



## **MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE**

Applications are being invited from suitably qualified candidates to fill the following positions in the Corporate Planning and Administration, Public Expenditure and the Strategic Human Resource Management Divisions of this Ministry.

1. **Director 3, Public Procurement (GMG/SEG 3) (Vacant) Pay Band 9**, salary range \$4,594,306 – \$6,178,830 per annum and any allowance(s) attached to the post.
2. **Strategic Planning Analyst (GMG/SEG 2) Pay Band 8 (Vacant)**, salary range \$3,770,761 to \$5,071,254 per annum and any allowance(s) attached to the post.
3. **Performance Monitoring and Evaluation Analyst (GMG/SEG 2) Pay Band 8 (Vacant)**, salary range \$3,770,761 to \$5,071,254 per annum and any allowance(s) attached to the post.
4. **Research Officer (SOG/ST 5) Pay Band 7 (Vacant)**, salary range \$3,094,839 – \$4,162,214 per annum and any allowance(s) attached to the post.
5. **Asset and Inventory Officer (GMG/AM 4) (Vacant) Pay Band 6 (Vacant)**, salary range \$2,478,125 – \$3,332,803 per annum and any allowance(s) attached to the post.
6. **Security and Emergency Management Officer (GMG/AM 4) Pay Band 6 (Vacant)**, salary range \$2,478,125 – \$3,332,803 per annum and any allowance(s) attached to the post.
7. **Senior Secretary (OPS/SS 3) Pay Band 4 (Vacant)**, salary range \$1,550,136 to \$2,084,761 per annum and any allowance(s) attached to the post.
8. **Driver (LMO/DR 2) (Vacant)** salary range \$24,467 to \$32,905 per week.

## **1. Director 3, Public Procurement (GMG/SEG 3)**

### **JOB SUMMARY:**

Under the direct supervision of the Deputy Financial Secretary, Corporate Planning and Administration, The Director 3- Public Procurement has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

### **Key Responsibilities:**

#### **1. MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES.**

- Contributes to the development of the Corporate Plan
- Develops the Ministry's annual Procurement Plan and Budget
- Prepares Branch's operational plan and budget
- Provides advice to the DFS, Corporate Planning and Administration, other Financial Sectors, Directors and Managers on procurement policies and procedures and suppliers reliability/suitability and performance;
- Provides advice to other entities;
- Participates in the strategic and operational plans and work programmes;
- Determines procurement strategies and standards;
- Attends meetings of Procurement Committees;
- Attends meetings at the request of Unit Heads as it relates to intended procurement;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Represents the Branch at Procurement and Contract Award Committees and Board meetings;
- Represents the Ministry at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings;
- Represents the Ministry on works Sector Committees;
- Oversees the effective maintenance of procurement records;
- Monitors and ensures that procurement practices conform to the FAA Act and Government Procurement Guidelines;
- Leads as purchasing agent on behalf of the MDA as well as local funded projects;
- Prepares/ Reviews policies and procedures for ministries, departments and agencies;
- Evaluates the performances of the Procurement Process along with DFS, Corporate Planning and Administration, and Committee members;

## **TECHNICAL RESPONSIBILITIES**

- Analyzes documents tendered by companies for the supply of goods and/or services in consultation with technical experts and prepares recommendations
- Acts as e-Procurement Coordinator and Lead Evaluator;
- Liaises with Property Management to determine projects;
- Conducts research and market analysis so as to minimize risks;
- Coordinates and conducts procurement compliance reviews;
- Coordinates and conducts procurement training, seminars/ workshops;
- Makes presentation to the Procurement Committee and prepares submission for the Financial Secretary, Government's Contract Committee and the Cabinet;
- Coordinates reports for submission to MOF&PS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards;
- Negotiates the terms and condition of proposed service contracts in order for the Ministry to receive value for money;
- Analyzes suppliers performance;
- Monitors the Ministry's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the contract award process;
- Oversees the tendering process;
- Chairs tender opening exercises conducted by the Ministry of Finance and the Public Service;
- Reviews, assesses and analyzes requests and makes recommendations;
- Continuous assessment of market sphere to identify and recommend best practices in keeping with international standards;
- Conducts Ministry assessment re cost containment;
- Manages high value procurement (tier 3 up to 4 billion
- Supervises tier 2 and tier 1 Procurement of up to 60 million and 30 million respectively;
- Prepares high level contracts;
- Prepares requests for variances/extension of contracts to the Financial Secretary, NCC, and Cabinet;
- Monitors and evaluates contractors' performances during project;
- Reviews and approves contract awards and recommendations within the specified threshold;
- Assists other entities on Evaluation Committees;
- Reviews procedures for the procurement of works, goods and services carried out by the Ministry of Finance & PS, FID,RAD and

RPD to include; review of bidding documents, posts and signs purchase orders ,certifies invoices, develops and reviews terms of references (TORs);

- Manages re-order levels of daily consumables;
- Certifies invoices for payments upon verification;
- Signs purchase orders on behalf of project units with the Ministry;
- Assists other entities with procurement matters referred by the Financial Secretary;
- Prepares and collates OCG quarterly reports and other reports to MFP, PPC and Cabinet;
- Prepares and submits reports to the Integrity Commission as requested on contract monitoring of procurement related matters;
- Resolves issues regarding contract performance;
- Maintains relationships with supplier, resolve conflicts;
- Liaises with the Finance and Accounts Division to ensure that payments are made to suppliers in a timely manner and reconciliation of accounts;
- Co-ordinates the purchasing of supplies for official functions organized by the Ministry;
- Acquires clearance letter from NIS , NHT and Tax Compliance Certificate from the Collector of Taxes for the Ministry;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Ensures requests for purchase orders zero rating is done in a timely manner;
- Ensures expenditure is kept within budgetary provision;
- Liaises with custom brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established GOJ Regulations;

### **HUMAN RESOURCE RESPONSIBILITIES**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and /or corrective actions where necessary to improve performance and /or attaining established personal and/or Ministry's goals;
- Participates in the recruitment of staff for the Branch and recommends transfer, promotions, terminations and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to the team through effective planning, delegation, communication, training, monitoring and coaching;

- Ensures the welfare and development needs of skill in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the ranch's and Ministry's goals;
- Maintains effective working relationships with external and internal stakeholders and ensure that the Branch provides a consistently high level of service to them.
- Any other related duties assigned as directed.

### **Required Competencies**

- Sound knowledge of Government Public Procurement Act 2015 and Regulations
- Sound knowledge of Contract Management
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Tender Management
- Sound knowledge of the FAA Act
- Proficiency in the relevant computer application software
- Leadership – Possess good leadership skills
- Teamwork – Ability to build and lead teams
- Planning and Organizing – Excellent planning and organization skills
- Communication – Excellent oral and written communication skills
- Interpersonal Skills – Possesses excellent interpersonal skills
- Integrity and Ethics – Demonstrate high integrity and ethics
- People Management – Possess excellent people management skills
- Problem Solving and negotiation – Possess good problem solving and negotiation skills
- Accountability – Is the accountable officer

### **QUALIFICATION & EXPERIENCE:**

- B.Sc. in Management Studies, Business Administration /Public Administration, Public Sector Economics, Accounts or equivalent from a recognized tertiary institution;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND

- Training in Project Management
- Five (5) years related work experience in procurement of goods and services

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND
- Five (5) years related work experience in procurement of goods and services

## **2. Strategic Planning Analyst (GMG/SEG 2)**

### **Job Purpose**

Under the general direction of the Director, Strategic Planning Performance Monitoring and Evaluation, the Strategic Planning Analyst is responsible for assisting with the development and coordination of the Strategic Corporate Planning processes and policy review functions to ensure alignment with GOJ priorities.

### **Key Responsibilities:**

#### **Technical/Professional Responsibilities**

- Assists with the coordination of the strategic corporate planning process for the Ministry and related agencies and departments;
- Provides strategic direction to the planning process to ensure that divisional/Branch/Section plans are in alignment with the Ministry's goals and objectives and consistent with and contributes to Government priorities;
- Assists with the design of corporate, operational plans and procedures, and ensures implementation across the Ministry and related agencies and departments;
- Liaises with the Budget Section of the Finance and Accounts Division to obtain budgetary information;
- Participates in the development and implementation of systems and procedures to guide the corporate planning and evaluation processes.
- Updates and maintains the sections information and communication systems to aid the planning process;
- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas;

- Assists with the preparation of the corporate plans for the Ministry, ensuring integration of the planning and budget processes;
- Liaises with and provides assistance and guidance to Heads of Divisions/Branches/Sections in the preparation of their strategic corporate and operational plans;
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects;
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research on corporate planning and other technical activities of the Unit and makes recommendations on policy and programme issues to support the work of the Branch;
- Conducts strategic audit;
- Conducts data gathering exercise designed to inform the Ministry's Strategic Corporate and Operational Plans;
- Conducts annual and ongoing environmental scans; and reports on social, economic and international developments impacting on the feasibility of the operations and programmes of the Ministry and related Agencies;
- Participates in the monitoring and evaluation of Ministry's/Agencies'/Departments' programmes and projects to ensure programmes and projects comply with established Government policies, legislations and regulations;
- Conducts quarterly and annual reviews and analysis of the performance of the Ministry and related agencies and departments in relation to Strategic Corporate and Operational Plans;
- Organizes and facilitates consultations among the various divisions/programmatic areas, departments, agencies and key stakeholders for clarification and streamlining of plans and processes for government's best practices;
- Contributes in the development of policy performance indicators and programme evaluation criteria and methods;
- Reviews and analysis Strategic Corporate/Operation plans and highlights associated risks and make recommendations to manage related risks;

- Assists in the development, implementation and maintenance standard operating procedural manuals on the Strategic Corporate Planning process.

### **Management/Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **Required Competencies**

- Knowledge of the principles of public sector management.
- Knowledge of planning and evaluation techniques and budget management;
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures;
- Sound knowledge of Government policy formulation, monitoring and evaluation processes;
- Sound knowledge of Performance Monitoring Techniques and their applications;
- Excellent presentation, written and oral communication skills;
- Excellent project monitoring and evaluation skills;



- Strong research and analytical skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values ;
- Proficiency in the use of statistical (SPSS) and other relevant computer applications ;
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool;
- Initiative
- Integrity
- Time Management
- Excellent interpersonal and team management skills
- Strong problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

### **Special Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

### **3. Performance Monitoring and Evaluation Analyst (GMG/SEG 2)**

#### **Job Purpose**

Under the general direction of the Director, Strategic Planning, Performance, Monitoring & Evaluation, the Performance Monitoring and Evaluation Analyst is responsible for assisting with the development and management of the performance management of the Ministry's policies, programmes and projects

to ascertain the attainment of established objectives and performance standards.

### **Key Responsibilities:**

#### **Technical/Professional Responsibilities**

- Contributes in the development of a Monitoring and Evaluation Results Measurement (RM) Framework, guided by the Ministry's Strategic Plan as the machinery for the monitoring and evaluation of ministry's and its portfolio agencies' plans, programmes and projects;
- Assists with the formulation of Performance Indicators for use in the assessment of the ministry's and its portfolio agencies' policies, programmes and projects;
- Monitors and evaluates newly implemented plans, policies and procedures to analyze effectiveness and progress;
- Liaises with all departments/branches/units and portfolio agencies to gather status data, conducts analyses and makes recommendations;
- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function;
- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas;
- Assists with the design and conducts secondary research in to the impact, relevance and effectiveness of the Ministry's policies, departments/agencies, programmes and projects to inform and update the Ministry's policies, planning process;
- Establishes evaluation schedules and guides Heads of Divisions/Units and Programme Managers on the importance of the evaluation exercise in the decision making process;
- Evaluates Divisions/Branches/Sections/Units Strategic Corporate and operational plans against set performance targets ensuring that these plans are based on key outputs and objectives, and are linked to budget forecasts;
- Advises Heads of Divisions/Branches/Sections/Units on significant variance from targets in strategic corporate and operational plans and programmes, and recommends alternative strategies;
- Monitors projects/programmes and the implementation of decisions taken in respect of policy issues, and offers solutions for the handling of constraints and procedural bottlenecks;
- Supports the monitoring of the quality and completeness of data for the documenting of project performance, ensure data within the project for evidence -based decision making, and solve data problems when they arise;
- Collaborates with key stakeholders in the development, implementation and maintenance standard operating procedural manuals on the Performance Management process;

- Monitors and assesses the ministry policies, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of Ministry's programmes, policies and projects;
- Contributes in the strategic planning process of the Ministry with team members;
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure on programmes and projects and assesses capital and operational budgets against ministry policies and priorities; and propose adjustments where appropriate;
- Liaises with the Risk Management Unit in the sharing of data/information to aid in the mitigating of prospective risks;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Prepares official papers and submissions on monitoring and evaluation results in order to inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for the ministry's policies, programmes and projects;
- Liaises with monitoring and evaluation divisions within central government and related entities, to support the strengthening of the performance management and evaluation process;
- Provides technical advice to internal and external stakeholders;
- Develops, implements and maintains standard operating procedural manuals on the Performance Management and Evaluation process.

#### **Management/Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

#### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

#### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **Required Competencies**

- Sound understanding of performance management frameworks and tools in the delivery of business objectives
- Sound understanding of Research Methodology, Monitoring and Evaluation Processes
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project budgets
- Proficiency in the use of statistical (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool;
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

### **Special Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

#### **4. Research Officer (SOG/ST 5)**

##### **JOB SUMMARY:**

To design and implement research projects, analyse research projects and prepare technical reports in order to support and achieve the research objectives of the PSED.

##### **Key Responsibilities:**

#### **1. To assist with the preparation and implementation of research design and plans.**

- Assists in the development of an appropriate survey design;
- Prepares questionnaires for surveys and research;
- Determines the various variables involved including cost, time, labour etc;
- Holds discussions with various stakeholders re development of survey;
- Meet with various unit heads to discuss research objects in keeping with policy direction;
- Develops research plan in keeping with available resources;
- Discusses and obtains approval for research plan;
- Prepares research design, sample scale and questionnaire;

#### **2. To undertake research based on specific instructions and in accordance with the policy direction of the PSED.**

- Identifies required data and makes contact with data sources to enable collection,
- Organizes and analyze data by statistical and other techniques;
- Interpret the results of classified data and present the findings and conclusions in reports;
- Prepares tables and charts for use in plans, reviews and other ad-hoc reports as requested.
  - Supervises research projects
  - Analyses results and makes recommendations for actions to the Director.
  - Selects and trains temporary field staff in techniques of interviewing by:-
    - Determining the category of interviewing that are required for specific projects/programmes.
    - Interviewing and selecting temporary staff
    - Holding training sessions in interviewing techniques with those selected for training;

- Arranging pre-testing exercises both for interviewers and for interviewing schedules.
- Analyses, interprets and presents data to facilitate project/programme planning by:-
  - Editing, coding and summarising collected data
  - Working out statistical distributions averages, measures of dispersion, percentages and inferences
  - Interpreting the survey results

**5. To collect, tabulate, analyse, classify and interpret data and generate relevant reports.**

- Interprets results of classified data presents the findings and conclusions for practical applications;
- Classifies, tabulates and documents data collected during the research;
- Prepares research reports, papers and analysis;
- Prepares special papers required for presentation at local seminars and conferences;
- Generates information/data for inclusion in regular and special reports;

**Required Competencies**

- Knowledge of relevant computer applications
- Competent in Microsoft Word, Excel, Power Point, and database management
- Sound knowledge of research and statistical management tools
- Ability to analyse and interpret statistical
- Ability to analyse trends and make projections
- Initiative - Ability to exercise initiative and sound judgment
- Interpersonal Skills - Possess excellent interpersonal skills
- Quality of Output - Deliver output of a consistently high quality
- Teamwork - Be a team player
- Compliance - Be compliant with policies and procedures
- Communication - Possess good written and oral interpersonal skills
- Job Knowledge – Thorough job knowledge

**QUALIFICATION/ EXPERIENCE:**

- Diploma Management Studies, Public Administration or its equivalent
- Three (3) years' related experience.

## **5. Asset and Inventory Officer (GMG/AM 4)**

### **JOB SUMMARY:**

Under the general supervision of the Manager, Asset, Inventory and Utilities, the Asset and Inventory Officer is responsible for the maintenance of the Ministry's assets and inventory documentary system.

### **Key Responsibilities:**

#### **Technical/Professional Responsibilities**

- Assists in the modernization of the Inventory Control System of the Ministry;
- Conducts activities related to physical inventory counting and observation.
- Includes working with various departments to perform inventory observation, reconciling physical inventories and attaching identification tags or other identifying number to assets;
- Receives invoices and coordinates with the Procurement Branch to determine value for fixed assets;
- Reviews documentation and monitor product codes to search for discrepancies;
- Troubleshoot quantity discrepancies between stock and records;
- Receives and records new supplies as they are delivered;
- Maintains an inventory and registry of all assets, regularly providing updates on conditions of these assets and make recommendation accordingly;
- Prepares and maintains records to capture items for disposal or transferred from each Department for accurate reporting;
- Prepares Location Charts for each item of furniture, equipment and machinery and have same affixed to individual office;
- Responds to requests made by staff through the Office Services Help Desk;
- Prepares supplies based on requests and create delivery schedules accordingly;
- Manages re-order levels; place orders to replenish supplies avoiding insufficiencies or excessive surplus;
- Prepares and maintains an up to date inventory of the Motor Vehicle register;
- Collaborates with the Data Analyst to determine depreciation methods and useful levels of the fixed assets, maintains depreciation schedules with updates as needed;
- Monitors the movement of fixed assets throughout the Ministry;

- Concentrates and distributes various reports needed to reconcile inventory records;
- Removes and dispose obsolete equipment and furniture;
- Maintains asset and inventory database to include transfers and cycle counts;
- Performs critical inventory tasks to ensure the accurate amount of items are in stock;
- Assists members of staff in clarifying any queries on their bills;
- Identifies and reports noticeable increases in telephone bills (CUG/land lines);
- Liaises with Accountant General's Department and Finance and Accounts
- regarding the payment of utility bills;
- Prepares monthly reconciliation statements of payments made by Accountant General's Department and the amount billed by the utility companies to ensure accuracy of payment;
- Prepares monthly cash flow;
- Prepares transmittals and commitment to the Finance and Accounts Division;
- Prepares monthly reports with evidenced based data;
- Provides day to day technical support to end users of utilities as the first point of contact;
- Supervises the recovery of the cost of utility services deemed to the government but was consumed for private purposes;
- Management/Administrative Responsibilities
- Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required.
- Human Resources Responsibilities
- Contributes to and maintains a system that fosters a culture of teamwork,
- employee empowerment and commitment to the Division's and Ministry's goals;
- Assists with the preparation and conducts presentations on the Orientation and Onboarding programme;
- Customer Service Responsibilities
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;



- Ensures critical success factors are identified and meets expectations;

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **Required Competencies**

- Working knowledge of Government Accounting procedures
- Sound knowledge of Asset and Inventory Management and System
- Working knowledge of the policies and guidelines of the Ministry
- Working knowledge of FAA Act
- Good knowledge of the Ministry standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **QUALIFICATION/ EXPERIENCE:**

- Bachelor's Degree in Management Studies, Business Administration or a related discipline;
- Training in Asset and Inventory Management
- Two (2) years related experience in a similar environment

## **6. Security and Emergency Management Officer (GMG/AM 4)**

### **JOB SUMMARY:**

Under the general direction of the Manager, Security & Emergency Management, the Security and Emergency Management Officer is responsible for assisting in the protection of assigned premises, assets and personnel. He/she maintains a presence at all times to detect potential threats, deter terrorism and prevent any illegal activity.

To assist in coordinating disaster response or crisis management activities, provide disaster preparedness training, and implement the Ministry's

emergency plans and procedures for natural (disasters as well as any other safety breaches.

### **Key Responsibilities:**

#### **Technical/Professional Responsibilities**

- Ensures coordination between all the key stakeholders for eg. Security guards and the rest of the staff particularly during critical incident management;
- Conducts assessments of situations and applies appropriate strategies;
- Implements the security policies, protocols and procedures;
- Ensures compliance with security and emergency policy guidelines and procedures ;
- Assists in monitoring armed and unarmed security personnel to ensure that rules for “opening fire” is observed at all times;
- Maintains clear lines of authority and decision making;
- Monitors visitors access to the Ministry’s compound to ensure conformity to established regulations in relation to their conduct;
- Makes random checks at the workplace on weekends and during and after working hours to ensure vigilance and alertness of security officers;
- Liaises with Jamaica Constabulary Force to generate quick responses in the event of emergencies;
- Assist with the reviewing of the reports on incidents and breaches;
- Ensures all staff are briefed and incidents and familiar with security plans are reported;
- Manages the communication channels in the event of an emergency;
- Coordinates appropriate security and emergency training for all staff members; including required training for the Emergency Response Plan;
- Communicates with the staff their personal responsibility with regards to safety and security;
- Liaises with external agencies such as the Office of Disaster Preparedness and Emergency Management (ODPEM), the Red Cross, the Jamaica Constabulary Force and the Jamaica Defence Force to implement strategies in case of emergency;

- Coordinates emergency through drills, lectures, information pamphlets and updates on the intranet;
- Assists with the development and rehearsal of a workable disaster preparedness plan for the Ministry;
- Assists in the selection of security related technology and development of procedures for the use of such technology;
- Identifies potential security risks and takes the necessary actions including escalation if required;
- Assists staff and visitors with any security concerns that occur;
- Prepares incidents reports and required documentation for all security incidents;
- Assists staff in responding to emergencies and alarms ;
- Conducts inspections and enforce adherence to laws and regulations governing the health and safety of all the staff;
- Coordinates training for Emergency Response Teams established in the Ministry ;
- Keeps abreast as the developments in environment that directly or indirectly affects the security and emergency wellbeing of all the staff ;

#### **Management/Administrative Responsibilities**

- Develops Individual Work Plan based on alignment to the overall plan for the section and performance measures/standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares monthly reports on customer complaints, number of issues resolved, and other documents as required.

#### **Human Resources Responsibilities**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Assists with the preparation and conducts presentations on the Orientation and Onboarding programme;

#### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;

- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;

### **Required Competencies**

- Sound knowledge of Occupational Health and Safety Act (2017)
- Sound knowledge of security environments and hazards
- Working knowledge of the policies and guidelines of the Ministry
- Working knowledge of Staff Orders and other HR Policy guidelines
- Good knowledge of the Ministry standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong management skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **QUALIFICATION/ EXPERIENCE:**

- Bachelor's Degree in Security and Emergency Management or any related discipline;
- Training in Emergency Response Operations
- Three (3) years related experience in a similar environment

### **Special Conditions of the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software
- The position entails meeting tight deadlines/timelines which will result in high degrees of pressure, on occasions
- Will be required to roam the premises as part of the supervisory nature of the portfolio.

## **7. Senior Secretary (OPS/SS 3)**

### **JOB SUMMARY:**

To support the efficient and effective operation of the Division by providing efficient and effective secretarial and administrative support services to the Deputy Financial Secretary, the PX Division and customers.

### **Key Responsibilities:**

**To ensure that all requests for information/reports/documents are produced and disseminated to various clients within the time and quality specified;**

- Take shorthand dictation and reproduce confidential and other correspondence;
- Typing all necessary correspondence for dispatch;
- Composing letters, memos, comments based on general instructions;
- Recording all incoming and outgoing correspondence accurately, bring these to the attention of the DFS and doing all the follow up work necessary
- Helping in designing and maintaining an effective filing system
- Dealing with urgent correspondence, faxes and emails in the absence of a Unit official.
- Helping design and maintain an effective filing system;
- Deal with urgent correspondence, faxes and emails in the absence of a Unit official;

**To ensure that clients of the Unit are politely and courteously dealt with via telephone, email or by any other means of communication.**

- Being fully appraised as to the operations of the Unit;
- Advising callers with whom to communicate in the Unit regarding specific issues;
- Advising callers of the whereabouts of those with whom they wish to meet or speak and offering to take messages in their absence;
- Replying to routine queries arriving at the Unit, and directing other queries to the appropriate official;
- Apprising stakeholders of personnel changes within the Unit;

**1. To ensure that the physical resources of the Unit managed and maintained.**

- Assist in managing the Unit's physical resources, such as printers, computers, phones etc and arranging for the prompt repair or replacement of faulty equipment;

### **Required Competencies**

- Knowledge of relevant computer applications
- Competent in Microsoft Word, Excel, Power Point, and database management
- Sound knowledge of research and statistical management tools
- Ability to analyse and interpret statistical
- Ability to analyse trends and make projections
- Initiative - Ability to exercise initiative and sound judgment
- Interpersonal Skills - Possess excellent interpersonal skills
- Quality of Output - Deliver output of a consistently high quality
- Teamwork - Be a team player
- Compliance - Be compliant with policies and procedures
- Communication - Possess good written and oral interpersonal skills
- Job Knowledge – Thorough job knowledge

### **QUALIFICATION/ EXPERIENCE:**

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50- 55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience.

**OR**

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience.

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **8. Drivers (LMO/DR 2)**

### **JOB SUMMARY:**

Under the general direction of the Transport Manager, the Driver is responsible to provide pickup and delivery services in a timely and efficient manner following standard procedures and safety requirements of the Ministry.

### **Key Responsibilities:**

#### **Technical/Professional Responsibilities**

- Drive vehicle to transport personnel to/from office meetings, seminars, workshops and functions and collects and, furniture and delivers mail, equipment.
- Pick-up, handle and deliver time-sensitive documents and packages in a safe and punctual manner considering traffic patterns, alternative routes if necessary, traffic regulations and driving conditions;
- Perform all pick-ups and deliveries and accurately process materials within established time frames according to business necessity;
- Ensure all delivery material received is safely delivered to correct consignee;
- Transport staff in a safe and efficient manner in a professionalism and courteous manner;
- Maintain knowledge of vehicle operating systems;
- Maintain and safely operate assigned vehicle per MoFP operating procedures and work methods;
- Maintain clean and organized vehicle, perform pre- and post-trip and safety checks;
- Participates in the unloading of goods and equipment and passengers from vehicles;
- Participates in the setting up of equipment where necessary or as required;
- Reports all major or minor accidents involving the vehicles;
- Ensures all documentation as it relates to operating a vehicle on Jamaican roads are present in the vehicle and up to date;
- Participates in disaster response programmes proposed by assisting with the preparedness of emergency facilitates and transporting staff members and equipment;

### **Required Competencies**

- Competent driving skills
- Ability to effect minor repairs to vehicle.
- Problem Solving & Analysis – Good problem solving skills
- Integrity & Ethics – Demonstrate high integrity and ethics

- Interpersonal Skills – Demonstrate good interpersonal skills
- Quality of Output – Demonstrate consistently high quality output
- Job Attitude- Demonstrate a positive job attitude
- Quality of Output - Deliver output of a consistently high quality
- Teamwork - Be a team player
- Compliance - Be compliant with policies and procedures
- Communication - Possess good written and oral interpersonal skills
- Job Knowledge – Thorough job knowledge

**QUALIFICATION/ EXPERIENCE:**

- Two (2) CXC subjects to include English language;
- Five (5) years continuous accident free operation of a vehicle

**Special Conditions Associated with the Job**

- Must possess a valid General Driver's license'
- Required to work extended hours, weekends and on public holidays

Applications accompanied by résumés should be submitted **no later than**  
**Wednesday September 27, 2023 to:**

*Senior Director, Human Resource Management & Development*

*Human Resource Management and Development Branch*

*Ministry of Finance and the Public Service*

*30 National Heroes Circle*

*Kingston 4*

Email: [hrapplications@mof.gov.jm](mailto:hrapplications@mof.gov.jm)

***Please identify the job title of interest as the Subject***  
***We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.***