools, such as Excel, R, Python
- Undisputed integrity and standing

### **Technical:**

- Knowledge of the FAA Act, Regulations
- Knowledge of the GoJ Budgeting Process;
- Working knowledge of Contract Management/ Project Management and Risk Management;
- Knowledge of economics and development matters;
- Knowledge of micro and macro-economic theories;
- Good knowledge of economic research and survey/sampling techniques;

## **Minimum Required Qualification and Experience**

- Master's Degree in Economics/Finance/Management Studies/Social Sciences or equivalent qualifications
- Working knowledge of fiscal policy and the Government's financing operations would be an asset
- Five (5) years of professional experience

**OR**

- Bachelor's Degree in Economics/Finance/Management Studies or equivalent qualifications
- Working knowledge of fiscal policy and the Government's financing operations would be an asset
- Eight (8) years of professional experience

## **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

## **7. Senior Information Communications Technology Officer (Level 7)**

### **Job Purpose**

Under the general direction of the Director, Finance & Administration, the Senior ICT Officer is responsible for providing the IFC with the necessary technology strategies and infrastructure to support the implementation of the business processes being pursued to improve efficiencies, effectiveness and staff productivity. The incumbent is also responsible for ensuring that there is a wide adaptation of a risk mitigation plan to ensure business continuity of the ICT infrastructure.

### **Key Responsibilities**

#### **Technical/Professional:**

- Leads the delivery of high-quality ICT services to provide optimal levels of support for the IFC's key operational requirements;
- Oversees the development, implementation, evaluation and reporting of the IFC's ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the entity;
- Drives the development of standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users;
- Facilitates the development of the IFC Data Governance Framework and Strategy;
- Leads the development and implementation of all ICT policies and procedures, including those for architecture, security, disaster recovery, ICT reliability, standards, ICT purchasing, and service provision;

- Identifies and defines specific ICT business requirements in collaboration with the Commissioner, managers, users across the entity and third-party stakeholders, to inform the development of tailored ICT solutions;
- Leads the implementation of the data protection policy guidelines and regulations;
- Oversees systems development and enhancement and the integration of new systems within existing systems;
- Drives the implementation and delivery of new systems, technologies and services, to deliver innovative and flexible ICT solutions that achieve business requirements;
- Oversees the development of the change management framework to drive the implementation of new technologies etc.;
- Leads the deployment, monitoring, maintenance, development, upgrade and support of all ICT systems, including servers, PCs, operating systems, telephones, software applications and peripherals;
- Drives ongoing analysis and review of ICT service delivery to identify opportunities to improve and enhance the services for the IFC;
- Negotiates and administers vendor, outsourcer and consultant contracts and service agreements;
- Provides expertise and support during systems upgrades, installations, conversions and file maintenance;
- Ensures the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades;
- Oversees provision of end-user services, including service/help desk and technical support services;
- Leads the development of the ICT staff to meet the changing needs of users, groups and offices, new projects and technologies and varying staff strengths;
- Keeps abreast of the latest technologies and determines what new technology solutions and implementations will meet business and system requirements;
- Collaborates with critical staff to develop strategies and plans to enhance client services, improve user effectiveness and foster innovation;
- Oversees the development of quality assurance mechanisms to ensure value for money;
- Communicates regularly with executive management and all users of ICT services and systems;
- Reviews and approves training modules aimed at strengthening the ICT processes within the IFC;
- Develops mechanisms to manage reform and change, by implementing change management processes that clarify purpose and the benefits of continuous improvements;

***Management/Administrative:***

- Oversees the development of the ICT's Corporate/Operational Plans, Budget and Individual Work Plans;
- Oversees the preparation of reports to relevant stakeholders;
- Recommends participation of Divisional Representatives at all relevant meetings, conferences, seminars and workshops;
- Participates in Committee meetings and executes directives as necessary;
- Represents the organization at meetings, conferences, workshops and seminars.

***Human Resources:***

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and succession planning for the Unit to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effect disciplinary measures, in keeping with established guidelines/practices.
- Performs all other duties and functions as may be required from time to time.

## **Required Knowledge, Skills and Competencies**

### **Core:**

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem solving skills;
- Strong leadership skills;
- Strong stakeholder relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

### **Technical:**

- Expert knowledge of ICT systems analysis and design;
- Sound knowledge of systems networking, hardware engineering and database management;
- Sound knowledge of standards and procedures in the development and implementation of ICT systems;
- Sound knowledge of the local and international ICT systems environment, including standards, practices and trends;
- Sound knowledge of project management principles and practices;
- Good understanding of Project Management principles and lifecycle;
- Sound experience of resource planning against the prioritised portfolio of projects;
- Excellent capability to track project benefits realisation and lessons learnt activities to feed into on-going improvements;
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool.

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Advanced Training in Leadership;
- Five (5) years related experience, with at least three (3) years in a senior management capacity.

## **Special Conditions Associated with the Job**

- May be required to work extended hours and weekends.

## **8. Senior Human Resource Officer (Level 6)**

### **Job Purpose**

Reporting to the Fiscal Commissioner, the Senior Human Resource Officer will be responsible for managing the recruitment, selection, promotion and internal movement of staff within the IFC. The incumbent will be responsible for interpreting, providing technical advice & guidance and administering government policies, regulations and guidelines as it relates to the management of the human resource.

## **Key Responsibilities**

### **Technical/Professional:**

- Maintains a strategic overview of the human resource function and makes recommendations as necessary;
- Analyses and forecasts manpower supply and demand in the entity and formulates strategic manpower planning;
- Manages the Performance Review System of the organisation. This includes creating mechanisms for tracking performance and also ensuring that work plans are prepared for all staff, in alignment with the operational plan and job descriptions, and that interim and final evaluations are completed within specified time frame;
- Manages the recruitment process by identifying critical vacancies in the organization and selecting appropriate recruitment strategies which yield the most competent pool of candidates;
- Manages the selection exercise by creating scoring mechanisms, conducting assessment centres and interviews;

- Manages the framework of succession planning to identify skills/competency gaps and ensures adequate staffing capacity for the IFC;
- Provides guidance to managers and staff on human resource related matters, including the dissemination and interpretation of disciplinary procedures;
- Initiates activities to boost employee morale and motivation;
- Counsels employees on job-related issues and other concerns impacting the job;
- Establishes Occupational Health & Safety Policy and contributes to the preparation of disaster management plans;
- Represents the IFC at external meetings, conferences and other fora pertaining to human resource management;
- Conducts job analysis and job evaluation periodically to determine job worth and facilitates maintenance of an equitable classification and compensation system;
- Liaises with the Ministry of Finance & the Public Service regarding the operation, creation, reclassification, upgrading and abolition of posts;
- Facilitates orientation and annual induction programmes for new employees from time to time;
- Conducts annual training needs analysis to identify performance gaps and determine training needs;
- Conducts internal training exercises, as necessary, and makes logistical and administrative arrangements for external training interventions;
- Ensures preparation of annual training plan and budget;
- Conducts sensitization sessions for staff regarding organizational changes, inter alia;
- Ensures that employee personal files and general files are kept current and within proper records management parameters;
- Oversees the processes relating to employee benefits including leave, health care, pension, life insurance and lunch tickets;
- Manages the employee separation process (termination, redundancy, retirement, etc.)

***Management/Administrative:***

- Disseminates information to staff regarding human resource management activities;
- Develops and generates periodic and ad hoc performance reports and analyses of human resources activities, to inform planning and decision making and for dissemination to the Ministry of Finance & the Public Service and other key stakeholders;
- Keeps abreast of current and emerging HR trends and best practices for continuous improvements and the overall improvement to human capital development within the Commission;
- Provides technical guidance to the Commissioner and managers on human resource matters/policies;
- Elicits co-operation from internal partners/provides support to internal partners.

***Human Resources:***

- Provides leadership to staff supervised through effective planning, delegating and communication;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which guide the operations of the Division;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends leave for staff supervised, in keeping with established Human Resource policies and procedures;
- Recommends/implements disciplinary action in keeping with the established Human Resource policies and procedures;
- Performs other related duties as assigned by the Fiscal Commissioner.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Customer & quality focus
- Teamwork & co-operation
- Integrity
- Compliance
- Interpersonal skills
- Confidentiality
- Excellent counselling skills

**Technical:**

- Excellent performance management skills
- Sound knowledge and understanding of Strategic Human Resource Management
- Sound knowledge of Government HR procedures and processes
- Knowledge of Labour Laws and Industrial Relations practices
- Strong analytical and problem-solving skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management/Organization Development or equivalent qualifications
- Three (3) years' experience in Human Resource Management at the Managerial level.

**Special Conditions Associated with the Job**

- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

**9. Senior Procurement Officer (Level 4)****Job Purpose**

Under the general direction of the Director, Finance and Administration, the Senior Public Procurement Officer is responsible for co-ordinating the procurement processes required for the acquisition of goods and services essential for the operation of the IFC. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

**Key Responsibilities****Technical/Professional:**

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents IFC at Tender closing and opening exercises, as Tender Officer;
- Maintains Procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times, and takes responsibility for the safe keeping and return of all relevant documents;
- Prepares and reviews technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance with mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all departments for the procurement of goods;
- Maintains a list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office equipment is being affected as agreed;
- Develops, implements and monitors measurement tools to accurately gauge vendor's performance (quality, delivery times, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examine the condition of materials received, and recommends invoices for payment;

- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the general consumption tax office to be zero-rated;
- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings;
- Remains aware of relevant Public Procurement trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

***Management/Administrative:***

- Participates in the development of the IFC's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports to the Commissioner and other relevant stakeholders;
- Represents IFC at meetings, conferences, workshops and seminars;
- Maintains customer service principles, standards and measurements.

***Human Resources:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the organization's goals.
- Performs all other related duties and functions as may be required from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Customer & quality focus
- Teamwork & co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change Management

***Technical:***

- Strong customer service focus and commitment to providing quality customer service with demonstrated ability to relate to people from various backgrounds;
- Extensive knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration;
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Knowledge of Office Management principles, practices and procedures;
- Excellent knowledge of accounting practices as applied to procurement procedures;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the IFC;
- Knowledge of computerized systems and software, with an emphasis on the MS Office Suite and Projects

**Minimum Required Qualification and Experience**

- Bachelor's Degree In Public Administration/Management Studies/Accounting or any other related field, **or**
- NVQJ Level 5;
- Public Sector Procurement Certification Series – INPRI Jamaica;
- Two (2) years' related experience

**Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

## **10. Executive Assistant (Level 4)**

### **Job Purpose**

Under the general guidance of the Fiscal Commissioner, the Executive Assistant has the responsibility for providing the Fiscal Commissioner with executive administrative support. This includes the monitoring and co-ordination of matters directed to the Fiscal Commissioner's Office. Additionally, the incumbent will manage and supervise the Office to provide a highly competent and efficient service to the Commission.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Manages the flow of information for the operations of the Fiscal Commissioner's Office;
- Advises callers with whom to communicate regarding specific issues;
- Advises callers of the Commissioner's availability and takes messages in his absence or unavailability;
- Researches and responds to routine queries arriving at the Commissioner's Office, and directing other queries to the relevant official;
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper authority;
- Responds to complaints and requests;
- Shares routine information regarding technical, administrative and/or departmental matters;
- Disseminates information to internal and external parties;
- Prepares letters and memoranda from general instructions;
- Responds to routine correspondence;
- Establishes and maintains a system for the control and safe keeping of classified secret and confidential documents and reports;
- Prepares all necessary correspondence for dispatch;
- Logs all mail/files received and dispatched;
- Oversees the printing, photocopying, binding, dispatch etc., of documents produced;
- Designs and maintains an effective general filing system;
- Reviews, proofreads and edits documents prepared;
- Maintains the diary of the Fiscal Commissioner;
- Schedules appointments and briefs the Commissioner on the matter before confirming meeting;
- Arranges meetings and ensures that recordings of the proceedings are done;
- Records action items/notes at meetings and prepares same for circulation;
- Collates and co-ordinates the bi-weekly work schedules;
- Makes local and international travel arrangements, prepares itineraries and maintains all travel records;
- Manages and maintained office equipment and supplies;
- Manages the Office's physical resources, such as printers, computers, phones etc., and arrange for the prompt repair or replacement of faulty equipment;
- Manages the re-order levels and secure stationery and other supplies for the Office;
- Performs any other related duties assigned.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good planning and organizing skills
- Excellent oral and written communication skills
- Ability to exercise initiative and sound judgment
- Maintain good internal and external customer relations
- Demonstrate proper official conduct and decorum
- Possess and display good interpersonal skills
- Deliver output of a consistently high quality
- Demonstrates high integrity and ethical values
- Logical problem-solving skills

**Technical:**

- Proficient in computer applications
- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine
- Proficiency with word processing, spreadsheet and other basic software applications and internet communications
- Knowledge of Corporate Services operations in Government
- Knowledge of Government Protocol
- Confidentiality and integrity.

**Minimum Required Qualification and Experience**

- BSc. in Public Administration/Business Administration;
- Three (3) years' related experience;
- Experience in administrative functions;
- Experience in dealing with matters of a confidential and sensitive nature;
- Experience in dealing with senior officers in the public and private sectors

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Monday, 2<sup>nd</sup> December, 2024 to:**

**The Fiscal Commissioner  
6 Saxthorpe Avenue  
Kingston 8**

Email: [ifcommission1@gmail.com](mailto:ifcommission1@gmail.com)

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**