

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 **Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Talent Management Officer-Bonding and Compliance (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Talent Management Officer-Human Resource Strategy and Implementation (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Senior Talent Management Officer-Scholarships and Assistance (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 annum.
4. **Senior Strategic Workforce Planning Officer-Human Resource Strategy and Implementation (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
5. **Director, Monitoring and Evaluation (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
6. **Manager, Debt Reconciliation (GMG/SEG 2)**, salary range, \$4,266,270 - \$5,737,658 per annum.
7. **Monitoring and Evaluation Officer (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
8. **Executive Secretary (OPS/SS 4)**, salary range \$2,190,302 - \$2,945,712 per annum.
9. **Senior Secretary (OPS/SS 3)**, salary range \$1,711,060 to \$2,301,186 per annum.

1. Senior Talent Management Officer-Bonding and Compliance (GMG/SEG 3)

Job Purpose

Under the direction of the Director Talent and Knowledge Management Officer, the Senior Talent Management Officer-Bonding and Compliance, is responsible for designing, implementing, assessing and evaluating, the GOJ's bonding and compliance programmes. These programmes are many and varied and available to citizens of Jamaica of the Civil and Public Service. The importance of this role is to manage bonding and compliance activities which are significant to the continuity and viability of the MOFPS and the GOJ, ensure that information is available to members of the Civil and Public Service, while at the same time, deliver a positive return on investment, as well as safeguard compliance with applicable rules, regulations and timelines.

The incumbent manages all related processes, as well as shares with MDAs/Donor Agencies/General Public, those regulations, associated with the responsibilities of Bonding and Compliance. In addition, he or she provides timely feedback, appropriate dissemination of information of support and assistance in respect to bonding persons.

The Senior Talent Management Officer-Bonding and Compliance, delivers his or her responsibilities by ensuring that appropriate information is provided in a timely manner, while maintaining close contacts with MDAs/donors and general public. This ensures that deliverables will be realized, based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Management/Administrative:

- Contributes to developing the Section's Budget, Strategic and Operational Plan;
- Develops an Individual Work Plan based an alignment with the Branch's Plan;

- Participates in meetings, seminars, workshops and conferences, as required.

Technical/Professional:

- Facilitates the conducting of interviews with Scholarship awardees and their respective guarantors, to explain the procedures, as well as their rights and obligations, under said Scholarship Award;
- Ensures that Bonding documents are appropriately signed by all relevant parties, which include, a Justice of the Peace and the Financial Secretary, or his or her designate;
- Maintains and update the appropriate automated records in the bonding and compliance database;
- Conducts individual and personal enquiries related to those Scholarship awardees, who have made requests for waivers, suspensions and/or appeals against the bonding process;
- Generates letters of 'No Objection' and, in addition, recommends waivers or suspensions for individuals who fall under criteria, such as:
- Requests made by representatives of Jamaican Embassies and/or Missions, based on the following;
 - ✓ Awardees who wish to change their visa status;
 - ✓ Awardees who need to obtain transcripts;
 - ✓ Awardees desirous of accepting employment overseas;
 - ✓ Awardees who would like to pursue additional studies.
- Designs and delivers presentations at training seminars to update and inform participants of the importance of respecting all Bonding regulations and, therefore, must be compliant with all procedures;
- Collaborates with key stakeholders such as; The Ministry of Education, Youth and Information, The Students Loan Bureau, Sponsors and any other related parties, in order to ascertain whether there are individuals who maintain an obligation to the GOJ, for having received training;
- Monitors and evaluates the bonding and compliance framework and procedures; makes appropriate recommendations, which will improve value and performance;
- Participates in designing, implementing and maintaining those related business processes and procedures, which guide the Bonding and compliance framework and policy;
- Participates in developing, implementing, modifying and maintaining risk-based approaches, to the compliance framework, for bonding in the GOJ;
- Participates in developing and monitoring initiatives which capture statistics, metrics and measurements related to compliance;
- Develops and updates a register of all those awardees and participants who need compliance monitoring;
- Researches, develops and implements protocols, to resolve any and all breaches, and ensure that they are in accordance with Bonding Policies and best practice;
- De-escalates any problematic, compliance issues that require higher level intervention and/or recommendations;
- Initiates legal proceedings for repeated, non-compliance, by sending prepared submissions to the Attorney General's Chambers;
- Recommends and implements valid changes to compliance processes to minimize any possible legal exposure;
- Provides technical advice on bonding and compliance policies, procedures and guidelines to Ministers of Government, Permanent Secretaries, Trade Unions, Heads of Private and Public Sector Organizations, International Donor Organizations and the public in general;
- Collaborates with the Workforce Planning Section to establish and maintain appropriate methodologies to differentiate those HR metrics which support achieving the business goals of the GOJ Bonding and Compliance;
- Collaborates with the HR Policy Branch by providing input in developing and modifying the various policies which impact the Branch;
- Communicates with and provides orientation to Senior Executives, HR Business Partners and other stakeholders with focus on Bonding and Compliance Policies, Practices and Procedures, in collaboration with the HR Policy Branch;
- Researches, designs and implements marketing and or any other types of approach, which will positively improve the GOJ's brand and visibility, inclusive of partner development, publications of industry-leading practices, as well as relationship management;
- Assists with developing and delivering appropriate training to HR Teams and other key stakeholders, on the subject matter of Bonding and Compliance, as well as any related areas;
- Keeps informed with respect to developments in the Bonding and Compliance environment, in order to support not only the GOJ's operations in said arena, but also to be innovative while exercising initiative;
- Develops, implements and monitors those GOJ's Bonding and Compliance Frameworks and Strategies, which are risk-based, in relation to the GOJ and Donor Partner's Scholarship and Assistance Programmes;
- Performs any other related function as assigned by the Chief Talent Management Officer.

Required Knowledge, Skills and Competencies

- Strong management, leadership and decision-making skills;
- Strong interpersonal, oral and written communication and research skills;
- Strong analytical and problem-solving skills;
- Excellent planning and organizing skills with strong skills in customer relations;
- Excellent in interpretation and analysis of data;
- Competent in computer hardware with knowledge of varied software applications;
- Strong ethics and integrity values;
- Willing to work co-operatively and collaboratively with stakeholders, able to establish and maintain good working relationships;
- Strong knowledge of Human Resource Management functions, policies and regulations, within the Public Sector;
- Strong knowledge of Talent Management and Acquisition practices in complex organizations;
- Strong knowledge of Jamaica's bonding and compliance processes and procedures;
- Good knowledge of designing and managing scholarships and assistance initiatives;
- Good knowledge of Succession Planning initiatives in complex organizations;
- Experience in designing and delivering presentations;
- Knowledge of HR Information Systems, such as, MyHR+, People Soft, Success Factors or any other associated solution;
- Possess the ability to innovate, create and implement continuous improvement initiatives;
- Able to work independently and make sound and reasoned decisions;
- Commands a good understanding of the machinery of the GOJ as well as political processes;
- Advanced knowledge and experience in using software such as PowerPoint, Outlook, Word and Excel.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Human Resource Management **OR** Business Administration **OR** Public Administration **OR** Management Studies **OR** Accounting **OR** equivalent, from a recognized Tertiary Institution;
- Four (4) years of post-qualification experience in Human Resource Management or in a similar working environment.

Special Conditions Associated with the Job

- May be required to attend conferences, seminars and meetings, within Jamaica and overseas, as required;
- There can be stress due to working in a fast-paced environment, which includes interacting with varied critical stakeholders while meeting tight deadlines;
- Extended working hours are expected.

2. Senior Talent Management Officer-Human Resource Strategy and Implementation (GMG/SEG 3)

Job Purpose

Under the direction of the Director, Talent and Knowledge Management, the Senior Talent Management Officer - HR Strategy and Implementation is responsible for providing professional support in the design of frameworks and talent management programmes across Ministries, Departments and Agencies (MDA's). The incumbent will assist with all issues related to the employees across GOJ: recruitment and selection, training and development, promotion, and on boarding. He or she will conduct the appropriate research, analysis and assessments to identify gaps and make the necessary recommendations in accordance with the MOFPS and GOJ guidelines.

Key Responsibilities

Technical/Professional:

- Implements all training and development programmes across MDA's in keeping with the strategic objectives of the GOJ;
- Assists to ensure that talent and acquisition strategies are aligned to business objectives and GOJ's HRM initiatives;
- Assists in the development and implementation of policies and procedures that align talent management plans with the business goals/objectives of the MDAs;
- Liaises with the Workforce Planning Section to identify gaps in the workforce and come up with ideas to address them;
- Applies HR analytics when collecting, analysing and presenting data to inform decision such as succession planning;

- Provides assistance with the Performance Management Programme, including the following organizational processes: goal setting; performance appraisal; coaching and personal development planning;
- Assists in the implementation of the Core Competency Management Framework: inclusive of leadership development programmes; competency-based training; learning and capability development initiatives across MDA's;
- Co-ordinates the training programmes in conjunction with relevant stakeholders including MDAs, Trade Unions etc.;
- Prepares training plan and training delivery schedules/courses across MDA's;
- Prepares the annual costing for all training and makes the necessary submission for inclusion in the budget;
- Maintains arrangements with various institutions and other stakeholders to satisfy training needs of the Public Sector;
- Prepares monthly/annual report on training programmes;
- Liaises with MDAs and makes administrative arrangements for staff that participate in training programmes;
- Maintains close relationships between HR and Head of Departments, with a view to developing strategies for the effective deployment of human capital to support organization objectives;
- Monitors and reviews the impact of training and development programmes;
- Performs collaborative processes involving the development and implementation of succession planning, leadership development and talent management in the public service;
- Administers programmes designed for talent pool development and management;
- Keeps abreast of skills, knowledge and trends in talent management.

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and Talent Management documents, as required;
- Prepares and delivers Talent Management related presentations, as needed.

Human Resources:

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Branch/Section for the Orientation/Onboarding programme in the MoFPS;
- Identifies budgetary needs of the Unit and communicates to the relevant authorities.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meet expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Excellent at time management and meeting deadlines;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications;
- Good knowledge of the Human Resource Management functions, policies and regulations in the Public Sector;
- Good knowledge of Talent Management and Acquisition practices in complex organisations;
- Good knowledge of Succession Planning initiatives for complex organisations;
- Good understanding of scholarship administration and donor programmes;
- Good understanding of knowledge and information management;
- Knowledge of HR Information Systems (MyHR+, People Soft, Success Factors or related solutions);
- Ability to innovate, create and implement continuous improvement initiatives;
- Strong leadership and decision-making skills;
- Ability to work independently and make sound and reasoned decisions;
- Good understanding of the machinery of Government and political processes;
- Proficient in the use of Microsoft Word, PowerPoint, Outlook and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences;
- Advanced Training in People/Talent Management and Leadership;
- Six (6) years' experience in a Human Resource Management environment;
- Specialized training in Knowledge and Talent Management

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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 overseas to attend conferences, seminars and meetings.

3. Senior Talent Management Officer (GMG/SEG 3) - Scholarships and Assistance

Job Purpose

Under the direction of the Senior Talent and Knowledge Management-Scholarships and Assistance, Talent Management Officer – Scholarships and Assistance, is responsible for the administration which includes, designing, implementing, assessing and evaluating scholarships and assistance programmes and initiatives, which are aligned with occupational and skills shortages, as well as identify and rectify skills/competency gaps within the GOJ.

In addition, the incumbent collaborates closely with representatives of local and international donor partners, inclusive of Embassies and High Commissions, in order to build and maintain strong partnerships and alliances which will drive and support organizational effectiveness and efficiencies, within the GOJ. The incumbent will accomplish his/her objectives through appropriate research, analyses and studies. This ensures that deliverables will be realized, based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Management/Administrative:

- Contributes to developing the Section's Budget, Strategic and Operational Plans;

Technical/Professional:

- Administers the scholarships and assistance programmes in accordance with stipulated guidelines outlined by the GOJ and international donor agencies;
- Collaborates with the Senior Talent Management Officer- Scholarships and Assistance, in building partnerships and alliances, with local and international donor partners in the development scholarships and assistance packages;
- Assists with the management of the Scholarship and Assistance programmes in accordance with stipulated guidelines outlined by the GOJ and International Donor Partners;
- Prepares Estimates of Expenditure and manages those Budgetary Allocations, related to the GOJ Scholarship and Assistance Programmes;
- Manages funds used for technical assistance which are provided by bilateral and multilateral donor partners;
- Applies ICT solutions to manage screening of potential scholarships and assistance awardees;
- Manages and co-ordinates interviews for potential awardees of scholarships and assistance, ensure to arrange venues;
 - ✓ Notifies those successful applicants of their awards, rights and responsibilities under the scholarship and assistance programmes;
- Monitors awardees' performance on all of the various scholarships and assistance programmes;
- Maintains records for scholarships and assistance, in accordance with approved records management systems;
- Conducts studies and assessments to determine if the impact of scholarships and assistance programmes is continuous;
- Responds to queries related to scholarships and assistance programmes;
- Applies HR analytics to monitor and evaluate the effectiveness of scholarships and assistance programmes;
- Provides advice related to scholarships, policies, procedures and guidelines;
- Collaborates with the Workforce Planning Section in order to determine and establish, the appropriate version of HR metrics which measure and support, Scholarship and Assistance programmes as well as achieving business goals;

- ✓ Assists in conducting research and any other consultative approach to assist in developing and implementing scholarship and assistance frameworks and programmes;
- Implements strategies which will positively increase the GOJ's brand and visibility through partnership development, strategic relationship management and publication of industry-leading practices;
- Keeps abreast of developments in the Talent Management, Scholarship and Assistance environment, in order to support the GOJ with initiative and innovation in recommendations provided.

Required Knowledge, Skills and Competencies

Core:

- Strong decision-making skills;
- Strong interpersonal skills;
- Strong oral and written communication skills;
- Strong research skills;
- Strong analytical and problem-solving skills;
- Excellent planning and organizing skills with strong skills in customer relations;
- Excellent judgement and decision-making skills;
- Able to work independently, decisions are sound and supported by data;
- Possess high ethical conduct, confirmed integrity and is open to change;
- Competent in computer hardware with knowledge of varied software applications;
- Willing to work co-operatively and collaboratively with stakeholders, able to establish and maintain good working relationships.

Functional/Technical:

- Expert knowledge of Human Resource Management functions, policies and protocols within the Public Sector.
- Has the ability to innovate, create and implement continuous improvement initiatives.
- Good understanding of how the GOJ's machinery operates as well as its political processes.
- Good knowledge of Talent Management and Acquisition practices in complex organizations.
- Expert knowledge in designing and managing scholarships and related assistance programmes.
- Advanced knowledge and experience in using software such as PowerPoint, Outlook, Word and Excel.
- Knowledge of HR Information Systems, such as, MyHR+, People Soft, Success Factors, or any other associated solution.

Minimum Required Qualification and Experience

- Bachelors Degree in Human Resource Management **OR** Business Administration **OR** Public Administration **OR** Management Studies **OR** equivalent, from a recognized Tertiary Institution;
- Two (2) years of post-qualification experience, in a related field of Human Resource Management.

Special Conditions Associated with the Job:

- Travelling to attend conferences, seminars and meetings, within Jamaica and overseas is also part of this position, as required;
- There can be stress due to working in a fast-paced environment, which includes interacting with varied critical stakeholders while meeting multiple and tight deadlines;
- Extended working hours are expected.

4. Senior Strategic Workforce Planning Officer-Human Resource Strategy (GMG/SEG 3)

Job Purpose

Under the direction of the Director Strategic Workforce Planning, the Senior Strategic Workforce Planning Officer – HR Strategy and Implementation collaborates with varied professionals within and without the MOFPS to recommend, develop and implement frameworks, programmes and practices which support workforce planning mechanisms at numerous levels within the Civil and Public Services.

The incumbent conducts appropriate research in order to analyze, forecast and plan workforce supply and demand, while assessing gaps, in order to determine targets and talent management interventions to ensure that the GOJ and the MOFPS have the right people with the right skills in the right places at the right time, and by so doing, fulfil their mandates and strategic objectives.

With the use of analytical tools such as PESTLE, he or she monitors any macro-environmental factors which may have a profound impact on the performance and output of the Jamaican Civil and Public Services. By so doing, the incumbent is able to forecast workforce demand and workforce supply while planning interventions and implementing capacity building mechanisms.

The Senior Workforce Planning Officer - HR Strategy and Implementation delivers his/her responsibilities by confirming that the appropriate research, analyses and studies are conducted while maintaining positive and appropriate relationships with partners and alliances, while ensuring that deliverables are realized based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Management/Administrative:

- Contributes to the Section's Strategic and Operational Plan as well as its Budget;
- Prepares Individual Work Plan ensuring alignment to the Section's Plan, and presented accordingly;
- Serves as member of appropriate, professional institutions and organizations, makes presentations as needed and participates in workshops, seminars and conferences, as required;
- Keeps up-to-date with professional development requirements.

Technical/Professional:

- Participates in designing and implementing Workforce Planning methods, frameworks and processes which support alignment to the Government of Jamaica's (GOJ's) business strategies;
- Supports and develops holistic approaches which will assess and analyse internal business drivers, as well as external, environmental development and their impact on GOJ's business goals;
- Utilizes the PESTEL framework to analyse and monitor the macro-environmental factors (external environment factors), which could impact the GOJ's business goals, using the results to identify any threats and weaknesses in a SWOT analysis;
- Researches and evaluates the leadership, culture and strategies of MDA's to discern and document their future, workforce capabilities;
- Participates in designing and implementing, effective and timely quantitative and qualitative, data capture mechanisms, which will inform potential and future workforce risks, by predicting possible viable alternatives;
- Conducts additional workforce research, which serves to provoke insights in local and international trends in the labour market, by identifying critical job roles, impact to families and the capabilities required to meet GOJ's goals, within the near future;
- Researches, analyses and identifies any persistent workforce issues and or trends;
- Recommends any appropriate strategies which will obviate any future impact within the GOJ;
- Examines various functions of the GOJ such as technologies, processes, assets, structures, roles and skills in order to understand operational models, to determine which will best apply;
- Utilizes workforce planning tools/data-driven instruments, to analyse current capabilities to determine the future needs with respect to headcounts, other workforce needs and their effect on the overall labour force budgets;
- Monitors and evaluates workforce planning interventions to determine if appropriate actions were taken and determine whether said actions, have had the desired effect;
- Develops, implements and monitors workforce plans and performance indicators for MDAs, to ensure that they are aligned with the GOJs Competency Framework, as well as its medium and long-term requirements;
- Works closely with HR Business Partners, GOJ Senior Executives and the Talent Management Section to support and implement a workforce planning approach to talent acquisition and management;
- Develops strong, workforce planning linkages across all functions and entities, such as Departments and Agencies, reporting to any Ministry;
- Creates, builds and sustains partnerships and alliances with significant stakeholders such as:
 - ✓ Senior Executives;
 - ✓ HR Business Partners;
 - ✓ Employee Federations;
 - ✓ Educational Institutions;
 - ✓ Appropriate representatives of Thinktank Entities;
- Collaborates with the Human Resource Policy Branch, through reviewing and presenting recommendations with respect to new and or existing policies which have Workforce Planning implications;
- Collaborates with the Principal Director and Senior Directors in SHRMD, on matters related to structure, staffing, compensation, employee relations and industrial relations;
- Serves as member of internal and external committees and represents the GOJ's interests as follows:

- ✓ Identifying workforce planning matters;
- Recommends, develops and implements strategies which support the GOJ's objectives;
- Develops and shares capacity building practices with HR Business Partners, GOJ Executives and Managers, who have interest in the topic of Workforce Planning, as required.
- Measures and evaluates the outcome of Workforce Planning and Capacity Building initiatives, share data with the appropriate participants;
- Manages change and improvement by sharing the appropriate guidelines and methodologies which clarify purpose and benefits of continuous improvement;
- Keeps current in changes/updates in Legislation and Policies, which are related to Workforce Planning and any other similar initiatives.

Customer Service:

- Upholds and establishes customer service principles, standards and deliverables;
- Performs any other related duties that may be assigned from time to time by the Chief Workforce Planning Officer.

Required Knowledge, Skills and Competencies

- Competent in the use of personal computers with knowledge of relevant software;
- Strong interpersonal skills and able to work as part of a team;
- Excellent oral and written communications skills with time management;
- Strong leadership and decision-making skills;
- Able to apply good judgement, exercise initiative and cope well under pressure;
- Is analytical, with strong research and problem-solving skills;
- Able to work independently and make sound and reasoned decisions;
- Excellent planning and organizing skills, able to inspire and motivate;
- Possess high ethical conduct, confirmed integrity and is open to change;
- Willing to work co-operatively and collaboratively with stakeholders, able to establish and maintain good working relationships.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management **OR** Management Studies **OR** Public Business Administration **OR** equivalent;
- Three (3) years of related working experience in the field of Human Resource Management.

Special Conditions Associated with the Job:

- This is a typical office environment with standard office equipment and specialized software, with no adverse working conditions;
- Travelling to attend conferences, seminars and meetings, within Jamaica and overseas is an integral part of this position for approximately 25% of the time;
- There could be stress due to working in a fast-paced environment, which includes interacting with varied stakeholders while meeting multiple and tight deadlines;
- Extended working hours are expected.

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

Job Purpose

Under the direction of the Senior Director, Workforce Planning & Improvement Branch, the Director, Monitoring and Evaluation is responsible for managing the information generated from the workforce planning and improvement policy implementation strategies, through the monitoring and evaluation system and ensuring the integrity of the data collected. This includes developing and implementing Monitoring and Evaluation (M&E) tools systems and frameworks, and reporting on all output and outcome indicators for the Branch.

Key Responsibilities

Technical/Professional:

- Provides leadership and direction on M&E to ensure the Branch achieves its goals and corresponding objectives and target;
- Oversees the development and implementation of the Performance Monitoring Plan (PMP) to capture performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations;
- Develops and oversees data flow pattern, to ensure timely data collection and reporting;

- Ensures high-quality implementation, consistent with monitoring and evaluation guidelines, protocols, information and reporting systems;
- Leads strategic collaboration activities with key stakeholders to gather data and adapt interventions as appropriate;
- Takes responsibility for providing technical assistance, developing and setting up systems for the timely collection, management, analysis, and reporting of valid and reliable data that meet donor reporting requirements;
- Leads efforts to utilize training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and recordkeeping;
- Uses data to contribute towards strategic decision-making and programme planning with the leadership;
- Oversees and/or conducts targeted evaluations and operations research, including design, data collection, management and analysis;
- Ensures quality of data through data verification procedures including routine data quality audits and that these are routinely carried out;
- Cultivates strategic M&E relationships and alliances in public and professional circles through meetings, conferences, and presentations;
- Promotes and supports the dissemination of information among the Branch's team;
- Works with key stakeholders to prepare and track progress of programmes and associated activities;
- Works closely with programme Heads to co-design monitoring tools, select indicators, and determine field monitoring responsibilities. Works to ensure tool compatibility and co-ordination within the M&E framework, as well as consistency with national and donor requirements;
- Co-ordinates all M&E capacity-building activities with staff, implementing partners and other key stakeholders;
- Ensures protection of participants data and confidentiality during M&E process and implementation.

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and other documents, as required;
- Prepares and delivers related presentations, as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section and recommends, promotion and leave, in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Branch/Section for the Orientation/Onboarding programme in the MoFPS.

Customer Service:

- Maintains customer service principles, standards and measurements;
- 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 oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Strong innovative skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Functional/Technical:

- Good knowledge of the Human Resource Management functions, policies and regulations in the Public Sector;
- Good knowledge of Talent Management and Acquisition practices in complex organisations;
- Good knowledge of Succession Planning initiatives for complex organizations;
- Good experience in designing and delivering coaching/mentoring, learning and development programmes;
- Knowledge of HR Information Systems (MyHR+, People Soft, Success Factors or related solutions);
- Ability to innovate, create and implement continuous improvement initiatives;
- Strong leadership and decision-making skills;
- Ability to work independently and make sound and reasoned decisions;
- Good understanding of the machinery of Government and political processes;
- Advanced IT skills in relation to Word, PowerPoint, Outlook and Excel.

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences, Economics or related discipline;
- Advanced Training in Monitoring and Evaluation Systems and tools;
- Four (4) years' experience in a similar environment, with at least two (2) years in a management capacity.

OR

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences, Economics or related discipline;
- Advanced Training in Monitoring and Evaluation Systems and tools;
- Six (6) years' experience in a similar environment with at least three (3) years in a management capacity;

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 overseas to attend conferences, seminars and meetings.

6. Manager, Debt Reconciliation (GMG/SEG 2)**Job Purpose**

The incumbent has responsibility for managing the reconciliation function within the Debt Management Branch. In particular, he/she will supervise a team of Reconciliation Officers and ensure the proper and timely reconciliation of the following:

- Debt service payment with the Accountant General and the Bank of Jamaica;
- External and domestic loan balances with the Accountant General;
- Audited financial statements as requested by creditors;
- Audit confirmation as requested by creditors;
- Bank reconciliation of project accounts for which the Debt Management Branch has portfolio responsibility.

Key Responsibilities***To co-ordinate and prepare audit confirmation reports:***

- Co-ordinates and prepares audit confirmation reports;
- Reviews creditors audited financial statements;
- Examines data as recorded on CS-DRMS database to determine differences, if any;
- Consults with creditors and advises them of balances, interest rates and reconcile differences between audited statements and debt management records;
- Prepares and signs off on audit confirmation report.

To conduct semi-annual reconciliation exercise with creditors:

- Requests balances from creditors;
- Examines accounts against CS-DRMS records to identify gaps, if any;
- Resolves discrepancies and refers major issues to the Director;
- Reconciles and updates CS-DRMS;
- Reconciles and prepares reports for update on the CS-DRMS.

To conduct reconciliation of debt service payments, external and domestic loan balances with Accountant General:

- Reviews the statements for outstanding balances of external and domestic debt, as submitted by the Accountant General, against CS-DRMS records;
- Reconciles with Accountant General and finalise statements for publication in the Financial and Revenue Estimates;
- Reviews creditor statements;
- Examines Accountant General and BOJ Statements to ensure that payments have been made;
- Reconciles accounts and updates the system.

To conduct bank reconciliation of project accounts:

- Monitors the funding of accounts by funding agencies and the posting of bank statements to the system to ensure accuracy and completeness;
- Ensures that cheques drawn and encashed reflect authorized disbursements;
- Examines Reconciliation Summary and Details and identifies and resolves any discrepancies/errors found until the reconciliation is balanced and free from error;
- Advises the bank of errors in respect of items on the bank statement and follows up with the bank until errors are corrected;
- Submits completed bank reconciliation statements to the Director, Debt Operations and copies to the Implementing Agencies for their records.

To manage Unit and Staff in the achievement of the above-mentioned strategic objectives:

- Participates in the development of the Unit's corporate and operational plans and monitors the Unit's achievement against them;
- Manages the performance of the Unit including transferring skills, assigning work, setting priorities, setting evaluation criteria, monitoring performance and providing feedback to staff;
- Ensures that all staff members are performing the range of duties/responsibilities appropriately and within allowable parameters and holds them accountable for their action;
- Promotes a work environment that encourages continuous learning and new skill development;
- Identifies requirements, recommends and ensures that appropriate training and development sessions are provided;
- Provides appropriate training, including on-the-job training and specific training for staff members;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Unit provides a high level of service to them;
- Participates in Management meetings to discuss developments in portfolio, build teamwork and develop synergy through shared information.

Required Knowledge, Skills and Competencies

- Integrity;
- Good oral and written communication;
- Use of good judgment;
- Good problem-solving and analysis skills;
- Good interpersonal skills;
- Sound knowledge of Accounts and bank reconciliation;
- Good knowledge of relevant computer applications and spreadsheet;
- Knowledge of supervisory management.

Minimum Required Qualification and Experience

- BSc. in Accounting or Management Studies or equivalent qualifications;
- Three to five (3-5) years' experience in a manual and/or automated bank reconciliation environment.

Special Conditions Associated with the Job

- Flexibility needed to complete assignments beyond normal working hours, in order to meet critical deadline.

7. Monitoring and Evaluation Officer (GMG/SEG 2)

Job Purpose

Under the direction of the Senior Director, Workforce Planning and Improvement Branch, the Director, Monitoring and Evaluation is responsible for managing the information generated from the workforce planning and improvement policy implementation strategies, through the monitoring and evaluation

system, and ensuring the integrity of the data collected. This includes developing and implementing M&E tools systems and frameworks, and reporting on all output and outcome indicators for the Branch.

Key Responsibilities

Technical/Professional:

- Provides leadership and direction on M&E to ensure the Branch achieves its goals and corresponding objectives and target;
- Develops and implements the Performance Monitoring Plan (PMP) to capture performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations;
- Develops and oversees data flow pattern, to ensure timely data collection and reporting;
- Ensures high-quality implementation, consistent with monitoring and evaluation guidelines, protocols, information and reporting systems;
- Collaborates activities with key stakeholders to gather data and adapt interventions as appropriate;
- Provides technical assistance, developing and setting up systems for the timely collection, management, analysis, and reporting of valid and reliable data that meet donor reporting requirements;
- Utilizes training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and recordkeeping;
- Uses data to contribute towards strategic decision-making and programme planning with the leadership;
- Conducts targeted evaluations and operations research, including design, data collection, management and analysis;
- Ensures quality of data through data verification procedures including routine data quality audits and that these are routinely carried out;
- Maintains strategic M&E relationships and alliances in public and professional circles through meetings, conferences, and presentations;
- Promotes and supports the dissemination of information among the Branch's team;
- Works with key stakeholders to prepare and track progress of programmes and associated activities;
- Works closely with programme Heads to co-design monitoring tools, select indicators, and determine field monitoring responsibilities;
- Works to ensure tool compatibility and co-ordination within the M&E framework as well as consistency with national and donor requirements;
- Co-ordinates M&E capacity-building activities with staff, implementing partners and other key stakeholders;
- Ensures protection of participants' data and confidentiality during M&E process and implementation;
- Monitors and evaluates overall progress on achievement of results;
- Conducts capacity assessment on existing monitoring and evaluation system;
- Develop indicators and a monitoring strategy;
- Supports monitoring and evaluation of the effects and impact.

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and other documents, as required;
- Prepares and delivers related presentations, as needed.

Customer Service:

- Maintains customer service principles, standards and measurements;
- 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 oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Strong innovative skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Good knowledge of the Human Resource Management functions, policies and regulations in the Public Sector;
- Good knowledge of Talent Management and Acquisition practices in complex organisations;
- Good knowledge of Succession Planning initiatives for complex organisations;
- Good experience in designing and delivering coaching/mentoring, learning and development programmes;
- Knowledge of HR Information Systems (MyHR+, People Soft, Success Factors or related solutions);
- Ability to innovate, create and implement continuous improvement initiatives;
- Strong leadership and decision-making skills;
- Ability to work independently and make sound and reasoned decisions;
- Good understanding of the machinery of Government and political processes;
- Advanced IT skills in relation to Word, PowerPoint, Outlook and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences;, Economics or related discipline;
- Advanced Training in Monitoring and Evaluation Systems and tools;
- Three (3) years' experience in a similar environment

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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 overseas to attend conferences, seminars and meetings.

8. Executive Secretary (OPS/SS 4)**Job Purpose**

Under the general direction of the Deputy Financial Secretary, the incumbent is required to support the efficient and effective operation of the Division, by providing efficient and effective secretarial and administrative support services to the Deputy Financial Secretary, the PXPC Division and customers.

Key Responsibilities***Polite and knowledgeable customer service provided:***

- Maintains and provides basic knowledge of the operations of the Division;
- Advises callers with whom to communicate in the Unit regarding specific issues;
- Advises callers of the whereabouts of those with whom they wish to meet or speak and offer takes messages in their absence;
- Replies to routine queries arriving at the Unit, and directing other queries to the appropriate official;

Documents produced and records and filing system maintained:

- Takes shorthand dictation and reproduces confidential and other correspondence;
- Types all necessary correspondence for dispatch;
- Composes letters and memos based on general instructions;
- Records all mail received;
- Arranges for the printing, photocopying, binding, dispatch etc of documents produced;
- Designs and maintains an effective general filing system;
- Maintains the database for tracking Cabinet Submissions received for comments from the Ministry of Finance and the Public Service;
- Maintains a follow-up system and liaises with the Training Division, PXPC Unit Heads and staff as necessary, to ensure that Division staff attend training as directed by the DFS;
- Deals with urgent correspondence, faxes and emails in the absence of a Unit official.

Diary maintained and meetings and appointments arranged:

- Maintains the diary of the DFS, PXPC;
- Arranges meetings, workshops, conferences etc, including the location, agenda, relevant documents at the national and trans-national levels;
- Manages the PXPC Division's meeting room;
- Takes action Minutes at meetings where directed to do so and circulating them as required.

Office equipment and supplies managed and maintained:

- Manages the Unit's physical resources, such as printers, computers, phones, etc, and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the DFS's office and the Division's copy room.
- Performs other related duties and responsibilities that may be assigned from time to time

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

- 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 including Ziplaw and internet communications;
- Sound administrative planning and organizational skills;
- Good telephone and office etiquette;
- Good time management skills;
- Possesses and consistently displays a positive job attitude;
- Possesses excellent written and oral communication skills;
- Possesses good interpersonal skills;
- Consistently displays good teamwork;
- Ability to exercise initiative;
- Maintains good internal and external customer relations;
- Consistently displays good conduct and decorum;
- Delivers output of a consistently high quality.

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 five (5) years' general office experience.

OR

- Graduation 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 five (5) years' general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

9. Senior Secretary (OPS/SS 3)**Job Purpose**

Under the general direction of the Principal Director, the incumbent provides administrative support services to the Branch, that enhances the Principal Director's Office and the operations of the Branch in general.

Key Responsibilities**Technical/Professional:**

- Takes shorthand dictation and reproduces confidential and other correspondence;
- Types all necessary correspondence for dispatch;
- Records all mail received and issued;
- Arranges for the printing, photocopying, binding, dispatch, etc; of documents produced by the Principal Director;
- Helps design and maintains an effective filing system;
- Deals with urgent correspondence, faxes and emails;
- Advises callers with whom to communicate in the Branch regarding specific issues;
- Advises callers of the whereabouts of those with whom they wish to meet or speak and takes messages in their absence;

- Directs queries to the appropriate officer/s;
- Maintains the diary of the Director, HR Policy and Information Branch;
- Keeps track of the movements of all staff;
- Arranges meetings, etc, including the location, agenda and relevant documents, where the need arises;
- Takes Minutes at meetings where directed to do so and circulating them as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Demonstrates a positive job attitude;
- Excellent oral and written communication skills;
- Ability to exercise initiative and sound judgment;
- Possess good integrity and ethical standards;
- Maintains good internal and external customer relations;
- Demonstrate proper official conduct;
- Possess excellent interpersonal skills;
- Deliver output of a consistently high quality.

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Maintains knowledge of the Branch's operations, working knowledge of the policies, procedures practices and protocols so as to be able to respond appropriately to enquiries, requests or issues.

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.

Applications accompanied by Résumés should be submitted **no later than Friday, 21st November, 2024 to:**

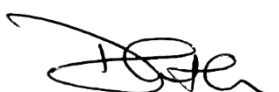
**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.gov.jm

Candidates who previously applied for the positions NEED NOT APPLY.

Please note that only shortlisted applicants will be contacted.

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



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