



Office of the Services Commissions

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CIRCULAR No. 191 **OSC Ref. C. 4840³⁴**

30th May, 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 to the following **vacant** posts in the **Economic Management and Taxation Policy Divisions, Ministry of Finance and the Public Service**:

1. **Director, Debt Strategy and Analysis (GMG/SEG 5)**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Director, Programme Management and Co-ordination (GMG/SEG 4)**, salary range \$6,333,301- \$8,517,586 per annum.
3. **Director, Policy Review and Development (GMG/SEG 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
4. **Taxation Technical Specialist (GMG/SEG 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
5. **Director, International Financial Institutions (GMG/SEG 3)** salary range \$5,198,035 - \$6,990,779 per annum.
6. **Monitoring and Disbursement Officer (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Director, Debt Strategy and Analysis (GMG/SEG 5)

Job Purpose

The incumbent has responsibility for the design of a Public Debt Strategy, for final authorization of Senior Government Authorities, which will involve cost/risk modelling and an analysis of macroeconomic and market constraints. In addition, he/she will manage the Communications Programme and Investor Relations, both domestic and international.

Key Responsibilities

To Formulate and Analyze Debt Strategies and Policies:

- Directs and leads analytical and research work in support of debt policy and strategy formulation;
- Reviews previous Debt Strategies by analysing strengths/weaknesses and makes recommendations for adjustments, as necessary;
- Examines Government's Economic policies by collaborating with the Planning Institute of Jamaica (PIOJ) and the Fiscal Policy Monitoring Unit (FPMU), to ensure that Debt Strategies are consistent with same;
- Formulates Debt Management policy and strategy that supports the policy objectives;
- Conducts cost-risk analysis as part of the strategy formulation;
- Monitors and reviews the strategy against the debt policy;
- Formulates policy for debt related issues such as guarantee and on-lending;
- Identifies and analyses potential constraints on the debt portfolio.

To Review and Monitor the Implementation of Medium-Term Debt Strategy (MTDS) and Government's Debt Portfolio and make Recommendations Regarding Prudent Portfolio Management:

- Conducts regular monitoring of credit and operational risks, as well as the annual monitoring and reporting against strategy, as part of the Budget memorandum;
- Monitors refinancing risk through analysis of the maturity profile of debt portfolio, by examining the debt portfolio and using the projected resource flow to determine debt for early redemption,

refinancing, conversion and swaps that will achieve the objective, and makes recommendations accordingly;

- ✓ Developing Debt Portfolio monitoring indicators against strategy and debt ratio trigger points
- ✓ Monitoring risk limits and Debt Portfolio.

To Conduct Risk Management Analyses and Provide Support for Debt Sustainability Analyses (DSA):

- Plans, designs and implements an overall Risk Management process for DMB by developing operating models;
- Develops risk controls that conform to debt policies, these include:
 - ✓ Market risks – interest rate and exchange risks
 - ✓ Refinancing risks – (average time to maturity and average time to refinancing)
 - ✓ Operational risks – such as Business Continuity Plan and Recovery Plan by working closely with the Ministry's IT System;
- Participates in the development and review of Procedure Manuals for Debt Management functions and identifies potential risk areas;
- Performs Risk Analysis on contingent liabilities as well as operational risks;
- Provides support to FPMU in respect of the Debt Sustainability Analyses (DSA) function.

To Provide Debt-related Information for International Financial Institutions, Investment Banking Community, Rating Agencies, Local and International Investors and the Public in General:

- Examines all debt data to ensure accuracy, prior to dissemination;
- Co-ordinates the preparation of the prospectus on Jamaica that details the socioeconomic situation, with special reference to the performance of the economy;
- Monitors the preparation and publication of:
 - ✓ Borrowing schedules
 - ✓ Quarterly debt bulletin that illustrates key debt indicators;
- Updates presentation on Website, such as auction results, announcements, news on rating actions, trading levels of securities etc.;
- Signs off on all Briefings, Submissions on issues related to public debt. Serves as Secretariat to the Debt Financing Committee (DFC).

To Serve as Secretariat to the DFC

- Serves as Secretariat to the DFC charged with responsibility for the following functions:
 - ✓ Agreeing and proposing to the PMDC the over-arching debt management objective for the medium term
 - ✓ Proposing to the PMDC the policy and strategy on public debt borrowing
 - ✓ Recommending the Annual Borrowing Plan
 - ✓ Consistently with the high-level objective, agreeing and proposing to the PMDC the Strategic Debt Management policy objectives for each year, including in relation to contingent liabilities;
- Proposes to the PMDC, key policies in relation to cost-risk analysis.

To Manage the Communication Programme and Investor Relations, both Domestic and International:

- Fosters relationships with national and international financial market participants, credit Agencies and other stakeholders;
- Oversees and monitors the planning and preparation for conferences, road shows and other investor events;
- Oversees the development and publication of the Annual Communication Strategy Plan, Quarterly debt bulletin and the Annual report covering functions, such as:
 - ✓ Limits on debt ratio and targets (e.g. floating rate vs. fixed rate bonds, proportion of foreign currency dominated bonds)
 - ✓ The delivery of the financing remit including performance against targets for the previous fiscal year
 - ✓ Debt Management Strategy
 - ✓ Information on market developments
 - ✓ Statistics on the Debt Portfolio;

To Plan and Co-ordinate the Policy Research and Analysis Functions:

- Leads the analytical and research work in support of debt strategy and policy formulation;
- Oversees and monitors the conduct of research and specific economic studies to inform policy development in all issues related to public Debt Management.

To Manage Section and Staff in the Achievement of the Above-mentioned Strategic Objectives:

- Participates in the development of the Section's Corporate and Operational Plans, and monitors the Section's achievement against them;
- Develops and manages the performance of the Section and staff, including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback to staff;
- Ensures that all staff members are performing the range of duties/responsibilities appropriately and within allowable parameters and holds them accountable for their actions;
- Promotes a work environment that encourages continuous learning and new skill development;
- Identifies requirements, recommends and ensures that appropriate training and development sessions are provided;
- Signs performance reports;
- Participates in Section Heads Meetings to discuss developments and developing synergies through shared information;
- Maintains effective working relationships with external and internal stakeholders and ensures that the Section provides a consistently high level of service to them;
- Performs any other duties that may be assigned including:
 - ✓ Serving on various Committees;
 - ✓ Representing the Ministry of Finance and the Public Service at National and International Seminars, Conferences, Symposiums, and making presentations;
 - ✓ Preparing special papers on debt management issues, that may be requested by the Senior Director.

Required Knowledge, Skills and Competencies

- Sound knowledge of Debt Policy formulation
- Social knowledge of Capital Markets
- Social knowledge of Government Securities Market
- Sound knowledge of Investment Portfolio Management
- Sound knowledge of Open Market operations
- Excellent knowledge of public policy, in particular the inter-linkages between fiscal and monetary policies
- Proficient in Microsoft Office Suite, including Word and Excel
- Risk Management
- Excellent leadership skills
- Analytical ability
- Excellent problem solving and analysis skills
- Relevant job knowledge
- Excellent customer relations and interpersonal skills
- Use of technology

Minimum Required Qualification and Experience

- Masters Degree in Economics or Econometrics or equivalent;
- Six (6) years' experience in policy, quantitative research/analysis and/or risk management, of which at least four (4) years spent in a financial institution.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Director, Programme Management and Co-ordination (GMG/SEG 4)

Job Purpose

The incumbent will manage and co-ordinate activities related to Policy Based Loans (PBLs), Policy Based Grants (PBGs), and Technical Co-operations (TCs) being implemented/executed by the Government of Jamaica (GOJ). In particular the incumbent has responsibility for managing and co-ordinating the implementation of all activities to ensure that targets related to the respective programmes/projects, as specified in the Financing Agreements, are achieved.

Key Responsibilities

To Manage and Co-ordinate the Implementation of all Activities Related to PBLs, PBGs and TCs and BSPs, to Ensure that Specified Conditions/Commitments are Achieved:

- Prepares schedules on behalf of the Ministry in relation to the Policy Based Programmes and, where required, participates in meetings, missions, seminars and workshops, as necessary;
- Monitors and manages progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that the specified conditions/commitments related to the respective financing agreements, are achieved;
- Performs follow-up activities with Ministries, Departments and Agencies (MDAs), in relation to Policy Matrices for various financing agreements;
- Provides reports on implementation status in relation to the financing agreements to the Branch's Senior Director, DFS EMD, FS and Funding Agency Portfolio Review Teams;
- Manages the submission of means of verification for satisfaction of conditions/triggers to the relevant funding agency, within agreed timeframes;
- Participates in meetings on behalf of the MOFPS, to ensure input in the development of Policy Matrices and the related means of verification, and provides the necessary updates on the outcome of meetings, to Senior Management;
- Liaises with the Negotiation Section regarding performance (historical) in relation to policy programmes to inform the decision-making process and formulation of policy targets/conditions;
- Recommends to the Negotiation Section, alternative solutions/options for consideration, prior to and during negotiations, in relation to issues regarding follow on programmes and/or further programme tranches;
- Prepares official correspondence to funding partners for signing by the Senior Director, International Programme Management, the Deputy Financial Secretary (DFS), Economic Management Division (EMD), the Financial Secretary (FS) and the Honourable Minister of Finance and the Public Service (HMFPs), as necessary.

To Maintain Effective Relationships with Local and International Stakeholders and Represent the Interests of the Ministry of Finance and the Public Service/Government of Jamaica on Issues Related to PBLs, PBGs and TCs.:

- Provides technical advice on activities related to PBLs, PBGs and TCs to stakeholders;
- Develops and maintains appropriate relationships with internal and external stakeholders;
- Participates in Special Committee Meetings;
- Communicates with the Public Expenditure Division (PEX), to ensure the requisite budgetary provisions are in place for the programmed inflows, and obtains the necessary formal confirmation from PEX of budgetary provisions for the relevant fiscal year(s);
- Liaises with the Planning Institute of Jamaica (PIOJ) and Funding Partners, to ensure timely receipt of expected inflows for policy based and budget support programmes;
- Advises the Branch's Senior Director, DFS, FS and HMFPs of any issues associated with the policy based programmes, making recommendations, where necessary, to obtain the relevant approvals and/or directives to address the issues.

To Conduct Analyses and Prepare Reports and other Technical Documents on Various Portfolio Issues:

- Reviews and provides comments/analysis for draft Cabinet Submissions and other documents;
- Prepares Briefs, Reports, Cabinet Submissions and Ministry Papers, for submission to the Senior Director, International Programme Management, DFS EMD, FS and HMFPs, in relation to the portfolio;
- Provides comments on any policy and budget support related agreements and documents;
- Prepares internal briefs, memoranda and reports on the policy-based programme terms and conditions, for senior management to inform decision making;
- Reviews revised Policy Based Programme Estimates and the related Financing Agreement Addendums, prior to submission for signing by the relevant Ministry personnel.

To Manage Section and Staff in the achievement of the Strategic Objectives:

- Participates in the development of the Branch's Corporate and Operational Plans, and monitors the Section's achievement against them
- Develops and manages the performance of the Section and staff, including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback to staff;
- Ensures that all staff in the Section are performing the range of duties/responsibilities appropriately and within allowable parameters, and holds them accountable for their actions;
- Promotes a work environment that encourages continuous learning and new skill development;

- Identifies requirements, recommends and ensures that appropriate training and development sessions are provided;
- Signs performance reports
- Participates in Section Directors' Meetings, to discuss developments and developing synergies through shared information;
- Maintains effective working relationships with internal and external stakeholders, and ensures that the Section provides a consistently high level of service to them;
- Performs other duties that may be assigned, including:
 - ✓ Serving on various Committees
 - ✓ Preparing special papers on issues that may be requested.

Required Knowledge, Skills and Competencies

- Expert knowledge in Project/Programme Management
- Good knowledge of Macro-economic Policies
- Good knowledge of Project Management
- Good knowledge of public policy in relation to Financial Management and the relevant Financial Acts and Regulations
- Proficient in Microsoft Office Suite, including Word and Excel
- Strategic Management - Possess the ability to plan and set realistic objectives, and develop a course of action to manage and achieve the Organization's goals
- Excellent supervisory and leadership skills
- Project implementation skills
- Analytical ability
- Excellent problem solving and analysis skills
- Relevant job knowledge
- Excellent interpersonal and customer relations skills
- Excellent use of relevant technology

Minimum Required Qualification and Experience

- Master's Degree in Economics, Finance, Business Administration or equivalent qualifications, with three (3) years' experience in a related area;
- OR**
- Bachelor's Degree in Economics, Finance, Business Administration or equivalent qualifications, with five (5) years' experience in a related field.

Special Condition Associated with the Job

- Highly pressured working conditions, with numerous competing critical timelines and deadlines.

3. Director, Policy Review and Development (GMG/SEG 4)

Job Purpose

Under the general direction of the Senior Director, Taxation Policy Development, the Director, Taxation Policy Review and Development, participates in the development and maintenance of effective Taxation Policies, which are consistent with the Government's social and economic goals.

Key Responsibilities

Technical:

- Analyzes and reviews current policy regime and makes recommendations for necessary changes via Briefs and/or Submissions through Senior Director, Taxation Policy Development to Deputy Financial Secretary (DFS), Financial Secretary (FS) and/or the Minister;
- Analyzes and reviews policy initiatives, such as Amendments to Acts, Cabinet Submissions, etc.;
- Identifies gaps in legislation;
- Conducts research in specified policy areas to ascertain implications for Tax Policy;
- Prepares Briefs, Submissions and/or reports relaying said information to Senior Director, Taxation Policy Development, DFS, FS and/or the Minister;
- Analyzes all tax proposals from various interest groups and formulates informed response to issues arising from such proposals, by taking into consideration, all revenue implications;

- Prepares Analytical Report on said tax proposals for the DFS, Minister and/or FS;
- Builds stakeholder network to facilitate the collection and exchange of information, keeps abreast of issues and assesses the significance and implications of policy positions;
- Analyzes the effect of policy proposals on projects to ensure that both the investor and Government interests will be protected;
- Identifies and assesses best-practice approaches to policy formulation, based on comprehensive research on international best practice in the relevant areas, to facilitate possible implementation;
- Participates in the legislative/regulatory reforms;
- Prepares and reviews Draft Cabinet Submission;
- Provides support to the Tax Arrears Write Off Committee;
- Assesses cases to be written off;
- Makes submissions to the Minister with background information and recommendations;
- Prepares Progress Reports and/or feedback from these meetings, along with recommendations, in keeping with Government's economic goals;
- Ensures that policies proposed reflect best advice to taxpayers and there is consistency with advice;
- Provides information in response to queries relating to Tax Policy matters from various Entities and members of the public, through various mediums, such as correspondences (letters) and/or telephone.

Management/Administrative:

- Contributes to the development of the Branch's Corporate and Operational Plans and Budget;
- Prepares Individual Work Plans;
- Assists in ensuring that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Participates in stakeholders' meetings within and/or outside the Ministry as Divisional Representative, as it relates to taxation matters;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- Strong knowledge of direct and indirect taxes, as well as emerging taxes
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- Keen attention to detail/focus
- Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- Excellent leadership and people management skills
- Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions and treat these in a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the Government and tax space
- Superior time management skills, with respect to setting priorities and managing multiple workflows against tight deadlines

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration/Economics, Management Studies or equivalent discipline;
- Four (4) years working experience, two (2) of which should be in an area related to taxation.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work abnormal working hours;

- May be required to travel, both locally and overseas, on official work related business;
- Will be required to attend frequent meetings.

4. Taxation Technical Specialist (GMG/SEG 4)

Job Purpose

Under the general direction of the Deputy Financial Secretary, Taxation Policy, the Taxation Technical Specialist is responsible for providing technical advice and support to the Executive, on a variety of issues, including the development of Taxation Policy's positions and strategies, in respect to technical issues arising from tax measures, tax policies or the administration of the tax laws. The incumbent will also prepare Practice Notes and Private Rulings, for publication.

Key Responsibilities

Technical:

- Provides expertise in the interpretation and application of technical aspects of statutes governing all tax types, regarding tax policy and tax reform programmes;
- Performs the role of technical advisor to the Executive, on tax matters;
- Conducts research and responds to tax-related queries from internal and external stakeholders;
- Recommends to the Executive for the determination of technical issues arising from objections and other interactions with taxpayers;
- Evaluates submissions from MDAs and provides advice and recommendations;
- Liaises with Jamaica Customs Agency and Tax Administration Jamaica, to ensure alignment with the Taxation Policy Division's objectives;
- Monitors the implementation of recommendations developed under the Ministry's Taxation Reform Programme;
- Analyzes and assesses the potential impact of new tax legislation, policies and measures;
- Participates in meetings to provide technical advice on tax reforms measures under consideration;
- Acts as GOJ chief negotiator, as part of the Bauxite Negotiation Team;
- Collaborates with TAJ in the interpretation of policies for the preparation of Practice Notes and Private Rulings;
- Collaborates with technical staff and experts to develop and implement reform initiatives and strategies;
- Compiles and maintains technical manuals and other publications, as necessary;
- Performs the role of principal advisor on technical issues for the tax reform programmes, in the respective functional areas;
- Contributes to adjustments to technical tax reform programmes and projects based on monitoring of results;
- Contributes to the efficiency and effectiveness of GOJ's tax policy and tax administration reform interventions;
- Engages staff, as well as taxpayer organizations, and other stakeholders;
- Participates in tax-related forums of various types;
- Prepares reports highlighting the outcome of meetings.

Management/Administrative:

- Contributes to the Division's Corporate and Operational Plans and Budgets, and monitors achievement against them;
- Represents the MOFPS at conferences, symposiums/seminars/workshops and meetings, both locally and overseas, and makes presentations on issues bearing portfolio responsibility;
- Serves as a member of technical working groups, such as the Bauxite Negotiating Team, Jamaica Energy Council, Jamaica Trade Facilitation Task Force, the Minerals Development Advisory Council to the International Health Regulations and Stakeholders Consultative Committee;
- Serves as part of Jamaica's Delegation to the International Seabed Authority;
- Maintains effective working relationships with external and internal stakeholders, regarding various programmes pertaining to the development and implementation of taxation policy, legislation, efficient administration and reform;
- Performs other related duties assigned.

Required Knowledge, Skills and Competencies

- Expert knowledge of tax laws and regulations
- Sound knowledge of taxation policies

- Expert knowledge of audit and accounting principles and procedures
- Strong knowledge of direct and indirect taxes, as well as emerging taxes
- Comprehensive knowledge of the Customs Law and practices
- Comprehensive knowledge of commercial law and practice
- Sound knowledge of programme development and implementation
- Knowledge of international tax laws and practices
- Knowledge of Double Taxation Treaties
- Sound knowledge of computer applications
- Strong research and analytical skills
- Strategic Management – Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- Excellent leadership and people management skills
- Problem-solving and analysis – Possess the ability to identify and analyze work-related problems and generate innovative or appropriate solutions
- Possess excellent written and oral communication skills
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the Government and Tax space
- Superior time management skills, with respect to setting priorities and managing multiple workflows against tight deadlines
- Excellent negotiating and advocacy skills

Minimum Required Qualification and Experience

- Master of Science Degree in Economics, Accounting, ACCC Level 3 or equivalent qualification;
- Post-graduate training in Accounting, Revenue Law or Tax Auditing;
- Training and experience in International Taxation, Business Management or Financial Management;
- Five (5) years' experience, three (3) of which should be at the Technical Specialist level.

OR

- Bachelor of Science Degree in Economics, Accounting, ACCC Level 3 or equivalent qualification;
- Post-graduate training in Accounting, Revenue Law or Tax Auditing;
- Training and experience in International Taxation, Business Management or Financial Management;
- Eight (8) years' experience, five (5) of which should be at the Technical Specialist level.

5. Director, International Financial Institutions (GMG/SEG 3)

Job Purpose

The incumbent will provide technical support that contributes to the improvement of the Ministry's policy relationship with international and regional institutions in finance, trade and development

Key Responsibilities

- Oversees and effects necessary procedures to fulfill the executive and legislative requirements regarding international financial institutions, on behalf of the Ministry and the Government of Jamaica (GoJ);
- Oversees and implements measures to monitor Jamaica's membership obligations and relations to particular international organizations to maintain benefits;
- Provides strategic policy advice, formulates and proposes positions on international financial and trade related issues, through the preparation of briefs and position papers, for internal and external clients;
- Formulates, develops and provides input to inform MoFPS's contribution to Jamaica's broad international policy position, through collaboration with Public and Private Sector Entities;
- Implements and oversees measures to monitor and advise on the status of Jamaica's payments, as well as arrangements made with IFIs for settling arrears in subscriptions and contributions;
- Manages the Branch toward the achievement of the above-mentioned Strategic Objectives.

Required Knowledge, Skills and Competencies

- Sound knowledge of GoJ's foreign policy
- Sound practical knowledge of macroeconomics, public sector economics, accounting and attendant quantitative tools
- Sound knowledge of fiscal and economic history of Jamaica and context for current situation
- Excellent practical knowledge of inter-sector macro-linkages and linkages between fiscal and monetary policies
- Excellent up-to-date awareness of the forces shaping the international environment and the implications for Jamaica's economic prospects and emerging challenges
- Sound practical knowledge of the process, methods and tools used in economic and fiscal forecasting, stress testing baseline solutions and impact analyses
- Sound practical knowledge of the process, methods and tools used in the preparation of Debt Sustainability Assessments
- Sound practical knowledge of financial administration legislation, including in respect of fiscal targets and commitments
- Proficient in Microsoft Office Suite (including Word and Excel) and other software required for economic and fiscal analyses and for secure database management and electronic information exchanges

Minimum Required Qualification and Experience

- Master's Degree in Economics/Public Finance/International Relations or equivalent qualifications;
- Seven (7) to eight (8) years' experience in policy design and implementation, quantitative research/analysis.

6. Monitoring and Disbursement Officer (GMG/SEG 2)

Job Purpose

The incumbent has responsibility to monitor the financing agreement for certain internationally funded projects and, in particular, the disbursement/reimbursement of funds to same, to ensure that all conditions precedent to disbursements as stipulated in the Agreement, are met. In addition, he/she will contribute to the preparation of the following Reports:

- Annual Foreign Exchange Inflows Projection;
- Monthly Foreign Exchange Inflows;
- Foreign Exchange Variance.

Key Responsibilities

To process disbursement/reimbursement requests under certain externally funded projects:

- Liaises with Project Managers, to ensure that claims for disbursement/reimbursement are submitted for drawdowns to Lending Agencies, in a timely manner;
- Checks all disbursement/reimbursement claims to ensure that:
 - ✓ The activities undertaken are stipulated in the Agreements
 - ✓ The amounts requested are in accordance with the financing plan as in the agreement
 - ✓ No objection letters for contracts signed are in place
 - ✓ The eligibility and accuracy of expenditure
 - ✓ Those only persons authorized to sign, duly sign
 - ✓ The necessary supporting documents accompany each application;
- Identifies and reports on any form of discrepancy found in the applications, in order that adjustments/corrective action can be made;
- Consults the Project Unit, PEX, regarding the expenditure of loan/grant funds, to ensure that budgetary allocation is not exceeded;
- Liaises with the Reconciliation Unit (DMB), regarding the reconciliation of Special Accounts established at the National Commercial Bank and BOJ;
- Submits processed applications to supervisor, with comments.

To Monitor the Financing Agreement of Projects:

- Monitors expenditure at each stage of the projects;
- Identifies and reports on projects coming to the end of the terminal date of disbursement, but are ongoing, and makes recommendations for extension of disbursement period, to facilitate the completion of such projects;

- Prepares Monthly Disbursement Reports on the multilateral and bilateral portfolio;
- Liaises with Ministries and Project Implementing Agencies, to obtain reports on status of project development;
- Undertakes site visits, to assess work and clarify discrepancies that may arise from the various reports submitted;
- Monitors the external financial flows, to determine if they are in line with budget figures;
- Attends Project Review Meetings and prepares Project Review Report;
- Contributes to the preparation of draft Annual Financial Statements, to facilitate project auditing.

To project and prepare the annual foreign exchange inflows from multilateral/bilateral projects:

- Prepares a listing of all loan/grants funded projects to be included in the Annual Estimate of Expenditures;
- Obtains from the Implementing Agencies, the requested Budgetary allocation for each Capital 'B' Project;
- Examines individually signed agreement, to ascertain period for project implementation; the financing plan as stipulated, i.e., the categories to be financed, total resource provided; external funds vs GOJ financing portion;
- Consults with the Project Managers in the Project Unit, PEX, to ascertain:
 - ✓ The stage the project is at
 - ✓ The pace of implementation
 - ✓ The past disbursement trends
 - ✓ The activities to be determined within the fiscal year;
- Compiles a listing of all the loan/grant balances and the implementation period;
- Projects and prepares the foreign exchange inflows for each project, on a quarterly basis, by using the exchange rate used in casting the Annual Estimate of Expenditure, after consultation with the Fiscal Policy Monitoring (FPMU);
- Conducts quarterly examination, to determine if projection match actual inflows, and prepares variance reports, as necessary.

Required Knowledge, Skills and Competencies

- Good knowledge of Budget Preparation and Budget Process
- Good knowledge of Lending Agencies disbursement procedures
- Good knowledge of Project Management
- Knowledge of legislation and legal procedures including FAA Act, Loan Act, etc.
- Working knowledge of Microsoft Office Suite, including Word and Excel
- Good Customer relations and Interpersonal skills
- Analytical ability
- Good problem-solving and analysis skills
- Relevant job knowledge
- Good use of technology

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics or equivalent qualification;
- Three (3) years' experience in a related field.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 12th June, 2025, to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapapplications@mof.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**