



**GOVERNMENT OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Fiscal Commissioner
JOB GRADE:	
COMMISSION OF PARLIAMENT:	Office of Fiscal Commissioner
REPORTS TO:	Fiscal Commission
ACCOUNTABLE TO:	The Parliament
MANAGES:	Divisional/Departmental Heads/ Direct Reports/Executive Officers

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Date received in Human Resource Division
Created/revised

Date

1. BACKGROUND FOR A FISCAL COMMISSION *(in which the position is located):*

Jamaica’s economic history for much of the last sixty years has been largely characterized by economic instability with periods/cycles of economic progress followed by economic reversal. Entrenching macroeconomic stability and fiscal sustainability were issues of primary focus during successive economic reform programmes.

Jamaica adopted a Fiscal Responsibility Framework (the “Framework”) through the passage of legislation in 2010 and 2014 (amendments to the Financial Administration and Audit Act). Among other things, this Framework promulgates the parameters of the budget calendar, provides for certain economic and fiscal reports and forecasts to be tabled in advance of the budget and includes Fiscal Rules that establish prescriptive expenditure boundaries and escape clauses from those boundaries in the event of natural disasters.

The establishment of the Independent Fiscal Commission provides an additional mechanism that will bolster our Fiscal Responsibility Framework.

2. MISSION STATEMENT

To provide expert and independent advice on the fiscal affairs of Jamaica through policy analysis with a view to promoting a sustainable fiscal profile

3. OBJECTIVES

The Fiscal Commission will be the guardian and interpreter of Jamaica’s fiscal rules, and will help government maintain a path of fiscal credibility.

The Fiscal Commission will also:

- monitor compliance with Jamaica’s Fiscal Rules;
- keep the public informed on economic matters according to a scheduled calendar;
- provide independent analysis on fiscal policy developments.

4. JOB SUMMARY

Guided by the relevant legislation and the policies of the government, the Fiscal Commissioner provides objective, transparent and impartial leadership and management to aid the Fiscal Commission in its duty to provide independent assessment on the fiscal and economic policies of the Government of Jamaica.

The Fiscal Commissioner will therefore implement mechanisms to analyse, synthesize and report on government fiscal policies and to monitor the adherence of the policies to the Fiscal Responsibility Framework. By providing leadership and guidance to a senior management team, the Fiscal Commissioner shall provide the public with an independent assessment on the

sustainability of Jamaica's fiscal position and policies, analyze and assess the Fiscal Policy Paper (FPP) and generally provide stewardship in the management of the commission.

As the designated accounting officer, the Fiscal Commissioner is accountable to the Parliament for the actions and performance of the Commission and must therefore direct and manage the day-to-day operations of the assigned portfolio responsibilities; effect commitment and control of the approved budget and finances; engage prudent resource and risk management and foster an environment that engenders human resource efficiency and healthy industrial relations.

5. KEY OUTPUTS

- Economic & Fiscal Assessment Reports ;
- Statement on fiscal performance ;
- Assessment of economic forecasts;
- Reports provided & explained to Parliament;
- Internal Technical Analysis & Research;
- Opinions published/made available to the public;
- Budget developed and administered for the Commission;
- Corporate/Strategic/Business Plan developed;
- Adopt mechanisms to account for public resource allocated to the Commission;
- Maintenance of Human Resource & harmonious environment;

6. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- As organization lead, takes charge in developing and implementing a framework that ensures the robust impartial assessment of government policies;

Develops/uses established models to test the cogency/accuracy or soundness of forecasts and projections of government's fiscal tables; Implements systems to keep abreast of local and international trends/issues that are likely to impact government policies and projections;

- Ensures coordination on and monitors analysis of document reviews;
- Directs the communication strategies of the Commission to ensure the public is informed of the soundness and sustainability of Jamaica's fiscal position;
- Directs research and analyses on the underlying factors that drive the government's fiscal plan and programmes;

- Directs and oversees the economic and fiscal projection analyses, to determine compliance of the government's fiscal plan with Jamaica's Fiscal Responsibility Framework;
- Leads in the monitoring of adherence to the Fiscal Responsibility Framework by ensuring;
 - I. Reporting on ex- post fiscal outcomes;
 - II. Assessment to determine the fiscal impact of shocks that could impact, suspend or vary the fiscal rules;
 - III. Consistency of the fiscal balance path with the provisions of the FAA Act and Regulations;
- Guides the facilitation of knowledge building and management of the staff at the Commission through identifying and amalgamating best practices, academic research and lessons learned;
- Leads mission, vision and goals of the Commission;
- Keeps the Advisory Committee fully informed on the condition of the Commission in general and on specific matters requiring its attention and treatment;
- Drives the strategic management process of the Commission to reflect the priorities and overarching plans of the Commission (at any point in time);
- Develops tools and systems to monitor organizational/institutional performance and evaluate outcomes against policy objectives;
- Employs appropriate stakeholder engagement strategies to support the Commission in promoting its mandate under the relevant legislation;
- Develops and designs the strategic, corporate and operational plans with supporting budgets for the Commission;
- Institutionalizes systems and procedures for the prudent administration of government resources allocated to the Commission;
- Guides the development, monitoring and management of an effective governance framework throughout the Commission;
- Harnesses the human resource capabilities of the Commission by ensuring the implementation of HR strategies that enhance the entity in achieving its objectives;
- Fosters a harmonious working environment amongst staff, unions and other stakeholders;
- Holds staff accountable through performance evaluation and discipline to encourage constructive organizational behaviours;

Other Responsibilities

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

7. PERFORMANCE STANDARDS

- Economic & Fiscal Assessment Reports conducted objectively using established modeling techniques and critical analysis;
- Statement on fiscal performance produced within agreed time frames with a high degree of accuracy and easily understood;
- Economic forecasts assessed using appropriate economic and financial tools and guidelines;
- Policy and technical advice given supported by source data (peer reviewed)/literature, presented on time and in the required format;
- Portfolio responsibilities are documented, and corporate and individual performance assessed according to the established GOJ framework;
- Human Resources systems and procedures implemented in accordance with GoJ standards/ best practices in a timely manner;
- Mechanisms for resource control, communication and risk management are implemented on time, in established and agreed formats;

8. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Advisory Committee	<ul style="list-style-type: none"> • To receive advice and guidance on overall direction of the Commission. • To provide advice and/or information and/or recommendations on organisation policy issues.
Senior Executives	<ul style="list-style-type: none"> • To provide leadership, guidance and overall strategic direction on new and/or evolving portfolio matters. • To receive advice and/or information and/or recommendations on portfolio matters and agree on budgets/programmes
General Staff	<ul style="list-style-type: none"> • To receive and provide information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Parliament	<ul style="list-style-type: none"> • To provide updates/reports on government fiscal policy position.
Ministry of Finance and the Public Service	<ul style="list-style-type: none"> • To receive information/data on pertinent matters.

Contact (Title)	Purpose of Communication
<i>Bank of Jamaica/ MOFPS</i>	<ul style="list-style-type: none"> To provide information on macro-economic indicators.
PIOJ	<ul style="list-style-type: none"> To request information
General Public	<ul style="list-style-type: none"> Communicate information regarding the independent assessment of Jamaica's fiscal position.

9. AUTHORITY

- Presents to MoFPS the proposed budget and administers expenditures;
- Recommends policy and legislative changes ;
- Provides technical advice to the staff & Advisory Committee;
- Manages human capital and welfare matters (staff hiring, promotion and transfer; coaching/mentoring; leave and training approval; disciplinary actions; etc.);
- Contacts stakeholders for clarification, direction on issues;

10. REQUIRED COMPETENCIES

Core

- Excellent leadership & people management skills;
- Excellent communication and interpersonal skills;
- Advanced critical thinking, problem solving and decision making skills;
- High adaptability and knowledge-sharing/learning capacity;
- Ability to build and manage effective teams, and to lead across multiple assignments;
- Ability to promote and maintain enabling environments for open communication and stakeholder management;
- Ability to forge useful partnerships with people across functions and organizations
- Undisputed integrity and standing;
- Socially and politically astute;
- Possesses a commanding presence of respect, professionalism and fortitude;
- Possesses neutrality and objectivity in administering assigned responsibilities;

Technical

- Sound understanding of economic and fiscal policy matters;
- Excellent Knowledge in fiscal policy analysis;
- Sound understanding of public finance;
- Excellent knowledge of government policies, principles, practices and procedures;
- Good knowledge and understanding of the economic history of Jamaica, especially over the last twenty (20) years;
- Good appreciation of the machinery of public administration;

- An appreciation of relevant legislation, regulations and established policies governing public sector finances and human resource;
- Sound knowledge of global developments, contemporary practices and trends in Public Policy and Administration;

11. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- PhD in Economics, or connected field of study;
- Eight (8) years progressive experience at senior levels demonstrating wide seasoning in public finance, economics or related discipline;

OR

- Master's Degree in Economics or connected field of study;
- Fifteen (15) years progressive working experience at senior levels demonstrating wide seasoning in public finance economics or related discipline;

12. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This job, by virtue of its legislative mandate, places the post holder in the national spotlight. It requires being subjected to the interrogation of the Parliament and public commentaries. It therefore requires the post holder to understand and appreciate the social, economic and political realities of the country;
- The job carries a high degree of work pressure and varied hours which may result in stressful situations;
- This position requires a very high degree of independence from political or other governmental influence;
- Travelling may be required locally and overseas.