

Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 365
OSC Ref. C.5850¹⁸

9th December, 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/be assigned to the following posts in the **Ministry of Economic Growth and Infrastructure Development**:

1. **Senior Auditor (FMG/AS 3) – (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum;
2. **Director, Works Policy Monitoring (GMG/SEG 3) – (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum;
3. **Economic Policy Analyst (GMG/SEG 2) – (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum;
4. **Assistant Policy Analyst (GMG/SEG 1) – (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
5. **Public Procurement Officer (GMG/AM 3) – (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
6. **Public Procurement Administrator (GMG/AM 2) – (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. **Senior Auditor (FMG/AS 3)**

Job Purpose

The incumbent will assist the development and implementation of the programme of activities for effective audit of Ministry operations within the context of Ministry policies and guidelines and established audit principles and standards, ensuring the adequacy and integrity of Ministry operational systems and controls.

Key Responsibilities

Professional/Technical:

- Plans, prioritises and prepares audit programmes;
- Participates in sensitising staff to established audit rules and standards and ensures compliance in the conduct of audits;
- Participates in and ensures conduct of full audit investigations;
- Facilitates observation of and compliance by all Ministry's Departments, with established operational, financial and accounting rules and regulations;
- Collaborates with external auditors in the conduct of audits and ensures access to audit files and records;
- Checks and verifies audit reports compiled by Junior Auditors;
- Examines and analyses audit findings and reports;
- Ensures that variations and deviations from established operational, financial and accounting standards, are identified and addressed;
- Co-ordinates the implementation and monitoring of compliance measures, where variations and deviations have been identified;

- Recommends surcharges for breaches of rules and regulations, as appropriate;
- Liaises with Divisional Heads, Financial Controllers, the Auditor General, Ministry of Finance and the Public Service and Regulatory Agencies in the conduct of audits;
- Works with the Chief Internal Auditor in the preparation of audit reports, for the Permanent Secretary and Auditor General;
- Monitors maintenance of complete and secure audit records.

Management/Administrative:

- Develops Individual Work Plan to guide the achievement of audit targets and objectives;
- Participates in the co-ordination and deployment of activities within the Internal Audit Division;
- Delegates and oversees the functions of reports;
- Participates in meetings pertinent to role and function;
- Ensures maintenance of complete and up-to-date audit records;
- Deputises for Chief Internal Auditor in his/her absence.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of accounting principles and practices
- Understanding of established audit procedures, regulations and standards
- Knowledge of the operational procedures of Central Government
- Proficient in the use of standard computer applications and spreadsheets

Core:

- Excellent team building and leadership skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Confidentiality and integrity

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- or**
- ACCA Fundamentals or equivalent and over two (2) but less than five (5) years' experience in audit/specialized area.
 - Successful completion of relevant Government Auditing courses and professional audit training would be an asset.

2. Director, Works Policy Monitoring (GMG/SEG 3)

Job Purpose

The Director, Works Policy Monitoring, will develop and implement programmes, projects and strategies in accordance with GoJ Policies and established standards to monitor the implementation of projects and programmes of the Works Infrastructure and Port Development Agencies. The incumbent is required to monitor the commitments in the Construction Industry Policy of Jamaica and collaborate with Works Infrastructure Agencies for policy and project development, implementation, monitoring and evaluation. The position is also required to attend to all works monitoring matters within the Ministry, as well as provide technical and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Management/Administrative:

- Develops and co-ordinates the preparation of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Recommends for approval, the Project Funding for Agencies, in keeping with established guidelines;
- Updates the Cabinet on the impact of disasters on the Works Infrastructure and Ports;
- Provides the Cabinet with Status Reports on Implementation of Cabinet Decisions regarding projects and programmes;
- Represents the Ministry at various meetings and fora;
- Assists with the overall development of the Ministry's plans and programmes to advance the strategic objectives of the Ministry.

Technical/Professional:

- Develops a Monitoring and Assessment Plan as the framework for the monitoring and assessing of programmes, projects and strategies;
- Develops performance indicators and criteria for the monitoring and assessment of the Ministry, Agencies and Departments, engaged in Works Infrastructure and Ports Development;
- Participates in negotiations with International Lending Agencies on project funding;
- Organizes and directs monitoring of Ministries, Departments, and Agencies involved in projects and programmes related to the Works Infrastructure and Ports Development;
- Monitors the implementation of Works Infrastructure and Ports Development policies, legislation, strategies, programmes and projects and makes recommendations to the Ministry and its Agencies;
- Conducts impact assessments and prepares recommendations for the Ministry and relevant stakeholders;
- Recommends programmes and project redesign based on findings emanating from monitoring and evaluation activities;
- Monitors the performance of Agencies and Departments against the programmes and objectives outlined in their Strategic Plans;
- Analyses Annual Reports and Financial Statements of Agencies and facilitates compliance with GoJ Financial Guidelines;
- Provides technical advice and guidance to the Ministry's Agencies in facilitating the attainment of the Ministry Objectives;
- Reviews and comments on project proposals and agreements;
- Receives reviews and endorses procurement procedures of Agencies;
- Conducts site visits to keep informed of the programmes and project's progress;
- Prepares Monitoring Reports with mitigating strategies based on findings from site visits;
- Prepares reports on the results of Monitoring and Evaluation exercises;
- Utilizes Monitoring and Evaluation findings to inform proposals for development and/or revision of Works Infrastructure and Ports Development policies, regulations and standards;
- Collaborates with the Policy and Research Team to inform policy development;
- Prepares Briefs and Submissions for the Ministry, Cabinet and Parliament related to the monitoring of Works Infrastructure and Ports Development;
- Represents the Ministry at Infrastructure and Legislation Sub-Committee of Cabinet;
- Organizes, facilitates and participates in Project Steering Committee Meetings;

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent organisation skills
- Excellent research and analytical skills
- Excellent leadership and management skills
- Competence in public speaking/presentation

Technical:

- Excellent implementation and evaluation skills
- Risk analysis skills
- Excellent knowledge of the Housing Sector
- Knowledge of the Ministry's policy direction
- Negotiating skills
- Knowledge of the Ministry's/Central Government's operational procedures

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Management Studies, Public Policy Development or similar field;
- Training in Project Management;
- Training in Monitoring and Evaluation Techniques;
- Three (3) years' experience in a similar capacity;
- Experienced in research methodologies;
- Experienced in the use of standard computer applications and analytical tools, such as Microsoft Projects;

OR

- Bachelor's Degree in Public Administration/Public Sector Management, Public Policy Development or similar field;
- Training in Project Management;
- Training in Monitoring and Evaluation Techniques;
- Five (5) years' experience in a similar capacity;
- Experienced in research methodologies;
- Experienced in the use of standard computer applications and analytical tools, such as Microsoft Projects.

3. Economic Policy Analyst (GMG/SEG 2)**Job Purpose**

Reporting to the Director, Business Facilitation, the incumbent will assist with the development of appropriate instruments, research and database systems and facilitate the development of economic and investment policies, legislation and regulations within the context of the role and mandate of the Ministry.

Key Responsibilities**Management/Administrative:**

- Contributes to the development of the Section's Corporate/Operational Plans and Budget;
- Develops and submits Individual Work Plans, which details work to be undertaken;
- Assists in organizing conferences, workshops and other fora, in relation to the formulation of policy and to accommodate stakeholder input in the process;
- Co-ordinates actions arising from decisions of Steering Committees;
- Assists in the planning and co-ordination of policy formulation meetings;
- Prepares required documentation and undertakes follow-ups to post-meeting activities and decisions.

Technical:

- Assists in the development of appropriate instruments for utilization in the formation of policy;
- Reviews policy documents and provides appropriate feedback;
- Participates in conducting research on economic and investment needs and other related issues;
- Collaborates with other Team Members to monitor the impact of implemented policies and legislations;
- Liaises with international and local organizations associated with the economic and

investment Sector;

- Monitors and assesses the Sector, particularly as it relates to business facilitation and investment, to facilitate projections and the formulation of proposals and policies;
- Investigates and responds to the stakeholders' queries regarding issues and concerns and drafts responses for review;
- Participates in developing proposal for new policies and provides recommendations for amendments to existing policies;
- Conducts public consultations for public education and to gather information to inform policies;
- Assists with the preparation of relevant documentation, such as Cabinet Submissions, Cabinet Notes, Ministry Papers, etc.
- Develops or facilitates technical assistance for projects to be undertaken by the Branch;
- Co-ordinates the undertaking of socio-economic and market surveys, via primary data collection methodologies.

Required Knowledge, Skills and Competencies

Technical:

- Background in policy formulation and management
- Strong background in research - experienced in quantitative and qualitative data gathering and analysis
- Knowledge of Central Government's operational procedures
- Experience in the use of standard computer applications

Core:

- Team-oriented
- Excellent interpersonal skills
- Good logical and analytical skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration or Management Studies;
- Training in Policy Formulation and Cabinet Submissions is advantageous;
- Three (3) years professional experience, preferably within the Public Sector.

4. Assistant Policy Analyst (GMG/SEG 1)

Job Purpose

Under the general direction of the Director, Housing Policy and Research, the incumbent supports the development and revision of housing policies, legislations and regulations, in alignment with the Ministry's role and mandate. The role also involves assisting in the design of appropriate research instruments, methodologies and database systems, as well as supporting the execution of socio-economic surveys.

Key Responsibilities

Management/Administrative:

- Organizes and participates in stakeholder meetings and public consultations;
- Organizes conferences, workshops and other fora, to support policy formulation activities and to accommodate stakeholder input in the process;
- Prepares and delivers presentations, as required;
- Assists with the preparation of the Branch's Operational Plan and Budget;
- Develops Individual Work Plans aligned with the Operational Plan and Strategic direction;
- Prepares annual, quarterly, monthly and operational reports, as needed.

Technical/ Professional:

- Assists in developing appropriate instruments to support policy formulation;
- Participates in conducting research on housing needs and other related issues;
- Collaborates with policy analysts to track and assess the impact of implemented housing policies and legislations;
- Assists in the planning and co-ordination of policy formulation meetings and public consultations;
- Prepares required documents and follows up on post-meeting actions and decisions;
- Assists in the preparation of official papers, Cabinet Submissions, Notes and Status Reports on housing policies and legislations;
- Assists in the updating of policies, legislation and Government documents;
- Reviews and comments on proposed policies, legislation and other documents;
- Liaises with international and local organizations associated with the Housing Sector;
- Ensures proper maintenance of policy documents and files;
- Assists in conducting socio-economic surveys, research and needs analyses in the relevant subject areas;
- Monitors and assesses the Housing Sector, to facilitate projections and the formulation of proposals and policies;
- Investigates and respond to the public queries regarding settlement issues and problems
- Develops or facilitates technical assistance for projects to be undertaken by the Branch
- Assists with the translation and incorporation of International Agreements and issues of relevance to Jamaica in the area of Human Settlements.

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

- Strong oral and written communication skills
- Analytical Thinking
- Ability to work in a team
- Strong planning and organizing skills
- Adaptability
- Integrity and confidentiality
- Customer/Stakeholder focus

Technical:

- Knowledge of policy formulation and protocols in the GoJ context
- Proficient in conducting research – qualitative and quantitative, and analyzing data
- Proficient in technical writing and reporting
- Presentation skills
- Sound knowledge of the operational procedures of Central Government

Minimum Required Qualification and Experience

- First Degree in Urban and Regional Planning, Public Policy or related discipline;
- Training in Research;
- One (1) year related work experience.

5. Public Procurement Officer (GMG/AM 3)**Job Purpose**

The Public Procurement Officer, under the general supervision of the Director 3, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

Key Responsibilities

- Prepares Tender Notices and Advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers.
- Represents the Procurement Unit at Tender Closing and Opening Exercises, as Tender Officer
- Maintains Procurement records in good order, to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management

- Prepares and reviews technical specifications, in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance within mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Wards and Departments, for the procurement of goods.

Vendor Management

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being effected, as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicates results internally and externally, as necessary;
- Checks Invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Office Jamaica, to be zero-rated.

Procurement Reporting

- Monitors and reports on the procurement implementation status and progress, as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards, in a timely manner;
- Prepares reports of and for Procurement Meetings.

Required Knowledge, Skills and Competencies

Technical:

- Extensive knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of Office Management principles, practices and procedures

- Excellent knowledge of accounting practices as applied to Procurement Procedures
- Working knowledge of computer applications

Core:

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations
- Teamwork and cooperation
- Ability to work on own initiative
- Good people management skills
- Good problem solving and decision-making skills
- Good time management skills

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years Procurement experience, in a similar position.

6. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the direct supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support, by offering secretarial/administrative support. This includes first point of contact, time management, correspondence, disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Ministry;
- Prepares reports for submission to the Ministry of Finance and the Public Service, Integrity Commission and the PPC;
- Assists with the preparation of monthly reports for submission;
- Maintains records in accordance with the FAA Act, etc.;
- Organizes and maintains filing system;
- Maintains correspondence logging systems;
- Disseminates in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings by:
 - Arranging Branch and Procurement Committee Meetings
 - Disseminating relevant documents for meetings
 - Recording and generating accurate and timely Minutes of meetings;
- Makes travel arrangements for the Branch officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system, before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place, e.g. prices, quotations, necessary signatures (are affixed). If necessary, returns to relevant Branch for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists with the expeditious movement of Purchase Orders from the hospital to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;

- Maintains Proper records management for Purchase Requisitions, Purchase Orders and C.O.D. Letters;
- Prepares Purchasing document for dispatch to suppliers; stamps, records and sends Purchase Order requiring GCT exemption to Tax Office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Branch;
- Assists suppliers to locate Invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters; make records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Finance and Accounts Branch, when the goods are supplied or the services provided;
- Answers and screens calls and directs callers to the appropriate officers, or uses initiative to assist callers, where possible;
- Assists suppliers collecting orders or investigates re-orders and orders that are not collected, ensuring that they are dispatched by Messenger or Post;
- Assists with collecting information from Shipping Agents; receives shipping documents from courier services and delivers them to the Custom Broker;
- Receives cheque from the Finance and Accounts Division, for overseas suppliers and sends via courier service to the respective suppliers or contacts persons requesting the information as to how suppliers are to get orders and cheques.

Required Knowledge, Skills and Competencies

Core:

- Sound oral and written communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- High degree of integrity and diplomacy

Technical:

- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- One (1) year's working experience in the related field.

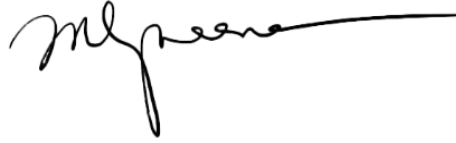
Applications, accompanied by résumés, should be submitted **no later than Monday, 22nd December, 2025, to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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