



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. 290 **OSC Ref. C. 4840³³**

5th September, 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 Unit and Public Enterprises Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Principal Director, Public Private Partnership (GMG/SEG 6)**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Principal Director, Monitoring and Evaluation (GMG/SEG 6)**, salary range \$9,401,821 - \$12,644,404 per annum.
3. **Senior Director, Monitoring and Evaluation (GMG/SEG 5)**, salary range \$7,716,512 - \$10,377,851 annum.
4. **Senior Director, Public Private Partnership (GMG/SEG 5)**, salary range \$7,716,512 - \$10,377,851 per annum.
5. **Senior Public Private Partnership Analyst (GMG/SEG 4) (2 posts)**, salary range \$6,333,301 - \$8,517,586 per annum.
6. **Audit Manager/Team Lead (FMG/AS 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
7. **Senior Auditor (FMG/AS 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
8. **Senior Financial Analyst (FMG/PA 3) (2 posts)**, salary range \$5,198,035 - \$6,990,779 per annum.
9. **Financial Analyst (FMG/PA 2) (3 posts)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Principal Director, Public Private Partnership (GMG/SEG 6)

Job Purpose

The incumbent is responsible for co-ordinating, managing and evaluating the financial implications of Public Private Partnerships (PPP) through the provision of high quality and timely advice, reviews and analyses of PPP proposals and/or business plans, primarily to DFS-PED, the Financial Secretary and the Minister so as to allow for the Government to capitalize on Private Sector expertise and finances to facilitate the efficient and effective delivery of services and assets in a fiscally responsible manner. Collaborates with the Development Bank of Jamaica (DBJ) to effectively structure and implement PPPs, as well as identify and mitigate GOJ's exposure to fiscal risks and contingent liabilities.

Key Responsibilities

- Oversees the assessment of the MOFPS's PPP Function/Programme to minimise fiscal exposure for all PPP initiatives, and leads MOFPS participation at all stages of the PPP process by:
 - representing the MOFPS in the review process to ensure that projects are well substantiated, meets eligibility criteria for consideration as a PPP;
 - reviewing analyses done by other Agencies and Consultants to ensure that these are of high quality and consistent with GOJ imperatives to inform advice given to MOFPS's internal and external stakeholders;
 - reviewing and evaluating fiscal reports from PPP Contract Managers, in order to advise MOFPS's internal and external stakeholders;

- overseeing PPP-related processes to lead to positive fiscal impacts being accorded appropriate weight in prioritising candidate PPP projects, and negative fiscal impacts are scrutinised;
- overseeing the fiscal aspects of the PPP projects so that GOJ achieves value for money and/or assessing value for money quotient by evaluating the proposed PPP against “Public Sector Comparator”; and,
- identifying and mitigating all sources of fiscal risks, contingent liabilities that may negatively impact the GOJ’s planned economic programme.
- Represents the Ministry in the Gateway Review Process undertaken by the Technical Review Committee of the Public Investment Appraisal Branch/ DBJ to ensure that projects satisfy the required criteria and that Cabinet Submissions present the projects as needed for Cabinet to make an informed decision;
- Contributes to compiling of PPP matters/subject contributions to GOJ’s Annual Fiscal Policy Statement for presentation to Parliament;
- Maintains close working relationships with counterparts at a comparable level in:
 - The Privatization and PPP Unit in the Development Bank of Jamaica (DBJ)
 - Sector Ministries, Departments and Agencies that are developing PPPs
- Makes recommendations on the structuring of investment proposals based on a review of attendant clauses in Business Cases with respect to considerations of potentially destabilising outcomes for Ministries, Departments and Agencies (MDAs), public bodies, and, ultimately, the GOJ and its fiscal programme;
- Leads on-going discussions, and promotes general consensus, with the Deputy Financial Secretaries of the Public Expenditure (PEX), Economic Management (EMD) and Taxation Policy (TPD) Divisions regarding Government’s economic programme and available fiscal space for PPPs;
- Directs the PPP programme within the MOFPS such that other divisions :
 - Are informed about matters concerning PPP transactions that affect their area of responsibility; and,
 - Produce information, comments and decisions required from them on PPPs, in a timely manner.
- Ensures that PPP projects are prepared for competitive market bidding in such a way that all financial and risk components are adequately identified, quantified and allocated in a manner consistent with prescribed methodologies;
- Collaborates with DBJ on the PPP framework development in order to guide line ministries at all stages of a project lifecycle including mechanisms to result in the:
 - development of Standard PPP Contract Provisions;
 - preparation of initial project investment proposals for projects that could be suitable for PPP;
 - appointment of transaction advisors to assist in the project preparation feasibility study;
 - feasibility study of adequate quality for review;
 - financing structure being sound;
 - bidding documents being suitable for market issuance;
 - assistance being given to line ministries with bidding processes and bidder;
 - assistance being given to line ministries with negotiation and award of the PPP contract; and,
 - assistance being given to line Ministries with contract management.
- Oversees monitoring and evaluation framework for fiscal risks across the government’s portfolio of PPP projects, including receiving and assessing quarterly risk reports from government entities with active PPP projects;
- Monitors fiscal risk across the government’s portfolio of PPP projects by:
 - receiving and assessing quarterly risk reports from government entities with active PPP projects; and,
 - promptly escalating notification to FS and Minister when the fiscal cost of a project has changed or is likely to change.
- Directs the risk identification process so that all fiscal commitments required by candidate PPP projects are identified early including ensuring the:
 - identification, and proper calculation of ‘expected’ and ‘worst case’ values of any fiscal commitments re highlighted in business cases and other decision documents on PPP that are submitted to Cabinet in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
 - analyses and evaluations of economic costs and benefits for requests from other agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the country to pursue certain projects; and,
 - development of an appropriate mitigating action framework and guides its implementation as necessary.
- Directs rigorous economic, financial and value for money assessments to drive decision making on PPPs, and ensure consistency and compliance with the Government of Jamaica’s fiscal constraints by ensuring that:

- all fiscal commitments required by candidate PPP projects are identified early in the process;
- economic and financial analyses are conducted and appropriate prominence is given in decisions relating to PPPs;
- appropriate weights are allocated in prioritising candidate PPP projects with positive fiscal impact and scrutinise those with negative impacts;
- the following analyses are carried out to determine possibility for value for money with respect to proposed PPP projects:
 - economic costs and benefits analysis
 - fiscal risk analysis
 - expected fiscal costs and benefits analysis
- all sources of fiscal risks and liabilities that may negatively impact the GOJ's planned economic programme are identified, as far as possible.
- Develops and implements mechanisms to ensure that fiscal commitments related to PPPs are appropriately budgeted for, appropriated, and reported on;
- Prepares briefs for the Honourable Minister of Finance and the Public Service (HMOFPS) on the development of PPP for assigned sector/infrastructure, as required;
- Prepares and submits Ministry Papers and Cabinet Submissions and Notes, as well as papers, to outline the perspective and/or position and/or advice of the Ministry of Finance and the Public Service on PPPs;
- Collaborates with wider MOFPS Team to provide timely and sound advice to Cabinet and the PPP Branch, DBJ on PPP issues, including notifying HMOFP immediately, where assessments reveal that the fiscal cost of a project has changed, or is likely to change, or risk reports are not received by the PPP Unit;
- Comments and/or makes recommendations on Cabinet Submissions from MDAs on PPP activities, in collaboration with the DBJ PPP Unit, to ensure that Cabinet is properly advised to make informed decision;
- Liaises with other Divisions/Departments/Agencies within the MOFPS to ensure such entities:
 - remain informed about matters PPP transactions that affect their areas of responsibility; and,
 - provide information, comments and decisions required from them on PPPs in a complete and timely manner.
- Provides general and specific guidance on PPP matters to:
 - Ministries, Departments and Agencies (MDAs) and other Public Bodies
 - MOFPS stakeholders
 - Enterprise Team and Consultants
- Guides the Enterprise Team on interpretation of GOJ's Procurement Regulations, Policies and Guidelines, as well as on GOJ's accounting for PPP transactions;
- Advises Enterprise Teams regarding clauses to exclude in PPP contracts that are not aligned with GOJ's fiscal programme.
 - Includes informing PPP Enterprise Teams regarding GOJ's agreements with International Agencies/Multilateral Institutions so there is knowledge as to what concessions, if any, are available and can be given to a particular project;

Required Knowledge, Skills and Competencies

- Masters' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Five (5) years' experience at the Senior Management level in the Public Sector, to include experience in providing policy advice and direction, leading PPPs, and public policy coordination across a number of Sectors/Industries.
- Certification in Project Management and/or PPP Certification.
- Specialised training in PPP management/value for money analyses, financial modelling, economic cost benefit analysis and investment analysis, policy analysis, and/or related modern statistical techniques and approaches.

OR

- Bachelors' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Eight (8) years' experience at the Senior Management level in the Public Sector, to include experience in providing policy advice and direction, leading PPPs, and public policy co-ordination across a number of Sectors/Industries.
- Certification in Project Management and/or PPP Certification.
- Specialised training in PPP management/value for money analyses, financial modelling, economic cost benefit analysis and investment analysis, policy analysis, and/or related modern statistical techniques and approaches.

Minimum Required Qualification and Experience

- Pressured working conditions with numerous critical deadlines.
- Long hours of work, periodic, as required

2. Principal Director, Monitoring and Evaluation (GMG/SEG 6)

Job Purpose

The incumbent is responsible for, directing, co-ordinating and monitoring the performance of Public Bodies to encourage improved financial management and to manage the fiscal exposure within the context of the Fiscal Responsibility and Governance Framework.

Key Responsibilities

Technical:

- Leads in the reviewing and analysis of Financial Reports and Corporate Plans of Public Bodies;
- Directs the preparation of detailed analysis of financial and operational data on Public Bodies and Executive Agencies, in order:
 - To facilitate regular reviews of operating performance,
 - to assess investment proposals,
 - To determine working capital requirements
 - To assess the PBs capacity to borrow and ability to service debt.
- Leads/Directs the timely monitoring of each PB and EA performance against its fiscal targets over the course of each Financial Year;
- Collaborates in the development and implementation of the monitoring and evaluation framework;
- Directs the collection, review and organization of financial and operational data, required for monitoring Public Bodies' performance;
- Guides the analysis of the proposals submitted by Public Bodies for financing of their Budgets;
- Provides technical advice to PBs/EAs and other stakeholders
- Reviews requests for funding from the Consolidated Fund and advises on inclusion in the Estimates of Expenditure;
- Reviews the Public Bodies' Plans to access financing in their Corporate Plans and advising the DFS accordingly;
- Co-ordinates the processes by which the Ministry issues correspondence/borrowing approval in respect of the Public Bodies;
- Monitor the achievement key performance indicators;
- Prepares or supervises the preparation of draft Cabinet Submissions/Notes, Ministry Papers.
- Prepares responses to stakeholders including Cabinet and Parliamentary Questions regarding public bodies;
- Interfaces on a continual basis with Chief Executive Officers, Senior Managers and other personnel on a range of issues affecting PBs/EAs operations;

Management/Administrative:

- Plans, organises and directs the work associated with the function and resources of the Branch including the development of the Corporate, Operational and Individual Work Plans to reflect the Branch's strategic priority areas;
- Undertakes HRMD-related duties including selection, performance management, training and discipline for the Branch'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;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the Branch's operations, so as to provide solutions to achieve the objectives;
- 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, thus ensuring that the PED provides a consistently high level of engagement.

Required Knowledge, Skills and Competencies

- 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.
- Integrity/Ethics - Possess and exercise high integrity and ethical standards.
- Interpersonal Skills - Possess excellent interpersonal skills.
- Quality of Output - Deliver output of a consistently high quality.
- People Management – Possess excellent people management skills.
- Teamwork - Be a team player.

Minimum Required Qualification and Experience

- Masters' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution.
- Five (5) years' experience at the Senior Management level in the Public Sector, to include experience in the operations of Public Bodies.
- Certification in Project Management would be an asset.

OR

- Bachelors' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution.
- Eight (8) years' experience at the Senior Management level in the Public Sector, to include experience in the operations of Public Bodies.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- May be required to work outside of normal working hours/days.

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

Job Purpose

Under the general direction of the Principal Director Monitoring and Evaluation, the Senior Director has the responsibility to promote the development of an effective and efficient Public Enterprise Sector through effective monitoring and evaluation and the development of sound policy and regulatory framework that promotes financial management and accountability of Public Bodies.

Key Responsibilities

Technical/Professional:

- Identifies, evaluates and provides advice on macro and micro-economic issues affecting performance of all Public Bodies with a view to improve their performance;
- Leads and manages the preparation of detailed analysis of financial data on Public Bodies, in order to facilitate regular reviews of operating performance and to provide detailed information to support new long-term investment proposals and the determination of working capital requirements;
- Ensures the timely monitoring of each Public Bodies' performance against its fiscal targets over the course of each programming period;
- Develops operating models and determines whether modifications or cessation of operations is the better option in effecting economies, conserving financial resources, or contributing to sustainable economic growth;
- Contributes to the development and recommendation of policy alternatives for improving enterprises financial management and compliance with governing acts within the overall economic policy of GOJ;
- Provides general and technical advice on issues affecting the management and operations of Public Bodies;
- Undertakes field work as needed, including visits to the entities, and capital project sites;
- Develops and implements the monitoring and evaluation framework;
- Consults with the management of Public Bodies in the development of alternatives so as to reduce or eliminate the need for budgetary support;
- Identifies potential risks to the fiscal space and make recommendations that will mitigate, prevent or resolve impending financial problems identified in these entities;

- Determines long term and working capital needs and identifies sources of financing these needs through the most cost effective options;
- Interprets and define policies of Government as they relate to specific economic and financial management issues;
- Directs within the Branch, analysis of entities financial proposals for withdrawal from the Consolidated Fund or the Capital Development Fund, and advises on its implications;
- Reviews the Public Bodies' efforts to operationalize the debt operations/loans foreseen in their Corporate Plans and advising the DFS accordingly;
- Examines and comments on Cabinet Submissions sent by portfolio Ministries and the Divestment Secretariat and makes recommendations on the financial impact/implications of these submissions;
- Manages the processes by which the Ministry issues "Comfort Letters" in respect of the Public Bodies;
- Develops and implements key performance indicators framework;
- Identifies and recommends those entities for which management audits and special examinations are necessary;
- Forecasts monthly cash requirements and liaises with the PEX and Economic Divisions for the provision of funds:
- Interfaces on a continual basis, with the Boards of Public Bodies, Chief Executive Officers, Senior Managers and other personnel on a range of issues affecting their operations;
- Prepares responses to queries raised in the Houses of Parliament on matters pertaining to Public Enterprises efficiency and accountability;
- Contributes to the development of guidelines for the release of monies from the Capital Development Fund to Public Bodies or the Consolidated Fund as loans, grants or equity injections;

Management/Administrative:

- Plans, organises and directs the work associated with the functions and resources of the Branch including the development of the Corporate, Operational and Individual Work Plans, and Annual Budget to reflect the Branch's strategic priority areas;
- Develops and reviews the Public Bodies related operational policies, procedures and systems to meet the Ministry's goals, objectives and targets;
- Participates in various meetings with the objective of fostering efficiencies in entities' operations and devising solutions for issues of a financial nature;
- Prepares monthly, quarterly, annual and ad hoc reports;
- Undertakes HRMD-related duties, including selection, performance management, training and discipline for the Branch'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;
- Develops and maintains control mechanisms for tracking individual work performance in the Branch, including the preparation of reports;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the Branch's operations so as to provide solutions to achieve the objectives;
- 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, thus ensuring that the PED provides a consistently high level of engagement.

Required Knowledge, Skills and Competencies

Core/Behavioural:

- 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.
- Integrity/ethics - Possess and exercise high integrity and ethical standards.
- Interpersonal skills - Possess excellent interpersonal skills.
- Quality of output - Deliver output of a consistently high quality.
- People management – Possess excellent people management skills.
- Teamwork - Be a team player.

Minimum Required Qualification and Experience

- Masters' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Three (3) years' experience at the Senior Management level in the Public Sector, to include experience in the operations of Public Bodies
- Certification in Project Management would be an asset.

OR

- Bachelors' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Five (5) years' experience at the Senior Management level in the Public Sector, to include experience in the operations of Public Bodies
- Certification in Project Management would be an asset.

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines.
- Long hours of work, including weekends and public holidays

4. Senior Director Public Private Partnership (GMG/SEG 5)

Job Purpose

Under the general direction of the Principal Director, the Senior Director PPP has responsibility for the co-ordination, management and evaluation of the financial implications of Public Private Partnerships (PPP) through the provision of high quality and timely advice, reviews and analyses of PPP proposals and/or business plans primarily to DFS, FS and the HMOFPS, as well as the Development Bank of Jamaica (DBJ), in order to identify and mitigate GOJ's exposure to fiscal risks and contingent liabilities.

Key Responsibilities

Technical/Professional:

- Participates in all stages of the PPP monitoring and evaluation processes and represents the MOFPS in the review process to ensure that projects are well substantiated, and meet eligibility criteria for consideration, as a viable PPP;
- Ensures that PPP projects are prepared for competitive market bidding in such a way that all financial and risk components are adequately identified, quantified and allocated in a manner consistent with prescribed methodologies;
- Assesses value for money by evaluating the proposed PPP against "Public Sector Comparator", and/or any other methodology developed in order to provide feedback on the negative implications of pursuing these projects as PPPs;
- Crafts contributions to GOJ's Annual Fiscal Policy Statement to Parliament on PPP matters/projects;
- Reviews analyses done by other Agencies and Consultants to ensure that these are of high quality and consistent with GOJ imperatives;
- Reviews and evaluates fiscal reports from PPP Contract Managers in order to advise MOFPS's internal and external stakeholders;
- Develops and maintains working relationships with counterparts at a comparable level in:
 - The Privatization and PPP Unit in the Development Bank of Jamaica (DBJ);
 - Sector Ministries, Departments and Agencies that are developing and managing PPPs.
- Conducts research to determine applicable standards relating to the accounting treatment of PPPs in order to guide the enhancement of transparency and accountability of public sector entities through regular reporting on service concession arrangement assets and related financing;
- Monitors and evaluates fiscal risks across the Government's portfolio of PPP projects, including receiving and assessing quarterly risk reports from Government entities with active PPP projects;
- Undertakes/reviews economic, financial and value for money assessments to drive decision making on PPPs, and ensure consistency and compliance with the Government of Jamaica's fiscal constraints by:
 - ensuring that all fiscal commitments required by candidate PPP projects are identified early in the process;
 - conducting economic and financial analyses and give appropriate prominence in decisions relating to PPPs;

- allocating appropriate weights in prioritising candidate PPP projects with positive fiscal impact and scrutinise those with negative impacts;
- carrying out the following analyses to determine possibility for value for money with respect to proposed PPP projects:
 - economic costs and benefits analysis
 - fiscal risk analysis
 - expected fiscal costs and benefits analysis
- seeking to identify all sources of fiscal risks liabilities that may negatively impact the GOJ's planned economic programme.
- Guides the risk identification process so that all fiscal commitments required by candidate PPP projects are identified early, including ensuring the:
 - identification, and proper calculation of 'expected' and 'worst case' values of any fiscal commitments and highlights these in business cases and other decision documents on PPP that are submitted to Cabinet, in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
 - analyses and evaluations of economic costs and benefits for requests from other Agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the country to pursue certain projects;
 - development of an appropriate mitigating action framework and guides its implementation, as necessary; and,
 - devising and implementing mechanisms to ensure that fiscal commitments related to PPPs are appropriately budgeted for, appropriated, and reported on.
- Makes recommendations on whether or not MOFPS should agree to certain investments based on a review of attendant clauses in PPP proposals, Business Case, etc. with respect to considerations of potentially destabilising outcomes for respective Public Bodies and, ultimately, the GOJ and its fiscal programme, including, but not limited to, consideration of proposed foreign investment in Jamaica with clause for a Public Body undertaking of the loan/investment guarantees;
- Liaises with the Public Expenditure Division (PEX) and the Economic Management Division (EMD) regarding fiscal space to accommodate PPP projects that requires inclusion in GOJ's economic programme, particularly where availability payments are to be made;
- Participates in meetings on the Gateway Review Process at the Technical Review Committee/Public Investment Management Committee and the DBJ to ensure that projects are well substantiated, meets the criteria and that Cabinet Submissions present the projects as needed for Cabinet to make a well informed decision;
- Consults with Government entities and local and international Sector Partners to determine key factors to consider when undertaking PPP Projects and/or transactions;
- Represents the MOFPS on Enterprise and Negotiation Teams, approved by Cabinet for PPP transactions;
- Prepares briefs for the Honourable Minister of Finance and Public Service on the development of PPP for assigned sector infrastructure, as required;
- Drafts Cabinet Papers to outline the perspective and/or position and/or advice of the Ministry of Finance and Public Service on PPPs;
- Collaborates with wider MOFPS Team to provide a timely and complete advice to HMOFPS, DB and other key stakeholders on PPP matters, including notifying HMOFPS immediately where assessments reveal that the fiscal cost of a project has changed or will likely change, or risks reports are not received by the PPP Unit.
- Identifies, and properly calculates 'expected' and 'worst case' values of any fiscal commitments and highlights these in business cases and other decision documents on PPP that are submitted to Cabinet in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
- Provides commentaries and/or recommendations on Cabinet Submissions from Ministries, Departments and Agencies on PPP matters, in collaboration with PPP Unit at Development Bank of Jamaica (DBJ), to ensure that the Cabinet is properly advised to make a well informed decision;
- Analyses and evaluates economic costs and benefits for requests from other Agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the country to pursue certain projects.
- Collaborates with Team Members in providing assistance to other Divisions/Departments/Agencies within the MOFPS to:
 - remain informed about matters concerning PPP transactions that affect their areas of responsibility; and,
 - provide information, comments and decisions required from them on PPPs in a complete and timely manner;

Management/Administrative:

- Participates in the development of the Corporate, Operational and Individual Work Plans, and Annual Budget to reflect the PPP's strategic priority areas;

- Develops and reviews the PPP-related operational policies, procedures and systems to meet the Ministry's goals, objectives and targets;

Required Knowledge, Skills and Competencies

- Leadership – Possess good leadership skills
- Negotiation and persuasion – Possess excellent negotiation and persuasion skills
- Planning and organising – 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
- Integrity/ethics - Possess and exercise high integrity and ethical standards
- Interpersonal skills - Possess excellent interpersonal skills
- Quality of output - Deliver output of a consistently high quality
- Teamwork - Be a team player

Minimum Required Qualification and Experience

- Master's Degree in Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Three (3) years' experience in similar position in the Public Sector, to include experience in financial analysis, risk management, project analysis, and policy analysis
- Certification in Project Management and/or PPP Certification
- Specialised training in financial modelling, economic cost benefit analysis and investment analysis, policy analysis, and/or related modern statistical techniques and approaches

OR

- Bachelors' Degree in Accounting, Economics, Finance, Business Administration, Public Policy or equivalent qualification from recognised Tertiary Institution
- Five (5) years' experience at the senior management level in the Public Sector, to include experience in providing policy advice and direction, leading PPPs, and public policy co-ordination across a number of Sectors/Industries.
- Certification in Project Management and/or PPP Certification.
- Specialised training in PPP management/value for money analyses, financial modelling, economic cost benefit analysis and investment analysis, policy analysis, and/or related modern statistical techniques and approaches.

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines.
- May be required to work outside of normal working hours/days

5. Senior Public Private Partnership Analyst (GMG/SEG 4) (Vacant) - (2 posts)

Job Purpose

To conduct in-depth analysis and evaluation of the financial implications of new/proposed Public Private Partnerships (PPP) projects and monitor existing PPPs, in order to identify and mitigate GOJ's exposure to fiscal risks and contingent liabilities.

Key Responsibilities

Technical/Professional:

- Engages in the monitoring and evaluation of PPP and represents the MOFPS in the review activities to ensure that projects are well substantiated, and meet eligibility criteria for consideration, as a viable PPP;
- Determines value for money by evaluating the proposed PPP against "Public Sector Comparator", and any other methodology developed in order to provide feedback on the implications of pursuing these projects as PPPs;
- Crafts contributions to GOJ's Annual Fiscal Policy Statement to Parliament on PPP matters/projects;
- Reviews analyses conducted by other Agencies and Consultants to ensure that these are of high quality and consistent with GOJ imperatives;
- Reviews and evaluates fiscal reports from PPP Contract Managers in order to advise MOFP's internal and external stakeholders;
- Maintains professional working relationships with counterparts at a comparable level in:
 - The Privatization and PPP Unit in the Development Bank of Jamaica (DBJ)

- Sector Ministries, Departments and Agencies that are developing PPPs
- Represents the MOFPS on Enterprise and Negotiation Teams approved by Cabinet for PPP transactions;
- Conducts research to determine applicable standards relating to the accounting treatment of PPPs in order to guide the enhancement of transparency and accountability of Public Sector entities through regular reporting on service concession arrangement assets and related financing;
- Monitors and evaluates fiscal risks across the Government's portfolio of PPP projects, including receiving and assessing quarterly risk reports from Government entities with active PPP projects;
- Undertakes/reviews economic, financial and value for money analyses to drive decision making on PPPs, and ensure consistency and compliance with the Government of Jamaica's fiscal constraints by:
 - ensuring that all fiscal commitments required by candidate PPP projects are identified early in the process;
 - conducting economic and financial analyses and give appropriate prominence in decisions relating to PPPs;
 - allocating appropriate weights in prioritising candidate PPP projects with positive fiscal impact and scrutinise those with negative impacts.
 - carrying out the following analyses to determine possibility for value for money with respect to proposed PPP projects:
 - economic costs and benefits analysis
 - fiscal risk analysis
 - expected fiscal costs and benefits analysis
 - seeking to identify all sources of fiscal risks liabilities that may negatively impact the GOJ's planned economic programme.
- Enables the risk identification process so that all fiscal commitments required by candidate PPP projects are identified early including ensuring the:
 - identification, and proper calculation of 'expected' and 'worst case' values of any fiscal commitments and highlights these in business cases and other decision documents on PPP that are submitted to Cabinet in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
 - analyses and evaluations of economic costs and benefits for requests from other Agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the country to pursue certain projects;
 - development of an appropriate mitigating action framework and guides its implementation, as necessary; and,
 - devising and implementing mechanisms to ensure that fiscal commitments related to PPPs are appropriately budgeted for, appropriated, and reported on;
- Makes recommendations on certain investments based on a review of PPP proposals and related documentation on the potential outcomes for respective Public Bodies and, ultimately, the GOJ and its fiscal programme, including, but not limited to, consideration of proposed foreign investment in Jamaica with clause for a Public Body undertaking of the loan/investment guarantees;
- Liaises and consults with the Public Expenditure Division (PEX) and the Economic Management Division (EMD) regarding fiscal space to accommodate PPP Projects that requires inclusion in GOJ's economic programme, particularly where availability payments are to be made;
- Examines and analyses Cabinet Submissions on portfolio PPPs and share findings to the Senior Director regarding the financial and other implications of these Submissions.

Management/Administrative:

- Participates in the development of the Corporate, Operational and Individual Work Plans, and Annual Budget to reflect the PPP strategic priority areas;
- Reviews the PPP-related operational policies, procedures and systems to meet the Ministry's goals, objectives and targets;

Required Knowledge, Skills and Competencies

- Problem solving & analysis - Logical problem solving and analytical skills
- Initiative & judgment - Ability to exercise initiative and sound judgment
- Communication - Possess excellent written and oral communication skills
- Planning and organising – Excellent planning and organization skills
- Integrity/ethics - Possess and exercise high integrity and ethical standards
- Interpersonal skills - Possess excellent interpersonal skills
- Quality of output – Deliver output of a consistently high quality
- Teamwork - Be a team player

Minimum Required Qualification and Experience

- First Degree in Economics, Finance, Business Administration, Public Policy, or Management Studies, with major in accounting or completion of the Certificate Stage (Level II) of the ACCA or equivalent qualification from recognised Tertiary Institution.
- Three (3) years' experience in a related financial management role.
- Certification in Project Management would be an asset

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines.
- Long hours of work, periodic as required

6. Audit Manager/Team Lead (FMG/AS 4)

Job Purpose

The Audit Manager/Team Leader of the Ministry of Finance & the Public Service (MOFPS), ensures the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act, as well as the Government of Jamaica (GOJ) Procurement Guidelines. The incumbent supports the Audit Manager/Specialist (CIA) by preparing the Annual Audit Plans, recommends budget, time requirements and ensures that team members allocate the appropriate resources for testing and reviewing.

Key Responsibilities

Management/Administrative

- Manages and guide direct reports towards achieving the strategic objectives of the Audit Division of the Ministry of Finance and the Public Service and supporting the Ministry's Vision of becoming a Centre of Excellence.
- Monitors assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets. Review adherence to audit procedures and agree performance targets.
- Convenes team meetings to assess accomplishments, discuss upcoming audits and job scheduling as well as issues and concerns which could impact and or prevent the Team from delivering according to agreed timelines.
- Maintains cordial and professional relationships with external and internal stakeholders and clients.

Technical/Professional

- Supports the Audit Manager/Specialist in conducting strategic and risk based planning for the MOFPS, its Departments and Agencies, The Auditor General's Department, King's House and the Houses of Parliament;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and audit practices to the audit process;
- Assigns financial statements to be appropriately checked prior to being sent to the Accountant General's Department;
- Recommend the appropriate use of techniques as well as tests and sampling methods in the conduct of audits; ensure that Team Members conform to Internal Audit Standards, Accounting Standards and Financial Regulations;
- Manages client interface with Team Members;
- Supports and maintain an approved quality assurance and improvement programme covering all aspects of Internal Audit;
- Provides support to Internal Audit Divisions in the Departments and Agencies of the MOFPS in conducting quality self-assessments as well as compliance monitoring and risk management activities, as required;
- Manages the preparation and content of Audit Reports by drawing conclusions and making recommendations based on analysis of evidence gathered;
- Participates in the development and implementation of annual Audit Plan and Work Plan being guided by the MOFPS's policies, regulatory requirements and guidelines;
- Recommends changes to the Divisions' standard operating procedures and methodologies in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ;

- Visits MDAs being audited to ensure compliance with audit procedures, resolve challenges and maintain good client relations;
- Reports on deviations and or departure from the approved internal control systems as well as any perceived risks and recommend changes which will safeguard compliance and effectiveness;
- Manages the output of assigned Audit Team engaged in financial and non-financial audits within the sphere of their assigned responsibilities;
- Assesses the audit findings in order to identify any possible weaknesses, risk exposure and or violations of rules and regulations;
- Provides input in developing and implementing financial and/or non-financial systems and controls whether automated or manual;
- Manages the Audit progress and review compliance with Audit procedures and quality assurance which must be aligned to that of the Internal Audit Directorate;
- Provides guidelines and instructions to Team Members and tailor instructions to each programme and/or functional area;
- Reviews working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards;
- Conducts site visit to assess the conformance in the implementation of approved changes, recommendations and systems;
- Conducts and or supervise Special Audits which are assigned by the Audit Manager/Specialist;
- Performs any other related duties which may be assigned from time to time by the Audit Manager/Specialist and or the Chief Internal Auditor.

Human Resource

- Plans, organises and directs the work associated with the PPP function and resources/PPP Branch including the development of the Corporate, Operational and Individual Work Plans, and Annual Budget to reflect the PPP strategic priority areas;
- Develops and reviews the PPP-related operational policies, procedures and systems to meet the Ministry's goals, objectives and targets;
- Undertakes HRMD-related duties including selection, performance management, training and discipline for the Branch'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;
- Represents MOFPS on Enterprise and Negotiating Teams appointed by Cabinet to contribute to the effective conclusion of Agreement which serve to effectively manage fiscal exposure and delivers value for money to the Government of Jamaica;
- Represents the Public Enterprises Division on the Technical Review Committee of the Public Investment Appraisal Branch and the Public Investment Management Committee on matters related to the appraisal and approval of PPP projects and/or other public investment decisions which may impact contractual provisions under current PPPs;
- Convenes regular staff meetings and ad hoc meetings, as necessary to discuss job scheduling and any other issues/problems that affect the PPP-related operations so as to provide solutions to achieve the objectives;
- Ensures that there are sufficient and appropriate physical resources to undertake PPP-related operations efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the PED provides a consistently high level of engagement;
- Provides leadership to Team Members by emulating the vision and motivating them towards achieving the Internal Audit Division's goals;
- Demonstrates and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Audit Team;
- Manages the welfare and development of team members through the timely preparation of and provide feedback on performance appraisals as well as recommendations for training and development programmes;
- Recommends job rotation among Team Members, so that their experiences can be enriched and become a motivating factor for learning;
- Provides guidance to team members through coaching, mentoring and training. Provide assistance and support as and when needed while ensuring that they adhere to policies, procedures and regulations of the Division and the MOFPS as a whole;
- Ensures that proper working conditions exist for Team Members;
- Ensures that all Team Members are aware of and adhere to the policies, procedures and regulations of the Internal Audit Division and the MOFPS as a whole.

Customer Service

- Supports the Audit Manager/Specialist, by ensuring that Team Members adhere to established customer service principles, standards and measurements;
- Ensures that Team Members' responsibilities with respect to customer service, are respected, upheld and reported;
- Monitors and report on the adequacy and effectiveness of Team Members' performance in relation to customer service responsibilities;
- Implements the use of customer evaluations as part of the standard audit process;
- Contributes to the quarterly and /or annual Customer Service reports, as required.

Other

- Provides professional and technical advice, as and when required;
- Represents the Audit Manager/Specialist, as instructed.

Required Knowledge, Skills and Competencies

- Sounds management, leadership and team building skills;
- Possesses high ethical conduct, confirmed integrity and is open to change;
- Competent in the use of ICT solution with knowledge of relevant auditing software applications;
- Thinks critically with highly developed analytical skills and demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- An excellent knowledge of the MOFPS overall Strategic Plan and its responsibilities with respect to achieving its audit targets for the MOFPS, its Departments and Agencies.
- Willing to work co-operatively and collaboratively with all stakeholders.
- Excellent knowledge and understanding of the GOJ Public Procurement policies, procedures and guidelines.
- Project Management skills: able to manage multifaceted projects resulting in measurable success.
- Excellent presentation, oral and written communication skills, with report writing.
- Excellent investigative and problem solving skills with the tenacity to do so.
- Developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Adaptable and able to promote organizational change.

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance or Accounting or Business Administration or equivalent.
- Professional designation such as Certified Internal Auditor (CIA).
- Certified Government Auditing Professional.
- Five (5) years of overall Auditing experience with three (3) at a Senior Level.
- Auditing Certification and Certified Fraud Examiner qualification are considered desirable.

Special Conditions of the Job

- This is a typical office environment, with no adverse working conditions, however, intra -island travelling is an integral part of this position.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

7. Senior Auditor (FMG/AS 3)**Job Purpose**

The Senior Auditor/Audit Supervisor of the Ministry of Finance & the Public Service (MOFPS), is responsible for ensuring the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements, such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act as well as The Government of Jamaica (GOJ) Procurement Guidelines. The Senior Auditor supports the Audit Manager and the Audit Manager/Specialist to create appropriate Work Plans, execute the audits as planned and drafts the Audit Report for review. He/ she participates in Exit Interviews and general audit closure activities.

The incumbent applies risk and control concepts to scenarios encountered and identifies any potential issues which are shared with Senior Management to ensure that any potential concerns are addressed in a timely and effective manner. They conduct reviews across the audit universe,

identifies any key risk areas, reports on findings and makes recommendations to management. The Senior Auditor ensures high quality provision of assurance on the systems of internal control and on the efficiency and effectiveness of its resources.

Key Responsibilities

Management/Administrative

- Contribute to the preparation of Internal Audit's Operational Plan and Budget;
- Function as Audit Engagement Supervisor and Team Leader for assigned Audit projects;
- Ensure that the output of assigned Audits is in line with acceptable Audit standards, practices and GOJ requirements.

Technical/Professional

- Supervises Transaction Records & Documents to Determine Compliance;
- Prepares Risk-based Audit Work Programmes and Audit Reports;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and audit practices to the audit process;
- Evaluates whether the systems of internal control are in conformance with stipulated guidelines and regulations;
- Ensures compliance with the FAA Act (Instructions), Audit Standards and Departmental Rules and Regulations;
- Develops Audit programmes and testing procedures relevant to risk and test objectives in the execution Audit Engagement Field Work;
- Audits conducted according to approved Work Plans, requirements of quality assurance and schedules;
- Ensures adherence to all applicable divisional and professional standards;
- Supervises the checking of financial statements;
- Prepares guidelines and instructions for effective application by Audit Team Members;
- Communicate assigned tasks to Auditors in a manner that is clear and concise, ensuring high quality, accurate and efficient results;
- Leads Audit Team in the field on engagements, providing guidance and overall review of deliverables;
- Identifies and communicate issues raised, offer recommended solutions relevant to business and risk;
- Ensures that audit conclusions are evidenced-based and a complete understanding of the process, circumstances and risk;
- Maintains effective working relations with internal and external stakeholders and clients ensuring that service delivery is consistently at a high standard;
- Prepares working papers and draft Audit Reports for review by the Audit Manager/Team Leader;
- Prepares and present reports on any deviations and or departure from the approved system; and recommend changes to realize a more effective internal control system;
- Attends related meetings to present audit findings and results, as required;
- Prepares internal reports for the Audit Manager and the Audit Manager/Specialist as required;
- Performs any other related duties which may be assigned from time to time by the Audit Manager/Team Leader or the Audit Manager/Specialist.

Human Resource

- Provides guidance to Team Members, through coaching, mentoring and providing assistance and support, as required.

Customer Service

- Supports Audit Team Members in adhering to established customer service principles, standards and measurements;
- Supports Team Members in respecting customer service responsibilities;
- Reports on the adequacy and effectiveness of Team Members' performance in relation to customer service responsibilities;
- Contributes to the quarterly and /or annual Customer Service reports, as required;
- Represents the Audit Manager at client meetings, as requested.

Required Knowledge, Skills and Competencies

- Competent in the use of ICT solutions with knowledge of relevant auditing software applications.
- Critical thinker, results driven and open to change.
- Excellent presentation, oral and written communication skills, with report writing.
- Plans, investigates and utilizes problem solving skills with the tenacity to do so.

- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Developed analytical skills with demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage people.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Finance or Accounting or Business Administration or equivalent **and**
- Professional designation such as Certified Internal Auditor (CIA) **and**
- Certified Government Auditing Professional **and**
- Three (3) years of overall Auditing experience.
- Auditing Certificate and Certified Fraud Examiner qualifications are considered desirable.

8. Senior Financial Analyst (FMG/PA 3)

Job Purpose

Under the general direction of Senior Director Monitoring and Evaluation the Senior Financial Analyst has the responsibility to monitor the performance of public bodies to encourage improved financial management and to manage the fiscal exposure within the context of the Fiscal Responsibility and Governance Framework.

Key Responsibilities

Technical/Professional:

- Analyses Budget and Corporate Plans of the EAs/PBs to ensure Plans are achievable and are aligned with the PBs operating mandate and the fiscal priorities of the Government;
- Prepares timely and accurate data and reports required to facilitate the review and approval of the PBs/EAs Budget by Cabinet and Parliament;
- Assesses/reviews PBs/EAs ability to make contributions to the Consolidated Fund;
- Reviews/assesses requests for support from the Consolidated Fund and advises on inclusion in the Estimates of Expenditure;
- Monitors and evaluates PBs/EAs performance against its fiscal targets over the course of each such programming period;
- Undertakes field work, as needed, including visits to the entities and project sites;
- Updates the monitoring and evaluation framework and other periodic reports in a timely manner;
- Identifies potential risks to the fiscal space and make recommendations that will mitigate, prevent or resolve impending financial problems identified in these entities;
- Reviews the Public Bodies' Plans to access financing in their Corporate Plans, assess implications on the Government's fiscal programme, the PBs/EAs capacity to borrow.
- Reviews/analyses requests to access loan financing to facilitate the issuance of borrowing approval;
- Monitors the achievement of key performance indicators;
- Interfaces on a continual basis with the Senior Managers and other personnel on a range of issues affecting PBs/EAs operations;
- Contributes to policy development through the provision of timely comments on Cabinet Submission, policy and legislative documents.
- Assesses project concepts and proposals to provide critical input in the legislated Public Investment Management System.

Management/Administrative:

- Recommends improvements to PBs operations
- Participates in the development of Individual Work Plans based on alignment to the overall Plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares analyses and comprehensive assessments, as required;

Required Knowledge, Skills and Competencies

Core:

- Sound knowledge of Executive Agencies Act and the Public Bodies Management Accountability Act;
- Knowledge of accruals and Government cash accounting;
- Good knowledge of GOJ budgeting and planning processes;
- Excellent critical reasoning, quantitative and qualitative analysis skills;
- Proficiency in the use of the relevant computer applications.
- Quality of Output – Deliver output of a consistently high quality
- Initiative - Ability to exercise initiative and sound judgment
- Innovation and critical thinking- Ability to arrive at a new way of doing things
- Interpersonal Skills - Possess excellent interpersonal skills
- Compliance – Be compliant with rules and regulations
- Communication - Possess excellent written and oral communication skills
- Analysis and problem solving – Good analytical and problem solving skills

Minimum Required Qualification and Experience

- BSc. in Accounting/Finance/Management Studies/ACCA Level II or equivalent academic qualifications.
- Five (5) year experience with at least two (2) years' experience at the supervisory level

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines;
- May be required to work outside of normal working hours/days

9. Financial Analyst (FMG/PA 2)

Job Purpose

Under the general direction of Director Monitoring and Evaluation, the Financial Analyst has the responsibility to monitor the performance of Public Bodies to encourage improved financial management and to manage the fiscal exposure within the context of the Fiscal Responsibility and Governance Framework.

Key Responsibilities

Technical/Professional:

- Analyses Budget and Corporate Plans of the EAs/PBs to ensure Plans are achievable and are aligned with the PBs operating mandate and the fiscal priorities of the Government;
- Prepares timely and accurate data and reports required to facilitate the review and approval of the PBs/EAs Budget by Cabinet and Parliament;
- Assess/review PBs/EAs ability to make contributions to the Consolidated Fund;
- Reviews/assess requests for support from the Consolidated Fund and advises on inclusion in the Estimates of Expenditure;
- Monitors PBs/EAs performance against its fiscal targets over the course of each such programming period;
- Undertakes field work as needed, including visits to the entities, project sites;
- Reviews the Public Bodies' Plans to access financing in their Corporate Plans, assess implications on the Government's fiscal programme, the PBs/EAs capacity to borrow.
- Reviews/analyses requests to access loan financing to facilitate the issuance of borrowing approval;
- Monitors the achievement of key performance indicators;
- Interfaces on a continual basis with the Senior Managers and other personnel on a range of issues affecting PBs/EAs operations;
- Contributes to policy development through the provision of timely comments on Cabinet Submission, policy and legislative documents.
- Assessments of project concepts and proposals to provide critical input in the legislated Public Investment Management System.

Management/Administrative

- Recommends improvements to PBs operations;
- Develops Individual Work Plans based on alignment to the overall Plan for the Section;

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares analyses and comprehensive assessments, as required;

Required Knowledge, Skills and Competencies

- Sound knowledge of Executive Agencies Act and the Public Bodies Management Accountability Act;
- Knowledge of accruals and Government cash accounting;
- Good knowledge of GOJ budgeting and planning processes;
- Excellent critical reasoning, quantitative and qualitative analysis skills;
- Proficiency in the use of the relevant computer applications.
- Quality of Output – Deliver output of a consistently high quality
- Initiative - Ability to exercise initiative and sound judgment
- Interpersonal Skills - Possess excellent interpersonal skills
- Compliance – Be compliant with rules and regulations
- Communication - Possess excellent written and oral communication skills
- Analytical – Good analytical skills

Minimum Required Qualification and Experience

- BSc. in Accounting/Finance/Management Studies/ACCA Level II or equivalent academic qualifications.
- Three (3) years' experience in a related financial management role.

Special Conditions Associated with the Job:

- Pressured working conditions with numerous critical deadlines;
- May be required to work outside of normal working hours/days

Applications accompanied by Résumés should be submitted **no later than Thursday, 18th September , 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.im

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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**