



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 11
REF NO.: 1604^{II}

July 5, 2024

**Permanent Secretaries
Heads of Departments
Chief Executive Officers**

Scholarships for Public Officers (2024/25)

Reference is made to Public Sector Negotiation Framework Item No. 7.2.4.5, approved by Cabinet Decision No. 24/17 dated June 12, 2017 Section (B) (i), in respect of Scholarships for Public Officers.

Applications are invited for the above-mentioned Scholarship, noting the following guidelines:

1. The Scholarship:

- a. Is to provide financial assistance to Public Sector Workers in pursuit of their educational goals and professional/personal development during Academic Year 2024/2025;*
- b. Covers tuition cost **only** up to **One Hundred and Fifty Thousand Dollars (\$150,000.00)**.*
- c. Is available via an **Online Application Form** accessible on the Ministry's website www.mof.gov.jm/scholarships*

2. The Scholarship is applicable to Public Sector Workers who are:

- a. Permanently appointed OR Temporary with at least two (2) years' continuous service;*
- b. Newly accepted students at a registered, recognised Institution;*
- c. Returning students, previously enrolled at a registered, recognised Institution with at least a B Average (i.e. GPA 2.5 or higher);*
- d. Indebted to a registered, recognised Institution having completed a programme of study within the past academic year (2023/2024);*
- e. Not employed to an entity or is a member of a bargaining unit that provides similar educational assistance;*
- f. Not recipients of any other scholarship/financial assistance/grant processed by the Government of Jamaica/Ministry of Finance and the Public Service for Academic Year 2024/2025;*
- g. Not on interdiction*

3. Programmes/Levels Supported:

- a. Any programme (local/regional) that is recognised/accredited by the University Council of Jamaica (UCJ) at the Undergraduate or Post-Graduate Level. Pursuit of studies at a level already attained will not be supported;*
- b. Certification must be offered by an authorized Institution certification;*
- c. CSEC & CAPE Subjects;*
- d. Studies may be done by attendance onsite, distance (online) or a combination of both*

4. Applicants **should**:

- a. Download and print the **Verification Form** which is accessible at www.mof.gov.jm/scholarships;
- b. Have their Human Resource Department (HRD) or equivalent complete the Verification Form and check the required documents;
- c. Complete application details using the **Online Application Form**, which is accessible at www.mof.gov.jm/scholarships, and submit the application ONLINE **only once**;
- d. Scan and email the following supporting documents to mou.grants@gmail.com using the applicant's TRN and Name in the subject heading, e.g., 123-456-789 John Doe:
 - i. Duly executed **Verification Form**
 - ii. **Taxpayer Registration Number (TRN)**
 - iii. Applicant's **Job Letter** (salary particulars not required) addressed to:
Ministry of Finance and the Public Service
Strategic Human Resource Management Division
Strategic Workforce Planning and Improvement Branch
30 National Heroes Circle
Kingston 4
 - iv. **Official Acceptance Letter for new students.** A provisional/conditional acceptance letter may be submitted, however, a copy of full acceptance is required before the Scholarship is disbursed;
 - v. **Progress Report/Transcript for returning students (minimum B Average/2.5 GPA);**
 - vi. **Proof of Tuition Cost/Balance Owing** to Institution for the programme of study. A print-out from the Institution's website – specific to the programme – is acceptable;
 - vii. **Where applicable, Letter of Award from MDA** in respect of study leave awarded to the applicant for the current programme of study.

5. The Online Application Form **opens Monday, July 15, 2024 and closes Friday, August 30, 2024 at 5:00 p.m. NB: Incomplete applications will NOT be processed.**
6. Applicants should note that the award of the Scholarship is subject to the availability of funds during the 2024/25 Financial Year. Consequently, all eligible applicants may not be awarded.
7. Payment will be made directly to the relevant Institution. Where the Institution has indicated that payment of tuition has already been covered, the award will be withdrawn.

The Strategic Workforce Planning and Improvement Branch (formerly Scholarships and Assistance Unit) may be contacted for further information or clarification at (876) 932-5010 / 5026 / 5080 / 5006 or via email at mou.grants@gmail.com.



Darlene Morrison CD
Financial Secretary