



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 21 **OSC Ref. C. 4840³⁴**

17th January, 2025

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 **Internal Audit, Corporate Planning and Administration and the Strategic Human Resource Management Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Director, Compliance and Quality Management (GMG/SEG 4)**, salary range \$6,333,301–\$8,517,586 per annum.
2. **Technical Officer (GMG/SEG 3)**, salary range \$5,198,035–\$6,990,779 per annum.
3. **Senior Management Accountant (Recurrent) (FMG/PA 3)**, salary range \$5,198,035–\$6,990,779 per annum.
4. **Corporate Communications Manager (MCG/IE 5)**, salary range \$5,198,035–\$6,990,779 per annum.
5. **Corporate Communications Officer (MCG/IE 4)**, salary range \$4,266,270–\$5,737,658 per annum.

1. **Director, Compliance and Quality Management (GMG/SEG 4)**

Job Purpose

Under the general direction of the Deputy Financial Secretary, CPAD, the Director Compliance and Quality Management is responsible for leading the development and implementation of the compliance and quality management framework and strategies, inter alia, the Ministry's compliance and obligations under the Data Protection Act. This includes, but is not limited, to the establishment of compliance standards and design improvement to internal control structures, so as to minimize the risk exposure of the Ministry. Additionally, the incumbent has the responsibility of assisting the Ministry in achieving its strategic objectives by ensuring that its activities and programmes are in compliance with external and internal procedures, policies and legal framework.

Key Responsibilities

Technical/Professional

- Guides the development and implementation of strategies to improve organizational efficiencies and effectiveness;
- Develops and implements tracking/monitoring mechanisms to ensure compliance with established standards and regulations;
- Develops and implements compliance and quality management framework and strategies;
- Evaluates existing policies and procedures to co-ordinate internal practices and ensure compliance with regulations;
- Reviews the Ministry's internal control mechanisms especially those highlighted in audit reviews, to ensure that measures are implemented to minimize the risks it faces;
- Provides advice and guidance ;
- Promotes compliance with stipulated procedures, policies and legislation;
- Leads a corporate-wide quality improvement programme with the development and implementation of a quality improvement plan;
- Facilitates the timely collection of data, analysis and reporting on key performance measures;
- Manages the electronic storage of quality improvement reports so as to promote access for key stakeholders;
- Develops and implements standard operating procedures related to the corporate compliance programme;
- Shares current information of policies, procedures and legislation that the Ministry staff should be aware, so as to minimize risk exposure;

- Liaises with the Risk Management Branch in the identification of potential risks and designs risk mitigation strategies;
- Collaborates with senior managers in the review and understanding of corporate governance guidelines;
- Collaborates with senior managers to ensure awareness of “best practices” on privacy and data security;
- Monitors and evaluates Ministry’s efforts at corrective actions to ensure that findings and recommendations are effectively dealt with;
- Collaborates with relevant personal data points in the Ministry, in overseeing data subject access rights;
- Prepares reports and presentations on findings and analysis;
- Identifies risks and makes recommendations as to mitigation strategies;
- Collaborates with other Branch heads in resolving compliance issues as they arise;
- Serves as a resource to other Divisions on quality compliance issues;
- Oversees the verification functions and pension indebtedness checks.

Chief Privacy Officer Portfolio

- Oversees the activities that ensure that the Ministry processes personal data in compliance with the standards outlined in the Data Protection Act;
- Develops, implements and maintains privacy and consent mechanisms, information notices and other materials reflective of the Ministry’s stance on data protection;
- Oversees the undertaking of the Ministry’s data and projects, and ensures that they are consistent with the Data Protection Policy and Act;
- Keeps abreast of amendments to policies, procedures and legislation and accreditation standards;
- Oversees the preparation and submission of reports regarding the status of the privacy programme;
- Collaborates with the Enterprise Risk Management Branch in the development and co-ordination of a risk management and compliance framework for privacy;
- Collaborates with organizational development and legal services, in providing guidance and assistance in the identification, implementation and maintenance of the Ministry’s information privacy policies and procedures;
- Collaborates with all the relevant stakeholders such as ICT, HRMD DIASU, and PSMEB in the reviewing of system-related information security plans, to ensure alignment between security and privacy practices.

Management And Human Resource

- Plans, organizes and directs the work associated with the function and resources of the Section, including the development of the corporate, operational and individual Work Plans, and annual budget to reflect the Branch’s strategic priority areas;
- Undertakes HRMD-related duties including selection, performance management, training and discipline for the Section’s staff, in accordance with the Ministry’s policies and procedures.
- Develops and manages the performance of direct report(s), including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Conducts periodic reviews and final annual assessment of direct report(s), in accordance with respective Work Plans of supervisees, based on agreed performance assessment criteria and prepares performance reports;
- Acts as Chairperson for the Organizational Policy Review Committee;
- Ensures that there are sufficient and appropriate physical resources to undertake the operations efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Leadership – Possess good leadership skills.
- Planning and Organizing – Excellent planning and organization skills.
- Problem Solving & Analysis - Logical problem solving and analytical skills.
- Communication - Possess excellent written and oral communication skills.
- Initiative & Judgment - Ability to exercise initiative and sound judgment.
- Attention to detail
- Integrity/Ethics - Possess and exercise high integrity and ethical standards.
- Interpersonal Skills - Possess excellent interpersonal skills.
- Innovation and creativity – Ability to come up with new ideas/new way of thinking
- People Management – Possess excellent people management skills.

- Teamwork - Be a team player.

Knowledge

- Expert knowledge in the principles and practices of quality management and compliance
- Expert knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Sound knowledge and understanding of GOJ policies and programmes and the machinery of government
- Working knowledge of process improvement methodology
- Sound knowledge of applicable laws, policies, regulations, and procedures
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis and interpretive skills
- Strong negotiating and persuasive presentation skills
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Masters' Degree in Management, Finance, Business Administration, Public Administration or equivalent qualification from a recognized tertiary institution
- Exposure to legal training would be an asset
- Three (3) years' experience

OR

- Bachelors' Degree in Management, Finance, Business Administration, Public Administration or equivalent qualification from a recognized tertiary institution
- Exposure to legal training would be an asset
- Five (5) years' experience

Special Conditions Associated with The Job

- Pressured working conditions with numerous critical deadlines.
- May be required to work abnormal working hours

2. Technical Officer (GMG/SEG 3)

Job Purpose

The Technical Officer will undertake the execution of all business processes related to/which affects the nomination, selection and appointment of Boards of Public Bodies. The incumbent will also undertake the confirmation of data to be entered/uploaded into the Database of Prospective Directors (DPD).

Key Responsibilities

Technical/Professional:

Population and Update of a Database of Prospective Directors

- Confirms first tier data (related to assigned Public Bodies) entered/uploaded into the database of prospective directors by the Administrative/Data Entry Assistant, subject to due diligence checks;
- Updates the Database of Prospective Directors (DPD);
- Makes recommendations to the Manager of the Secretariat regarding the continued integrity of the DPD.

Nomination, Selection and Appointment of Persons to the Boards of Public Bodies

- Undertakes due diligence exercises in respect of applicants and current directors;
- Drafts correspondence requesting conduct of/results from Fit and Proper Tests for assigned public bodies;
- Undertakes the conduct of checks in relation to restriction of appointment and tenure of the chairmen, as well as reappointment of Directors of assigned public bodies;
- Prepares for submission to the Manager, a list of all eligible prospective directors, for appointment to the boards of assigned public bodies.
- Recommends to the Manager, policy changes that may affect the process for nominating, selecting and appointing board members.
- Undertakes activities to facilitate updated or new competency profiles for the Boards of assigned public bodies.

Sensitization of and Communication with Stakeholders

- Participates in the implementation of a Communication Plan (including sensitization strategies) in relation to Board nomination, selection, appointment and revocation;
- Prepares draft responses to requests for information contained in the Database, subject to the stipulations of the Regulations; and
- Monitors Board tenures and prepares notices to Permanent Secretaries regarding those expiring within three (3) months.

Board Evaluation and Reporting

- Contributes to the preparation of reports to stakeholders, as required, including annual reports to the Cabinet on the performance of the Boards;
- Contributes to creation of document on protocols for monitoring the conduct of Board performance evaluations; and
- Participates in guidance sessions for Boards identified as needing the most guidance or where Public Bodies (PBs) have weak governance structures;

Human Resource

- Prepare Annual Work Plan;
- Performs any other activity which may be deemed necessary to effect the efficient and effective process for the nomination, selection and appointment of Boards, as well as the reporting and communication thereon.

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 tool

Knowledge

- Must be able to demonstrate broad knowledge of developments related to the nomination, selection and appointment of Boards both locally and internationally;
- Sound knowledge of the machinery of government;
- Sound knowledge of the governance framework for public bodies, including the PBMA Act, the FAA Act, the Corporate Governance Framework, the Policy on the Nomination, Selection and Appointment of Boards and other corporate governance tools;
- Sound understanding of Research Methodology;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Governance, Public Administration, Public Sector Management, Management or related discipline with a minimum of three (3) years working experience at the Middle Management level.

OR

- Specialized training in Governance, Public Administration, Public Sector Management, Management, Business Administration or related discipline with a minimum of five (5) years working experience at the Middle Management level.

Special Conditions Associated with the Job

- Technical Officer must exercise a high degree of confidentiality.
- Technical Officer will be required to travel extensively locally. Overseas travel may also be necessary.

3. Senior Management Accountant (Recurrent) (FMG/PA 3)

Job Purpose

The Senior Management Accountant is responsible for optimizing the financial capacity of the Ministry of Finance & the Public Service (MOFPS), in its quest to manage financial resources efficiently and effectively. Additionally, he or she maximizes the benefits derived from positioning those resources so that deliverables are achieved in accordance with the priorities and policies of the Government of Jamaica (GOJ) and guidelines, as prescribed by the Financial Secretary (FS). The incumbent supports the output of the Director, Management Accounts, by carrying out functions which include, contributing to the Corporate Plan, monitoring targets, managing Accounts Receivables and Cash Advances, while at the same time, ensuring that value for money is realized, all of which play a vital supporting role in the Unit. He or she manages the preparation and implementation of the MOFPS's Operational Budget in accordance with the approved Corporate Plan, the guidelines prescribed by the FS as well as the policies and priorities of the GOJ. The incumbent is also responsible for and is committed to controlling operational expenditure by maintaining spending within budgetary limits, while ensuring that value for money is realized. Additionally, he or she is devoted to implementing methodologies which will result in increased revenue intake, as well as revenue earning capacity. The Senior Management Accountant seeks to achieve the above by fostering an environment which is supportive of teamwork, as well as learning and development, in the conduct of assigned duties, while delivering responsibilities using ethical business practices, due diligence and commitment, with high levels of accountability, responsibility, as well as productivity.

Key Responsibilities

Management/Administration

- Maintains cordial and professional relationships with external and internal stakeholders and visitors.

Technical/Professional

- Participates in developing the Division's Corporate and Strategic Plans, as well as its objectives and strategies;
- Prepares and implements the MOFPS' Operation/Recurrent Budget, in accordance with the following:
 - The Approved Corporate Plan;
 - The Guidelines prescribed by the Financial Secretary;
 - The Priorities and policies of the GOJ.
- Ensures that budget targets with respect to miscellaneous revenue and/or appropriations-in-aid are achieved.
- Manages the Accounts Receivables, Contingency Advances paid, Cash Advances received from MOFPS Contingencies, as well as Treasury deposits;
- Conducts the appropriate research which should result in increased MOFPS revenue intake and revenue earning capacity;
- Monitors and ensures that all cash advances are cleared, in accordance with agreed dates and/or periods;
- Maintains control over the level of operational expenditure also, ensure that expenditures are maintained within budgetary limits, in accordance with the following:
 - The Approved performance standards;
 - Value for money is respected and achieved; and
 - Transactions are carried out in accordance with Budget requirements.

Budget Preparation

- Ensures that the Operational Budget and Cash Flows are prepared in accordance with MOFPS guidelines and Corporate Plan, as well as policy priorities and resource availability.
- Prepares the MOFPS' Operational Budget in draft, through a process of co-ordination, consultation and consolidation, ensuring that said budgets are prepared in accordance with the following:
 - Ceilings and guidelines as outlined in the Budget Call, which is issued by the Financial Secretary.
 - Objectives and strategies of the MOFPS as outlined in its Corporate Plan.
 - National and Economic Policy Priorities.
- Analyzes Operational Budget requests received from Divisions and Departments to determine if they reflect the level of allocations and guidelines which were established by the MOFPS' Senior Management team and are supported by realistic Implementation Plans, where applicable.
- Analyzes Operational Budget requests with respect to Para-Statal Bodies, to verify that they are in accordance with approved objectives and strategies. Ensures that they are realistic and supported by an Implementation Plan, where applicable.

- Provides guidance to Divisions/Departments when preparing narratives in support of operational Budget allocations, to ensure that it is linked to its specific purposes and performance indicators as described in their Corporate Plans.
- Presents the consolidated draft Budget Estimates to the Director Management Accounts, within the agreed timeline. Ensure that it conforms with the appropriate guidelines and has been delivered within the agreed timelines.

Cash Management

- Implements and manages an effective Cash Management System with respect to Operational Funds, as follows:
 - Allocating monthly warrants in accordance with agreed priorities.
 - Implementing an effective mechanism to contain expenditures within warrant limits.
 - Ensuring that appropriations-in-aid, if any, are fully utilized.
 - Ensuring that expenditure against the approved budget is covered by the warrant allocation and not from unauthorized sources such as; retaining statutory and or other approved deductions, diverting Departmental revenue or any such source.
 - Reviewing, on an on-going basis, all bank accounts to ensure that there are no large, idle cash balances.

Expenditure Management & Control

- Monitors the implementation of Operational Budgets, including Para-Statal Bodies which are funded from the Budget;
- Obtains and analyzes the related monthly financial reports to determine if:
 - All funds have been utilized for its specific purposes as stated in the approved budget.
 - The funds were efficiently employed.
- Evaluates, in conjunction with the Corporate Planning Unit, the physical and financial performance, when implementing operational programmes in the Recurrent Budget.

Realistic Budgets & Achieving Targets

- Ensures that a realistic budget for miscellaneous revenue and/or appropriations-in-aid are established and targets are realized.
- Prepares draft Budgets for miscellaneous revenue based on realistic projections, within the stipulated deadline.
- Monitors actual revenue collections against targets and establishes appropriate measures to ensure that said targets are achieved.
- Increases MOFPS Revenue Intake & Earning Capacity
- Ensures that rates and prices charged for goods and services are reviewed and increased, in accordance with appropriate parameters and represents a reasonable measure of cost recovery.
- Identifies possible areas, which were not previously targeted for cost recovery, obtains the appropriate approval prior to implementation.
- Manages accounts receivable and ensure that those funds are collected promptly.
- Ensures that clients are billed promptly and invoiced for goods and services received.

Customer Service

- Maintains and upholds all customer service principles, standards, deliverables and responsibilities.

Other

- Provides professional and technical advice to the Director, as and when required;
- Represents the Director on request;
- Performs any other related function as assigned by the Director.

Required Knowledge, Skills and Competencies

Core

- Excellent management, leadership, planning and interpersonal skills
- Possess high ethical conduct, confirmed integrity and is open to change
- Competent user of computer hardware with knowledge of relevant software applications.
- Thinks critically with developed analytical skills, as well as abilities to identify risk and any commensurate levels of impact
- Excellent knowledge of the MOFPS' overall strategic plan and its responsibilities with respect to achieving its targets
- Willing to work co-operatively and collaboratively with all stakeholders and able to establish and maintain good working relationships
- Excellent presentation, oral and written communication skills, with report writing
- Excellent investigative and problem-solving skills with the tenacity to do so

Knowledge

- Excellent knowledge of Accounting Principles and Practices as well as Public Administration
- Expert knowledge and experience in the GOJ Budget preparation process
- Expert knowledge of the Government of Jamaica's (GOJ) Accounting Standards
- Expert knowledge of the Financial Administration and Audit Act and Regulations
- Expert knowledge of related GOJ ICT systems.

Minimum Required Qualification and Experience

- Bsc. Degree in Accounting/Management Studies with Accounting **or**
- Bsc. Degree in Business Administration from an accredited university; **or**
- ACCA level 2; **or**
- Asc. Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND.

Special Conditions Associated with The Job

- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

4. Corporate Communications Manager (MCG/IE 5)**Job Purpose**

Under the general direction of the Director, Corporate Communications & Public Relations, the Corporate Communications Manager is responsible for the provision of communication services to support the Ministry of Finance and the Public Service (MoFPS) organizational policies and programmes. The position is responsible for developing, project managing and implementing a range of media and communication initiatives to promote and support the MoFPS' mandate.

Key Responsibilities***Technical/Professional***

- Assists in the development and delivery of the Ministry of Finance and the Public Service's media and communications strategies;
- Analyses requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MoFPS' policies, programmes and projects;
- Assists in the definition, implementation and evaluation of an integrated Communication Plan for the Ministry of Finance and the Public Service that builds awareness of the organization's mandate and vision;
- Prepares and conducts communications needs assessments for the MoFPS Divisions, projects and programmes;
- Creates, implements and maintains effective branding strategies and standards for the Ministry of Finance and the Public Service;
- Manages the organization's media and corporate communications buying budgets and operations, including but not limited to print publications, targeted digital media, and social media advertising;
- Devises, implements and maintains an effective web presence for the MoFPS;
- Formulates, implements and maintains rewarding and efficient search engine optimization (SEO) and search engine marketing (SEM) strategies to enhance the MoFPS' search engine presence;
- Devises, implements and maintains engaging social media strategies for the Ministry of Finance and the Public Service;
- Designs and publishes a Ministry e-newsletter containing relevant news and pictures from across the MoFPS;
- Devises, implements and maintains an effective and efficient print publication strategy, including the establishment of Editorial Committee;
- Designs and prints/publishes appropriate company promotional items such as brochures, graphics, videos, slide shows, booths, and more, to aid with events, etc.;
- Captures and maintains an archive of marketable digital imagery including high quality MoFPS logos and graphics, and photography and videography of Ministry operations, assets and employees;
- Devises, implements and maintains an effective internal marketing campaign for employees of the MoFPS;
- Assists in the planning of MoFPS and community events as directed by the FS, DFS Corporate Services or other executive managers;

- Collaborates with appropriate corporate executive managers and senior Divisional Marketing managers to ensure continuous improvement and to ensure that adjustments to strategy are made as needed, and in a timely fashion;
- Keeps informed of developments in the corporate communications, government management and fiscal governance to help the Ministry operate with initiative and innovation.

Management/Administrative

- Contributes to the development of the Branch'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 project documents, as required;
- Prepares and delivers Project Management related presentations as needed.

Human Resource

- 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 attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch 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/Unit for the Orientation/Onboarding programme.

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 meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving 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
- Good knowledge of the media & communication landscape
- Good knowledge of communication strategies and techniques
- Ability to foster and maintain a good working relationship with the media
- Good 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

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' experience in a Media and communications environment, with at least two (2) years in 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.

5. Corporate Communications Officer (MCG/IE 4)

Job Purpose

Under the general direction of the Corporate Communications Manager, the Corporate Communications Officer is responsible for the Ministry of Finance and the Public Service's (MoFPS) social and virtual media landscapes to increase awareness of its policies, programmes, projects, community participation and ensures that the Ministry's initiatives are reaching all stakeholders. The Corporate Communication Officer also provides inputs to the design, management and implementation of the MoFPS' communications and publication strategies.

Key Responsibilities

Technical/Professional

- Assists with the preparation and conducts communications needs assessments for the MoFPS Divisions, projects and programmes;
- Provides assistance with the analysis of requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MoFPS' policies, programmes and projects;
- Researches, develops, implements and evaluates the parameters for the social media strategies for the Ministry of Finance and the Public Service (MoFPS);
- Co-ordinates Social Media campaigns and day-to-day activities including:
 - Promoting the MoFPS' policies, programmes and initiatives through social media, ensuring consistency across all platforms;
 - Creating, curating, and managing all published content (images, video and written).
 - Monitoring, listening and responding to users in a "Social" way while cultivating interest.
 - Conducting online advocacy and open stream for cross-promotions.
 - Developing and expanding community and/or blogger outreach efforts.
 - Overseeing design (ie: Facebook Timeline cover, profile picture, thumbnails, ads, landing pages, Twitter profile, Instagram, and blog).
 - Designing, creating and managing promotions and social ad campaigns.
 - Developing a repository of frequently asked questions and answers.
 - Compiling reports for management showing results and the Ministry's Corporate Social Responsibility initiatives;
- Captures and analyzes social media data/metrics, insights and best practices to inform improvements where applicable;
- Advocates for the MoFPS in Social Media spaces, engaging in dialogues and answering questions where appropriate;
- Identifies, reports and monitors social media trends that can position the Ministry in a positive light and encourages the adoption of social media tools, applications and channels among stakeholders;
- Ensures that all social networking strategies are compliant with the Ministry's regulations and social media guidelines;
- Works with various Divisional teams within the Ministry to gain appropriate input on social networking initiatives and strategies;
- Identifies threats and opportunities in user generated content surrounding the MoFPS, and reports notable threats to appropriate management;
- Provides technical advice and feedback to executive management of the Ministry to inform strategic direction and policy;
- Promotes social media within the MoFPS by educating staff on the importance of social media, its technology and campaigns;
- Assists in preparing organizational documents such as periodic reports, corporate profiles and submissions;
- Assists with the design and publication of a Ministry e-newsletter and other promotional items such as brochures, graphics, videos, etc.;
- Assists in the planning of MoFPS and community events as directed by the FS, DFS Corporate Services or other executive managers;
- Stays abreast of new social media sites, platforms and emerging technologies in the corporate communication environment;

Management/Administrative

- Contributes to the development of the Branch'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 project documents as required;
- Prepares and delivers Media & Communications related presentations as needed.

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 meets expectations;
- Prepares quarterly and/or annual Customer Service reports, in accordance with established standards;
- Performs any other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving 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
- Good knowledge of Corporate Communication Principles and Practices
- Good understanding of Social Media tools and platforms
- Ability to foster and maintain a good working relationship with the media
- Good 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

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Digital Media Communications or a related discipline;
- Two (2) years' experience in a Media and Communications environment.

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.

Applications accompanied by Résumés should be submitted **no later than Thursday, 30th January, 2025 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

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**