# **MINISTRY OF FINANCE AND THE PUBLIC SERVICE**



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# ABREVIATIONS

Acronyms	Definitions
AGD	Accountant General's Department
CPAD	Corporate Planning and Administration Division
CSEO	Civil Service Establishment (General) Order,
CSEO(A)	Civil Service Establishment (General) (Amendment) Order,
CTD	Chief Technical Director
DFS	Deputy Financial Secretary
EMD	Economic Management Division
FAD	Finance and Accounts Division
FID	Financial Investigation Division
FDR	Financial Regulation Division
GOJ	Government of Jamaica
IAD	Internal Audit Division
IRD	Former Inland Revenue Department
JCA	Jamaica Customs Agency
LSD	Legal Services Division
MDAs	Ministries, Departments and Agencies
MOFPS	Ministry of Finance and the Public Service
PAID	Public Accountability Inspectorate Division
PB	Public Body
PED	Public Enterprises Division
PEX	Public Expenditure Division
PFM	Public Financial Management
PSED	Public Service Establishment Division
PXPC	Public Expenditure Policy Coordination Division
RAD	Revenue Appeals Division
RPD	Revenue Protection Division
SERP	Special Early Retirement Programme
SHRMD	Strategic Human Resource Management Division
TAJ	Tax Administration Jamaica
TPD	Taxation Policy Division

December 2024

# **SPECIAL NOTES**

# **LEGISLATIVE AUTHORITY FOR MINISTRY STRUCTURE**

This Report presents the approved structure for the Ministry of Finance and the Public Service (*'the Ministry'* or *'MOFPS'*) as established as at 22 March 2018 and amended as at December 2023 (See *Appendix A*). Thus, the organogram in this Report is consistent with the approved Establishment for the Ministry as constituted in the Civil Service Establishment Act, The Civil Service Establishment (General) Order, 2023 (Vol. CXLIV1, No.82) of Wednesday, 19 April 2023 (CSEO), as amended by the Civil Service Establishment Act, The Civil Service Establishment (General) (Amendment) Order, 2023 (Vol. CXLI, No. 138E) of Thursday, 06 December 2023 [CSEO (A)].

The nomenclature for all Divisions, Branches, and Sections, as well as all posts, appears as printed in the CSEO and CSEO (A), and may differ from that of common usage across the Ministry.

# > <u>PARALLEL STRUCTURE</u>

Further, the Ministry has been undergoing its corporate transformation to a Centre of Excellence, even as some Ministry Departments and/or Agencies (such as the AGD, and TAJ) are engaged in separate organizational transformations. Consequently, specific Divisions operate with concurrent approved Establishments to accommodate posts that have been red-circled for abolishment when vacant.

# **<u>REPORT LIMITATIONS</u>**

Changes to the Establishment of the Ministry which have occurred after 27 September 2024 are therefore not included.

The structural representations are confined to the Divisions of the Ministry only. Thus, structures for Ministry Departments or Agencies [e.g., *Accountant General's Department (AGD)*, *Tax Administration Jamaica (TAJ)*, *Jamaica Customs Agency (JCA)*, et al]<sup>1</sup> are <u>not</u> included in this Report.

It is noted that the Ministry may be operating other posts that may <u>not</u> be captured in this Report [e.g., contractual engagements for positions in the Minister's Office or the Transformation Implementation Unit (TIU)] as these fall outside the approved Establishment.

The Report captures the posts as listed on the approved Establishment as per CSEO and CSEO (A) only. However, the posts may <u>not</u> actually be utilized across the Ministry as shown in the Report, but as determined by approved administrative arrangements.

<sup>&</sup>lt;sup>1</sup> See Government of Jamaica (19 April 2023), Government of Jamaica Assignment of Subjects and Departments, Agencies and Other Public Bodies, pp. 12 – 13.

# > SPECIAL CIRCUMSTANCES

Where possible, explanatory notes per Division structure are provided as necessary for clarity and completeness.

It is recommended that the necessary steps be taken to ensure that subsequent Establishments be amended to remove anomalies and that all posts appear within their respective Divisions, *inter alia*:

a listing of several posts under General Administration, indicative of a Division (which has not been so established), rather than posts under the Finance and Accounts Division (FAD), under which the posts were established. These posts were slotted in the FAD based on job functions.

no 'Financial Management Division' or 'Budget Preparation and Administration Division', and the posts listed therein are established under the Public Expenditure Division (PEX).

a listing of several posts on page 70, *CSEO*, all transferred from the former Inland Revenue Department, which were slotted within the organisational charts based on job function similarity, rather than being cleared identified as being now established within existing Divisions of the Ministry.

The SHRMD currently comprises all existing posts established under the former Public Service Establishment Division (PSED) – Employee Relations; Central Administration, Human Resource Policy and Information; Corporate Management and Establishment; Audit/ Monitoring and Evaluation, Pension Administration, Strategic Workforce Planning and Improvement [seven (7) Branches; 188 posts]

As the Division continues to transition to final structure as part of the wider Ministry's Corporate Transformation, executive decision will inform the final structure and how the posts under the PSED will be treated [i.e., transferred and reclassified (e.g., retitled/upgraded) and/or abolished] accordingly.

Thus, certain posts in PSED are managed through new top management posts created in SHRMD, and the best representation in such cases has been presented.

Where there has been centralisation of functions administratively (e.g., centralised Office Services/Attendants), the posts will be represented as these appear in the CSEO and/or CSEO (A).

# **MISSION AND VISION STATEMENT**

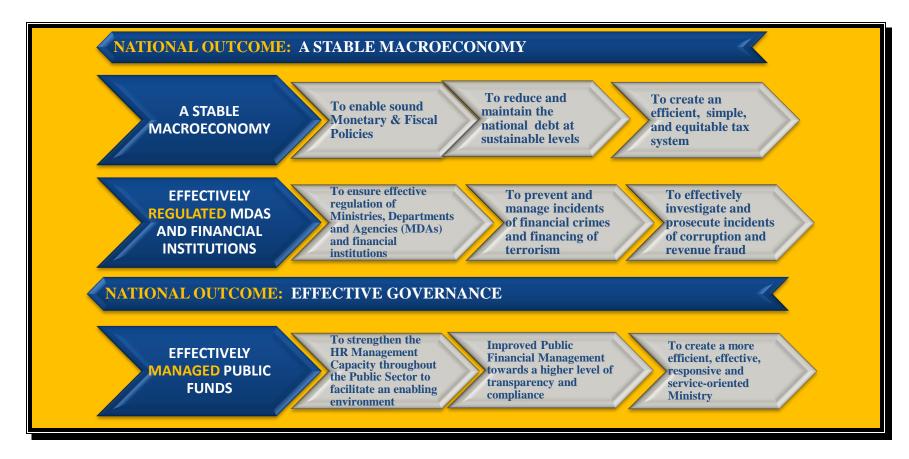
# **MoFPS VISION STATEMENT**

A Centre of Excellence that has enabled Jamaica to become the place of choice to live, work, raise families and do business

# **MoFPS MISSION STATEMENT**

The achievement of sustainable growth and development through sound socio-economic, financial and organizational policies for Jamaica

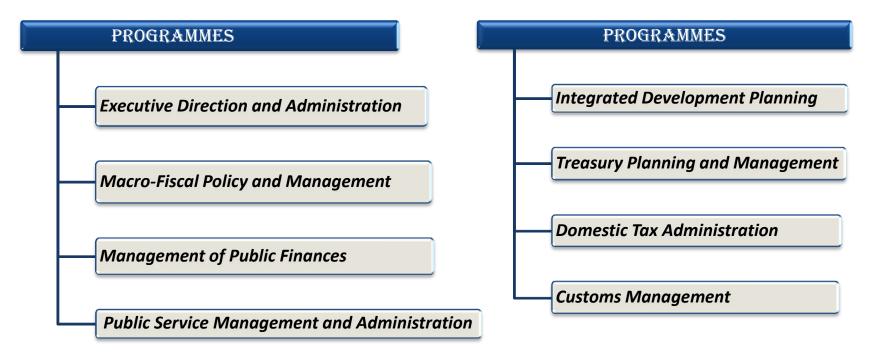
# THE MINISTRY'S KEY OUTCOMES AND STRATEGIC OBJECTIVES



December 2024

# The MOFPS EIGHT (8) PROGRAMMES

The Government of Jamaica has enunciated the top priorities for the FY 2018/19 to include:



Aligned to these priorities, the corporate strategy of the Ministry as reflected in the corporate and operational plans<sup>2</sup> is summarised as below.

The Corporate Strategy is executed under the Ministry's eight (8) programmes, namely: See the summary of the roles below

Programme	Division and/or Agency of the Ministry of Finance and the Public Service
EECUTIVE DIRECTION AND ADMINISTRATION	<ul> <li>EXECUTIVE OFFICE (MOFPS)</li> <li>CORPORATE PLANNING AND ADMINISTRATION (CPAD)</li> <li>Develop and manage the corporate services of the Ministry in an increasingly efficient and effective manner towards satisfied clientele.   Create a customer-centric Division/Ministry.   Transform the Ministry into a high-performance organisation.   Enhance the Human Capital Performance, Development and Management of the MOFPS.   Transform and modernize the internal business processes and communication systems through the application of actionable and innovative and information technologies.</li> <li>FINANCE AND ACCOUNTS DIVISION (FAD)</li> <li>Optimise the Ministry's capacity to realise corporate objectives through the efficient management of its financial resources towards satisfied clientele; improved fiscal discipline and accountability; and, effective public financial management (PFM) within finance and accounts (F&amp;A) portfolio, and ultimately, a more efficient, effective and responsive service oriented Ministry.</li> <li>INTERNAL AUDIT UNIT (IAU)</li> <li>Develop qualified professionals to effectively execute the Ministry/Division/Agencies audit responsibilities and promote effective internal control and to ensure that laws and procedures are adhered to towards effectively managed public funds and satisfied clientele.   Provide independent appraisal of financial and operational systems in the Ministry, its related Departments and selected Statutory Bodies.</li> <li>LEGAL SERVICE UNIT (LSU)</li> <li>Provide timely legal support for the Ministry's programmes towards the support all outcomes.   Provide timely sound legal advice and input to guide decision-making in the respective strategic area</li> </ul>
MACRO-FISCAL POLICY AND MANAGEMENT	<b>ECONOMIC MANAGEMENT DIVISION:</b> Effectively formulate and manage fiscal policy and coordinate economic advice to Government towards Sustainable Economic Growth and Development; Effectively Managed Public Funds; and Satisfied Clientele.   Formulate sound fiscal policy that will generate sustainable fiscal balances and effectively manage the public debt consistent with fiscal objectives and a sustainable debt profile.   Effectively manage project loan/grant activities consistent with fiscal objectives and Jamaica's relationship with international and regional financial institutions.   Contribute to international policy development and enable the continued flow of benefits to Jamaica.   Foster greater transparency and control over public sector balances and debt.

	<b>TAXATION POLICY DIVISION (TPD)</b> Responsible for the development and implementation of tax policies geared at guiding the development and maintenance of an efficient, equitable and effective tax system, consistent with Jamaica's national objectives and international trade obligation.
	<b>REVENUE APPEALS DIVISION (RAD)</b> Adjudicate and resolve disputes between taxpayers and Revenue Authorities through excellence in service standards while maintaining equity, transparency, and integrity to facilitate the issuance of quality decisions in conformance with the applicable laws and standards towards Stable Macro-Economy, Effectively Managed Public Funds and Satisfied Clientele.   Promote voluntary compliance in the collection of revenues by the timely settlement of tax appeals and disputes in a manner that is equitable and fair to all stakeholders.
	<b>FINANCIAL REGULATIONS DIVISION (FRD)</b> Formulate policy and develop the regulatory framework for the supervision of the financial sector towards Effectively Regulated Financial Institutions.   Effectively regulate financial institutions and combat financial crimes.
	<b>FINANCIAL INVESTIGATIONS DIVISION (FID)</b> Contribute to the national security of Jamaica by providing quality financial investigations that support Government of Jamaica strategic priorities towards Effectively Regulated Financial Institutions.   Support and collaborate effectively with Regulatory Agencies and respond to other stakeholders. Spearhead the development and implementation for an effective anti-money laundering asset forfeiture regime.
MANAGEMENT OF PUBLIC FINANCES	<b>PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC)</b> Develop and promote an efficient and effective financial management framework that enables accountability and transparency in the public sector through professionalism and expertise towards effective and efficient financial and accounting legislation.   Policies, practices and systems that meet international standards are developed and implemented to improve financial management systems and practices in the public sector and enforce the relevant legislation and sanctions to increase the level of compliance.
	PUBLIC EXPENDITURE DIVISION (PEXD) Allocate public resources in a manner consistent with macroeconomic constraints and reflective of public expenditure policy priorities towards realistic, achievable, policy-oriented budgets facilitating efficient delivery of public services.   Effectively managed public funds.

	<ul> <li>PUBLIC ENTERPRISES DIVISION (PED)         Develop policy and monitor adherence to policy guidelines that will lead to improved financial management practices in public sector entities towards Effectively Managed Public Funds.   Strengthen alliances with the Public Bodies to maintain public expenditure within programmed levels; Improve financial management systems and environmental practices in the public sector.  Rationalise the Public Sector Entities.     </li> <li>REVENUE PROTECTION DIVISION (RPD)         Protect revenue by minimizing corruption; reducing fraud; improving compliance; and, improving the efficiency of revenue collection towards a Stable macroeconomy.   Improve and strengthen revenue administration through oversight and enforcement to facilitate transparency, greater compliance and a reduction in fraud and corruption resulting in increased revenue inflows and retention.     </li> </ul>
PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION	<b>STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD)</b> Promote a high-performance culture across the Public Sector through the development of modern HR policies, systems and practices towards effectively regulated MDAs and financial institutions, and, satisfied clientele.   Strengthen the human resource management capacity throughout the Public Sector to facilitate an effective and enabling work environment.
INTEGRATED DEVELOPMENT PLANNING	<ul> <li>PLANNING INSTITUTE OF JAMAICA (PIOJ)</li> <li>Initiate and coordinate the development of policies, plan and programmes for sustainable development   Advise on economic, environmental and social policy.</li> <li>STATISTICAL INSTITUTE OF JAMAICA (STATIN)</li> <li>Collect, compile and analyse statistical information to promote and develop integrated social and economic statistics.</li> </ul>
TREASURY PLANNING AND MANAGEMENT	ACCOUNTANT GENERAL'S DEPARTMENT (AGD) Develop a modern and optimally functional treasury system that supports the achievement of Government policy objectives.
DOMESTIC TAX ADMINISTRATION	TAX ADMINISTRATION JAMAICA (TAJ) Collect the revenues due in an equitable and cost-effective manner, foster voluntary compliance, and, provide excellent service to our customers through an engaged and empowered staff towards a stable macro-economy priority policy.   Improve revenue administration by creating a simple, equitable, and competitive tax environment to ensure greater compliance and enhance growth Divisional Objectives that link to MoFPS' Strategic Objectives Improving the effectiveness and efficiency of tax management

CUSTOMS	JAMAICA CUSTOMS AGENCY Enhance the facilitation and security of legitimate trade and travel, border protection, revenue collection and staff
	development, while delivering excellent customer service by a team of motivated and professional staff towards a stable macro-economy and an efficient and equitable tax system.

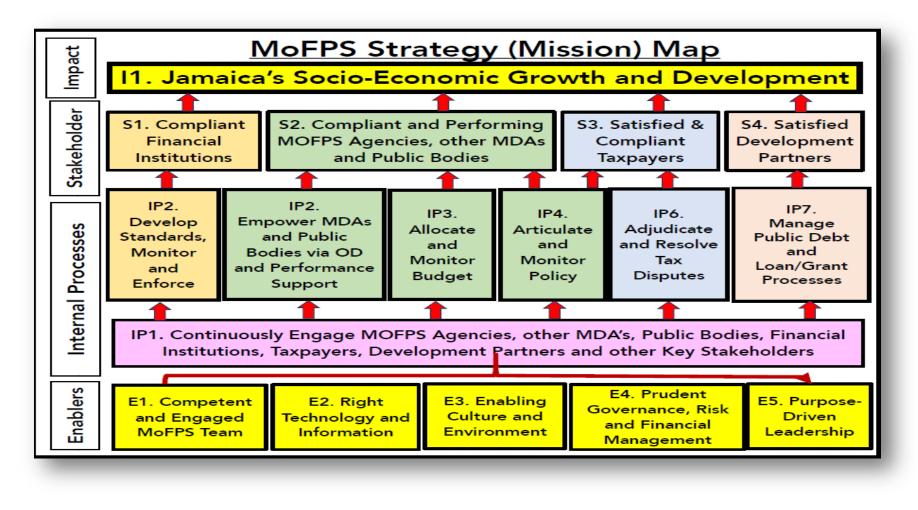
# TOTAL NUMBER OF POSTS PER DIVISION

The total number of Established Posts per Division is summarised below. This includes posts transferred from other Establishments as indicated in the CSEO and CSEO (A). Totals reflected on each organogram correspond directly to the number of posts actually represented on that organization chart.

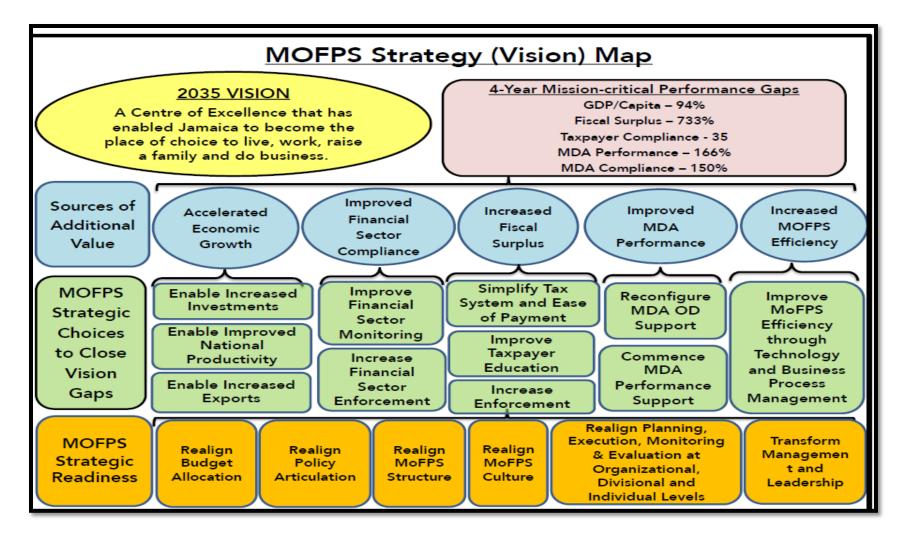
CORPORATE PLANNING ADMINISTRATION DIVISION (CPAD)	190	INTERNAL AUDIT DIVISION (IAD)	28	PUBLIC SECTOR MODERNISATION DIVISION (PSMD) (transferred from OPM 2024)	53
ECONOMIC MANAGEMENT DIVISION (EMD)	81	LEGAL SERVICES DIVISION (LSD)	11	REVENUE PROTECTION DIVISION (RPD)	90
EXECUTIVE OFFICE	16	PUBLIC ENTERPRISES DIVISION (PED)	46		
FINANCE AND ACCOUNTS DIVISION	52	PUBLIC EXPENDITURE DIVISION (PEX)	118	STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD)	188
FINACIAL REGULATION DIVISION	8	PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC)	86	(including posts from the former PUBLIC SERVICES ESTABLISHMENT DIVISION (PSED	
FINANCIAL INVESTIGATION DIVISION (FID)	197	REVENUE APPEALS DIVISION (RAD)	28	TAXATION POLICY DIVISION (TPD)	27
Total Establishment for the Minist	ry as a	t 25 March 2023			
Total Establishment Post Published in the Civil Service Establishment (General) for the Ministry as at 25 March 2023					
Total Temporary Established Post	as at 2	5 March 2023			
Department transferred to MOFPS in Fiscal 2024/2025			1		
Temporary Posts are indicated bel CORPORATE PLANNING & ADMINI Director, Knowledge Management	STRAT	ION DIVISION (CPAD): a Analyst (Post Number:TMP11719CG)			

# **MOFPS STRATEGY MAP FOR MISSION AND VISION**

<sup>3</sup> Diagram 1 – Strategic (Mission) Map



<sup>&</sup>lt;sup>3</sup> Strategic Alignment Limited, *MoFPS Strategic (Mission) Map*, in *MoFPS Strategic Transformation Plan 2024/25 – 2027/28*, June 21, 2024.



<sup>4</sup> Diagram 2 - Strategic (Vision) Map

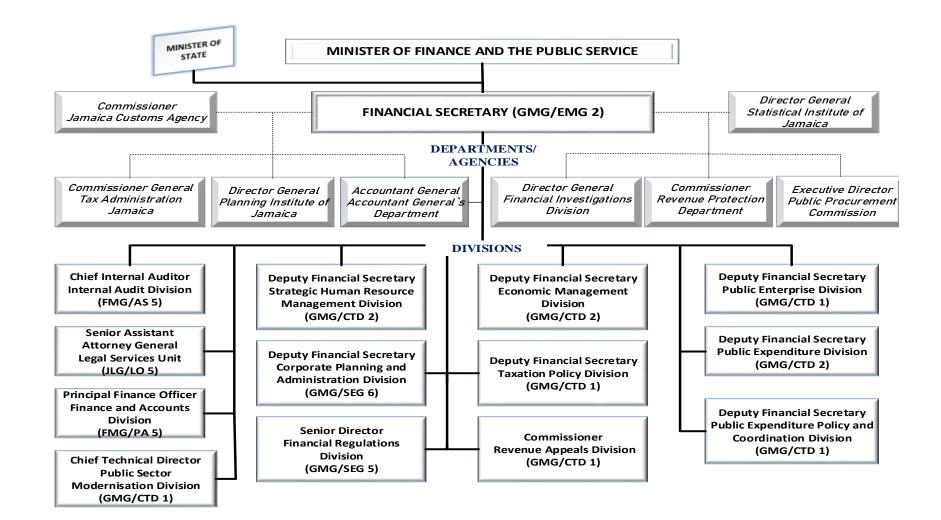
<sup>&</sup>lt;sup>4</sup> Strategic Alignment Limited, *MoFPS Strategic (Mission) Map*, in *MoFPS Strategic Transformation Plan 2024/25 – 2027/28*, June 21, 2024.

# THE ORGANISATION STRUCTURE FOR THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE

AS OF SEPTEMBER 2024

ORGANISATIONAL CHART (MoFPS)

## MINISTRY OF FINANCE AND THE PUBLIC SERVICE EXECUTIVE LEVEL STRUCTURE



#### **Key Functions**

Broad macroeconomic perspective Accountability and transparency Strategic oversight, direction and guidance and leadership Strategic change management Evidence based decision making

Sound technical advice

# ADMINSTRATIVE SUPPORT

#### Key Functions

Provide polite and knowledgeable customer services to stakeholders

Provide effective and efficient secretarial and administrative support services to the Executive Office

Maintains a accurate records and filing systems within the organization

Manage relationships between internal and external clients

Ensures that reports for the Executive Office are prepared in a timely manner

#### TECHNICAL AND STRATEGIC SUPPORT

#### Key Functions

Provides policy advice on Public Financial Reform issues

Prepares analytical reports and Position Papers/Research Paper for the Executive Office

Maintains a relationship with internal and external clients

Maintains the Financial Secretary's schedule

Maintain and actively update the database. PFM Plan

Consultation with key government officials and industry representatives

Negotiation and consultation with Donor partners

# SECRETARIAL SUPPORT

#### Key Functions

Maintains the diary for the Executive Office

Ensures that meetings and appointments are arranged in a timely manner

Manages office equipment and supplies for the office of the Minister(s)

Provide efficient and effective secretarial and administrative support services to the Executive Office

Provide polite and knowledgeable customer services to stakeholders

#### **Key Functions**

Fosters a harmonious working environment

Implements recommendations

Ensures proper governance and accountability

Stakeholder relationships/partnerships

Efficient and effective Property and Office Administration

Efficient and reliable security, disaster management and transport services

Ensures technology systems are aligned with Data Protection Act

Evidence based decision making

Guides the Customer Service focus

Ensures organizational efficiencies and effectiveness

Leads in the automation of workflow processes

Manages the operations of the Jamaica Conference Centre

Manages the operations of Air Jamaica

#### EXECUTIVE ASSISTANT SUPPORT

#### **Key Function**

Provides general administrative support to the Division

Serve as chief liaison with other departments and external authorities on portfolio matters Provides a polite and knowledge first port of call into Division for all customers and callers;

Ensures that all requests for information/reports/documents are produced and disseminated

Conduct research to support decision making and to prepare correspondences Supports officers in delivering effective service.

Reviews correspondence and makes preliminary decisions

Determine the nature of issues to be escalated

Coordinate the submission of Corporate Plans, reports and budget for the Division

Participates in coordinating Divisional activities that also have a Ministry wide impact

Supports the efficient operation of the CPAD

#### **DEPUTY FINANCIAL SECRETARY CPAD HEAD**

#### **Kev Functions**

Provides Strategic leadership and oversight of the Corporate Planning And Administration Portfolios Leads in the development of strategic and operational plans and budget Provides expert policy and technical advice and recommendations for improvement of service delivery Stakeholder relationships/partnerships Oversees the development and implementation of a comprehensive human resource strategy Development of timely and cost effective public relations and communication plan and strategies Provides leadership in identifyIng , evaluatIng, mitigating and monitoring the Ministry's enterprise risk Leads the Knowledge Management and Data Analysis portfolio of Ministry Provides leadership for the Change Management initiatives of the Ministry Guides the restructuring/reengineering exercise within the Ministry Oversees public investment projects for departments and agencies of the Ministry Ensures the submission of CARICOM Results Based Planning data for Jamaica Manages the operations of the Jamaica Conference Centre Leads in the ttransformation and modernization of Information Communication and Technology systems

Leads the Compliance and Quality Management portfolio of the Ministry

#### December 2024

(CPAD)

FINANCIAL SECRETARY DEPUTY FINANCIAL SECRETARY CPAD HUMAN RESOURCES MANAGEMENT & DEVELOPMENT COMPLIANCE AND QUALITY **Key Functions** MANAGEMENT INFORMATION COMMUNICATION TECHNOLOGY Kev Functions Provide leadership & policy direction on HRM& D **Kev Functions** related portfolio. Provide leadership, guidance and technical advice Strategic and operational leadership Guides the development, implementation of HR policies Develop strategies to improve efficiency and and oversight and programmes effectiveness Strategic operational plans and Directs the recruitment and selection of the right fit Develop risk mitigation strategies for their relevant budget Drives the Workforce Planning agenda portfolios Procurement/Contract Management Develop corporate, operational plans and budget Leads the implementation of the Competency ICT Project Management, ICT Framework Develop compliance and quality management Security Management framework Drives a robust Performance Management machinery ICT Policy, Standards & Compliance and succession management Provide guidance on policies and procedures Service Level Agreements Evidence based decision making Promote compliance with procedures, policies and Corporate technology, Risk legislation Develop and ensures alignment of corporate and Management & mitigation Ensure good governance and accountability Operational plans with Strategic priorities Technology research, advice and Research, analysis and reporting Facilitates culture change guidance Lead in the preparation of technical and other Strategic People Development including Career People management and Capacity reports Development building Facilitate the implementation of the change management Develop and manage key stakeholders relationships process Oversees the monitoring and quality management Create an atmosphere of accountability and transparency process Ensures SOPs are prepared and approved **Business Analytics/Accumen** Oversees the Ministry's Data Protection Act Facilitates employee engagement implementation Develops and implements the Human Resource Facilitates the conducting of quality reviews Framework and Strategy Leads the policy coordination process Facilitates a coaching, mentoring and wellness environment Oversight for the Ministry's compliance with the Data Protection Act, Regulations, Policies,

**FUNCTIONAL PROFILE** 

Frameworks and Procedure

DEPUTY FINANCIAL SECRETARY CPAD

#### KNOWLEDGE MANAGMENT & DATA ANALYSIS

#### Key Functions

Provide strategic advice and recommendations

Development of strategic operational and individual plans and budget

Develop Knowledge Management Framework and Implement the Strategy and Processes

Develop and implement Data governance Framework and policies

Knowledge management performance and value creation

Facilitate the development & implementation of a MOFPS knowledge management repository(collect and updating of knowledge content)

Create awareness of knowledge management solutions

Provide sound Data analytics advice

Review and develop organizational policies

Facilitate data analytics awareness and capacity building

Keeps abreast of industry trends and developments in data science

Organizational policy review and development

Foster a data driven culture

Utilize evidence based data to improve business operations

Business acumen

MOFPS representative on internal Committees

#### STRATEGIC PLANNING PERFORMANCE AND PROJECT MANAGEMENT

#### **Key Functions**

Provides strategic leadership and oversight

Provides technical advice

Ensures proper governance and accountability

Develops linkages and relationships with key stakeholders

Project portfolio (multi-project) management

Project needs assessment and project proposals

Project deliverables monitored

Project management

Develops strategic planning agenda

Monitors strategic performance

Conducts strategic audits

Coordinates the development of the strategic

business/operational plans

Strategic Performance Reporting

#### CUSTOMER SERVICE

#### **Key Functions**

Develops and execute the Ministry's Customer Service Improvement Plan

Leads the institionalizing of GoJ Service Excellence Policy

Leads the service delivery to internal facing customers, external facing from the Ministry and external facing from the portfolio agencies

Lead the optimizing of service delivery personnel, standards and platforms

Facilitates accountability, transparency and attention to the Ministry's core values

Service delivery platforms deployed and maintained

Leads in the reengineering of business processes

Provides technical advice

Prepares technical and statistical reports

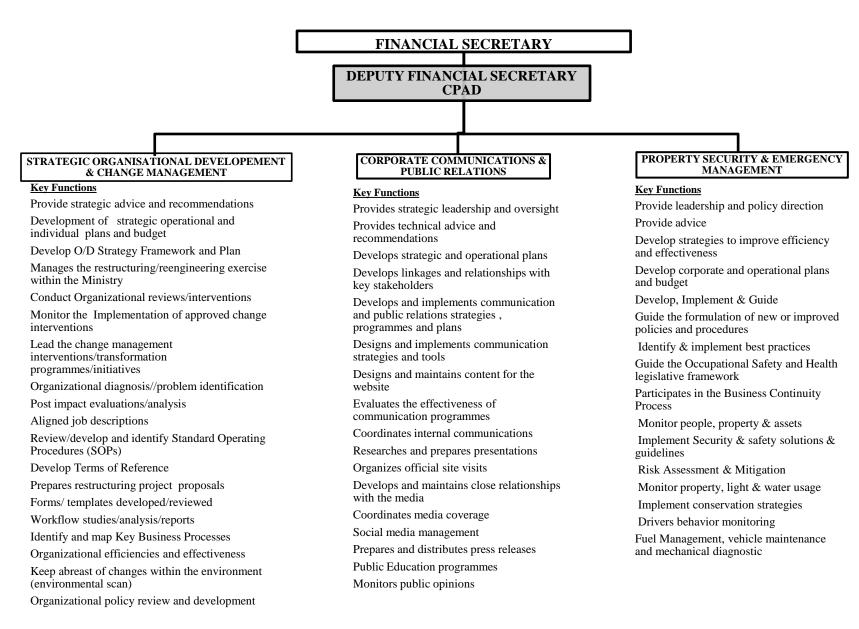
Develops the Branch's Corporate/ Operational Plans and Budget

Customer experience frameworks, strategies, programmes and polices developed

Citizens' Charter refined and monitored

Service Channels resourced and managed

Guides the assessment of service quality



#### DEPUTY FINANCIAL SECRETARY CPAD

#### OFFICE SERVICES AND FLEET MANAGEMENT

#### Key Functions

Provide oversight to the entire portfolio

Provide advice & recommendations for improvement

Develop strategies to improve efficiency and effectiveness

Develop corporate and operational plans and budget

Guide the formulation of new or improved policies and procedures

Identify & implement best practices

Guide the GOJ Comprehensive Asset Management Policy for the Public Sector

Authorize disbursement of funds

Participates in the Business Continuity Process

Conduct data research on utility usages

Analyze utility bills, usage, energy Conservation

Track, monitor & maintain assets & inventory and asset management

Maintain a record of retired, sold, stolen or lost assets

Replenishment needs & Acquisition Data Analysis

Measure rate of turnover, calculate depreciating value, site visits

Organize office operations and procedures

Provide general support to staff and visitors

Ensure security, integrity and confidentiality of data

# INFORMATION MANAGEMENT

#### Key Functions

Management of Ministry's Registry

Provides integrated macro economic information, guidelines and procedures

Documents management, archiving, extraction and classifying of information

Standardize cataloguing in publication Prepares reports, briefs

Respond to customer requests

Provides official records, reference, user services and information management services

Establish retention, disposal schedules, design and develop filing system

Data/ information organizing, processing, classifying (coding)and scanning

Compiling administrative and specific statistics

Mail management and information storage

Standardize information sources throughout the Ministry

Administer the legislative mandate of the Act Ensure/monitor compliance with the Act and Regulations

Process requests for information, respond to queries from clients

Transparency, confidentiality and accountability

Provides guidance and training on how to interpret and administer the Act

Identify and address challenging or problematic issues

Maintain ATI response log, educate the public on their rights and obligation under the legislation

#### ENTERPRISE RISK MANGEMENT

#### Key Functions

Provide strategic advice and recommendations

Development of strategic operational and individual plans and budget

Develop Enterprise Risk Management Policy,Framework, plan Strategy and Processes

Strategy formulation and implementation

Lead the design and implementation of the Ministry's ERM model

Identify changes in GOJ's risk appetite to ensure the Ministry's alignment

Conduct root cause analyses

Develop and implement risk based performance management framework

Develop mechanisms to evaluate risk

Analyses risk scenarios to determine likelihood and impact on the Ministry

Validate risk appetite and tolerance

Identify risk response options

Detect potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety

Champion the proper tone for managing risks and building a robust risk aware culture

Produces regular risk analysis reports

Monitor and communicate Key Risk Indicators (KRIs)

MOFPS representative on internal Committees

#### PUBLIC PROCUREMENT

#### Key Functions

Contributes to the development of the Corporate Plan

Develops the Ministry's annual Procurement Plan and Budget

Determines procurement strategies and standards;

Participates in meetings of Procurement Committees;

Provides advice to other entities;

Represents the Ministry at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings;

Conducts research and market analysis so as to minimize risks;

Coordinates and conducts procurement compliance reviews;

Negotiates the terms and conditions of proposed service contracts in order for the Ministry to receive value for money;

Ensures expenditure is kept within budgetary provision;

Analyzes documents tendered by companies for the supply of goods and/or services in consultation with technical experts and prepares recommendations

Liaises with the Finance and Accounts Division to ensure that payments are made to suppliers in a timely manner and reconciliation of accounts;

#### ECONOMIC MANAGEMENT DIVISION HEAD

#### **Key Functions**

Formulates GOJ economic policy framework Guides the Fiscal Policy Management portfolio Leads the GOJ Debt Management portfolio Facilitates a sustainable debt profile Develops and maintains of key stakeholder relationships Change Management

#### Key Functions

Provides Strategic leadership and oversight to the Economic Management Portfolios

Develops strategic and operational plans and budget Leads the development of the Debt Management Strategy Provides advice

#### INTERNATIONAL PROGRAMME MANAGEMENT

#### Key Functions

Provides expert advice

Maintains effective relationships with local and international stakeholders

Participates in the negotiation of Investment

Monitors and coordinates the implementation of specific Policy Based Loans/Grants

Conducts analyses and prepare reports

Facilitates the loan/grant negotiation process

Prepares reports

Develops and maintain appropriate relationships with Multilateral and Bilateral partners

Coordinates the preparation of Cabinet Submissions, reports, briefs, technical reports

Develops and implements loan negotiation strategies

#### FISCAL POLICY MANAGEMENT

#### Key Functions

Formulate and monitor macro-economic projections, analysis and sector targets

Plan and coordinate the economic policy research and analysis functions

Monitors and analyze fiscal outcomes

Develops models to assess impact of changes to macro-policy, structural and sectoral policy

Reviews and monitors the implementation of MTFF

Produces research papers

Coordinates inter-agency efforts to prepare macro-economic projections track macro-economic outcomes, improve and enhance macro-economic data sets

Provides advice on debt and fiscal targets and fiscal policies

Analyzes fiscal risks and determine cost-effective risk management strategies

Manages communication and consultation regarding the Fiscal Policy Paper

Manages fiscal datasets and disseminate fiscal information to Parliament and Cabinet

Formulates policy actions intended to achieve GoJ's fiscal and economic goals

Prepares medium term fiscal framework, economic and fiscal targets

Conducts debt sustainability assessments

#### DEBT MANAGEMENT

#### Key Functions

Provide leadership and policy direction

Provide technical advice

Develop strategies to improve efficiency and effectiveness

Develop corporate and operational plans and budget

Ensure GOJ financing are met at minimum cost

Guide the formulation of new or improved policies and procedures

Promote the development of domestic markets

Ensures good governance and accountability

Develops linkages and relationships with key stakeholders

Guides the Policy and research analysis portfolio Leads in the preparation of technical and other reports

Key stakeholders partnerships

Financial analysis and reporting

Facilitate the inflows from Petro- Caribe

Provide comments on Cabinet Submissions Identify and analyze risks



# LEGAL SERVICES DIVISON HEAD

	Key Functions
Key Functions	Coordinates the legislation programme
Develops and maintains key stakeholder relationships	Provides instructions on the legal priorities of the MOFPS
Drafts or reviews Agreements, Contracts, Memoranda of	Conducts a range of complex legal research to provide legal guidance and support
Understanding and other commercial documents;	Prepares written opinions and advice on a range of complex legal matters
Prepares legal briefs	Provides legal support to the Ministry and its subjects in the preparation of Cabinet
Ensures compliance with GoJ laws, rules, regulations and timelines	Submissions and Drafting Instructions
Reviews International Agreements in consultation with the Ministry with	Provides technical advice
responsibility for Foreign Affairs	Evidence based decision making
Represents the Ministry by participating on inter-ministerial committees	Assists in the preparation of Bills for tabling
	Prepares, reviews and amends legal documents or instruments

#### Key Functions

Conducts a range of legal research to provide legal guidance and support

**CROWN COUNSEL** 

Prepares written opinions and advice

Provides legal support to the Ministry

Assists in the preparation of Bills for tabling

Prepares, reviews and amends legal documents or instruments

Drafts or reviews Agreements, Contracts or Memoranda of Understanding

Provides comments on draft Bills or draft policy papers

Responds to queries or provide information

Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation

Reviews and advise on legal implications of internal policies and procedures

Prepares and submits reports

Remains competent and current through self-directed professional reading

#### **Key Functions**

Creates and maintains support systems and processes which assist the work of the Legal Officers.

PARALEGAL SERVICES

Assists in the preparation of legal documents

Liaises with external clients to track the progress of agreements

Ensures retention schedules for legal documents

Conducts extensive research into legislation and other sources of law as directed

Meets with clients and assist in providing updates on their matters before escalating

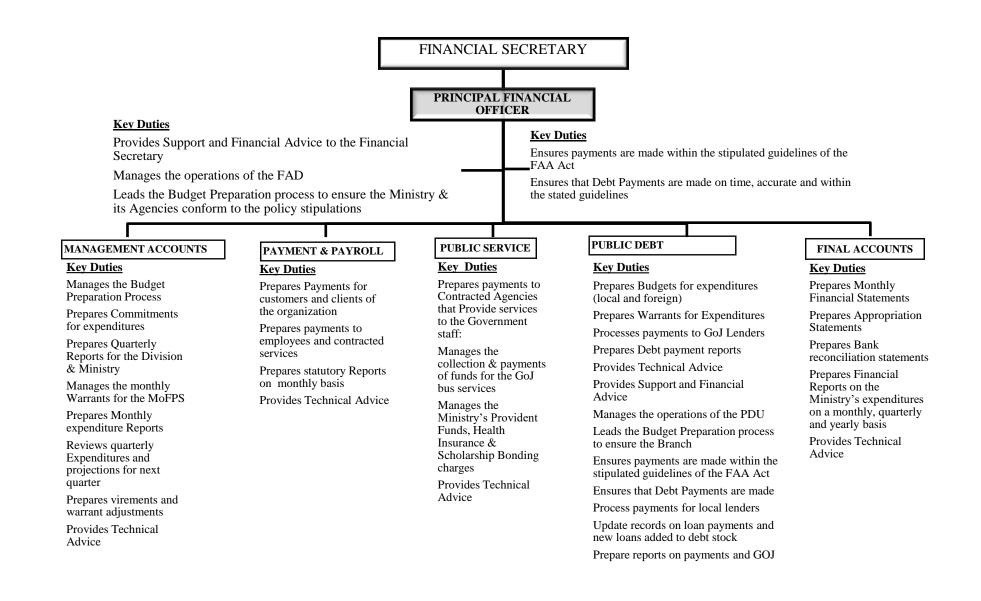
Assists in organizing meetings to review and discuss legal documents

Conducts extensive research to inform the decision-making process

Provides advice

Collates documents in preparation for legal hearings and consultations Processes general inquiries and requests

Maintains the files and records in a confidential, secure and reliable manner



#### **Financial Regulation Head**

#### **Kev Functions**

Provide leadership and policy direction Guide the development, of Legal frameworks (including policies and laws)

Develop programmes and business strategies to ensure laws are current

# ADMINISTRATIVE SUPPORT

**Key Functions** 

Conduct research to aid in evidence based decision making Operational support Office Administration Records management

Keeps abreast of developments within the local and international environments

#### **Key Functions**

Provide the overarching legal framework Strategic planning and budgeting and manages the budget Oversees the development of the machinery for the advancement of accountability and transparency Provide technical advice and prepare technical reports Engages in risk management activities Develop and maintain key stakeholder relationships Through legislation, devise measures to safeguard the integrity of the financial sector Collaborate with the regulatory/supervisory authorities

Member of the Interagency Regulatory Committee

#### POLICY RESEARCH REVIEW AND DEVELOPMENT

#### **Key Functions**

Review legislation, policies and other documents (local and international) that relate to the Financial Sector

Review Agreements that may have an impact on the financial sector

Liaise with Regulators

Develop policy proposals and concept papers

Development of policies regarding financial consumer protection and financial education

Prepare reports and cabinet submissions

Conduct extensive research

Amendments to acts governing the financial sector

Provide policy and legislative advice

Enactment of legislation and Issue drafting instructions

Keep abreast of activities in the local and international environment

Develop and maintain Key stakeholder relationships

#### MONITORING AND OVERSIGHT

#### **Key Functions**

Oversee the implementation financial laws/policies

Evaluate systems, policies and procedures critical to transforming the financial sector

Inform responsibility and accountability frameworks

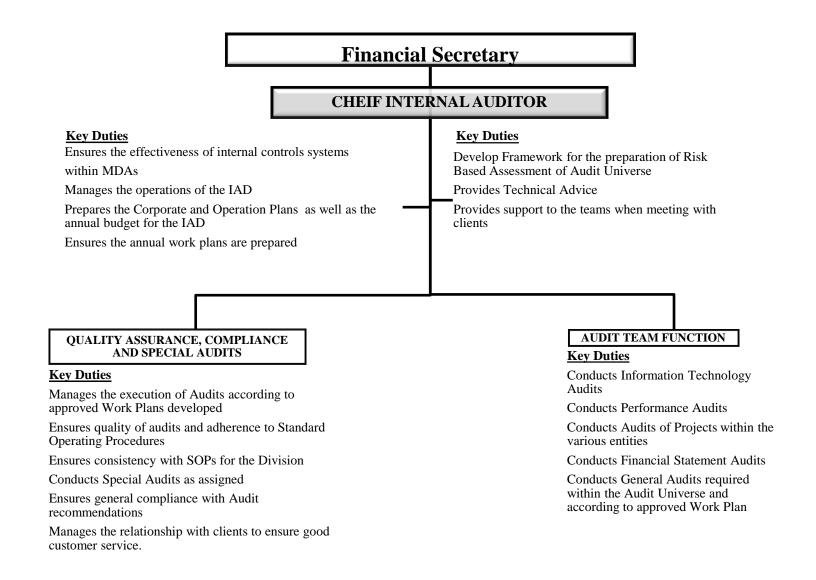
Inform policy makers of deficiencies and datedness

Review business practices to ensure they are in the best interest of GOJ

Review of agreed recommendations made by Attorney General's Office

Reports

Monitor and evaluate the effective implementation of financial laws and policies



# PUBLIC ENTERPRISES DIVISION HEAD

#### Key Functions

Provide leadership and policy direction

Provide technical advice

Develop strategies to improve efficiency and effectiveness

Develop corporate and operational plans and budget

Policy and legislative reform

Guide the formulation of new or improved policies and procedures

Oversees the creation of Public Private Public Body Board SecretariatPartnerships

#### PUBLIC PRIVATE PARTNERSHIP

#### Key Functions

PPP project development and structuring

Governance Framework development

Provide advice and recommendations

Provide quantitive and empirical information

Prepares reports, briefs

Technical documentation prepared

Strategic cooperation strengthening

Ensures that GoJ fiscal responsibility is not compromised

Respond to adhoc requests

Joint venture agreement

Conduct sensitization sessions

#### PUBLIC BODY BOARD SECRETARIAT

#### Key Functions

Develop, populate and maintain a database of prospective directors

Facilitate the Process for the Nomination, Selection and Appointment of Persons to the Boards of Public Bodies

Provide advice and recommendations

Sensitization and communication with Stakeholders

Prepares reports

Board Evaluation and Reporting Oversee Board selection process

#### MONITORING & EVALUATION

**Key Functions** 

Research and analysis

Key stakeholders partnerships

Financial analysis and reporting

Oversees the monitoring of public bodies

#### Key Functions

Design M&E tools

Respond to adhoc requests Prepare technical reports,

briefs and papers

Provide Technical Advice

Review and prepare Cabinet submissions

Review the budgets of public bodies

Monitoring and assessment of financial performance

Stakeholder relationship maintained

Develop performance indicators

#### PUBLIC BODIES GOVERNANCE COORDINATION & ANALYSIS

#### **Key Functions**

Ensures good governance and accountability of Public Bodies

Develops linkages and relationships with key stakeholders

Leads in the preparation of technical and other reports

Policy and Legislative Development, review and evaluation

Governance Framework development

Provide advice and recommendations

Develops and maintains stakeholder partnerships

Prepares reports, briefs

Conducts research and analysis

Undertake studies issues

Prepare and review Cabinet Submission/Legislation/No

Respond to adhoc requests

Coordinate, review and analyze financial information

Conduct sensitization sessions

FINANCIAL SECRETARY				
PUBLIC SECTOR MODERNIZATION DIVISION HEAD				
Key	Functions			
Provides comprehensive recommendations as to the most appropriate strategy for implementation of the modernization programme;	Provides consultative advice, guidance and procedural interpretation to all stakeholders			
Leads in the development of strategic and operational plans and budget	Develops and monitors adherence to the operational framework for the implementation of the modernization programme			
Provides expert policy and technical advice and recommendations for improvement of service delivery	Monitors and reports on implementation progress for the overall programme			
Develops, maintains, and monitors an integrated prioritised implementation plan/matrix for all current and planned modernization initiatives	Track the timely achievement of programme benefits Prepares regular status reports on the progress of modernization implementation;			
Implements recommendations Ensures proper governance and accountability Stakeholder relationships/partnerships	Establishes and maintains appropriate and timely communications with PPMU and MDAs to ensure fulfilment of the requirements of project funding/ donor agencies and the GoJ;			
Develops and manages an effective system for resource allocation and utilization	Provides leadership and guiding the strategic direction and overall achievements of the modernization agenda;			
SERVICE EXCELLENCE	RECORDS AND INFORMATION MANAGEMEN			
Key Functions	Key Functions			
Develops and implements service excellence	Develops the Schemes of Management For			

framework

Integrates service improvement planning into strategic planning process

Develop and implements service excellence policy

Creates a culture of service excellence in MDAs

**GOJ E-Portal** 

Provides advice and guidance

Prepares and submits relevant status reports

# NT

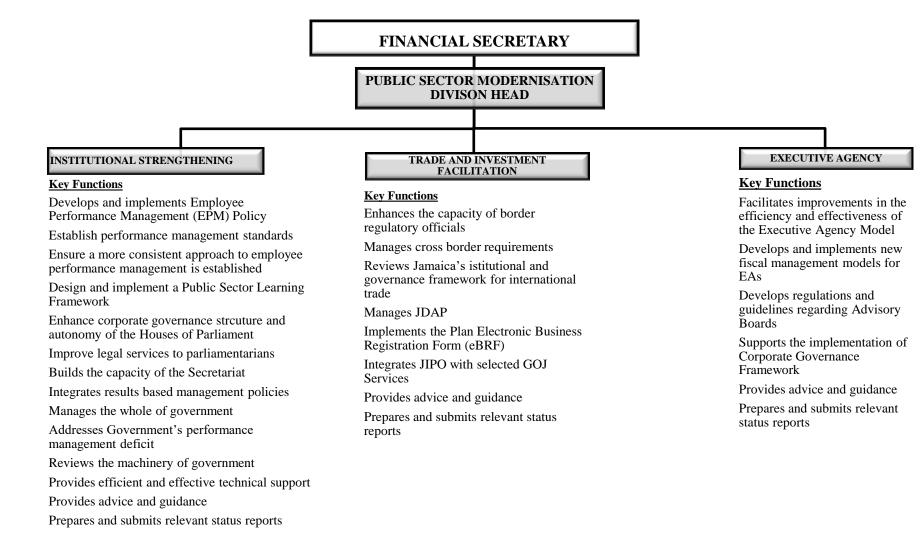
JARD

Implements a GOJ Records and Information management standards and guidelines in MDAs

Develops and implements a Data Sharing Policy

Provides advice and guidance

Prepares and submits relevant status reports





COMMISSION REVENUE APPEALS

#### KEY FUNCTIONS

Leads the development and implementation of the RAD Framework

Guides the resultion of appeals from taxpayers

Tax liability reduction

Accountable for the achievement of strategic objectives

Strategic direction and guidance

Provides technical advice

#### PLANNING & ADMINISTRATION

#### Key Functions

Support the execution of the strategic objectives

Implements related processes in accordance with GoJ laws, rules regulations and timelines

Leads the implementation of performance improvement measures and maintain employee records

Manages the planning and performance reporting process

Develops corporate, operational plans & budget and provide internal support

Provides advice and service excellence

Ensures the Division's governance structure is appropriate

Builds and maintains key stakeholder relationships

Reviews, analyzes and evaluates status reports and conducts root cause analysis

Prepares & submits reports

# LEGAL SERVICES

#### Key Functions

Instills confidence in its impartiality and fairness

Effective and efficient provision of legal services Interpretations of the tax laws

Adjudicates tax cases

Drafts legal document

Provides legal

advice/opinions

Directs legal research

Prepare appropriate reports

# KEY FUNCTIONS

Evidence based decision making

Leads and improve the advocacy, engagement and public education process

Guides the negotiation process in disputes

Develops and maintains key stakeholder relationships

Develops and articulates stakeholder value propositions

Ensures compliance with GoJ laws, rules, regulations and timelines

#### TAXPAYER APPEALS

#### Key Functions

Manages and directs case management process

Maintains agreed Appeals Settlement ratios

Resolves revenue appeals cases without litigation

Reduces tax liabilities

Reviews procedural documents and ensure compliance

Overseas the maintenance of appeal records

Directs negotiations

Provides advice

Chairs hearings

Provides tax law interpretations and case law precedents

Directs tax related research activities

#### ENGAGEMENT, ADVOCACY & PUBLIC EDUCATION

#### **Kev Functions**

Educates and give credence to Revenue Authorities

Designs and approves methodologies

Increase public awareness

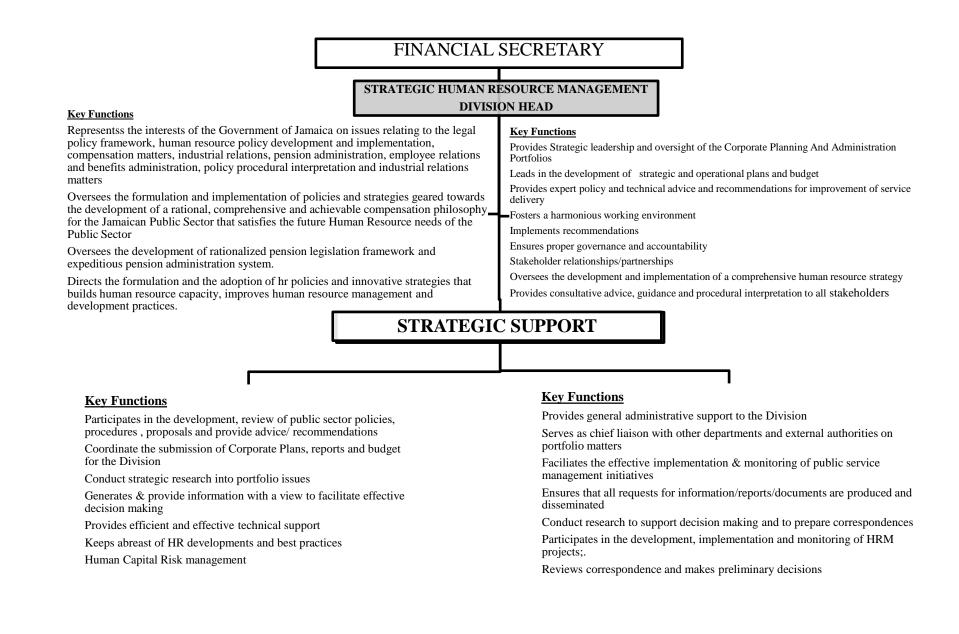
Builds and maintains key stakeholder relationships

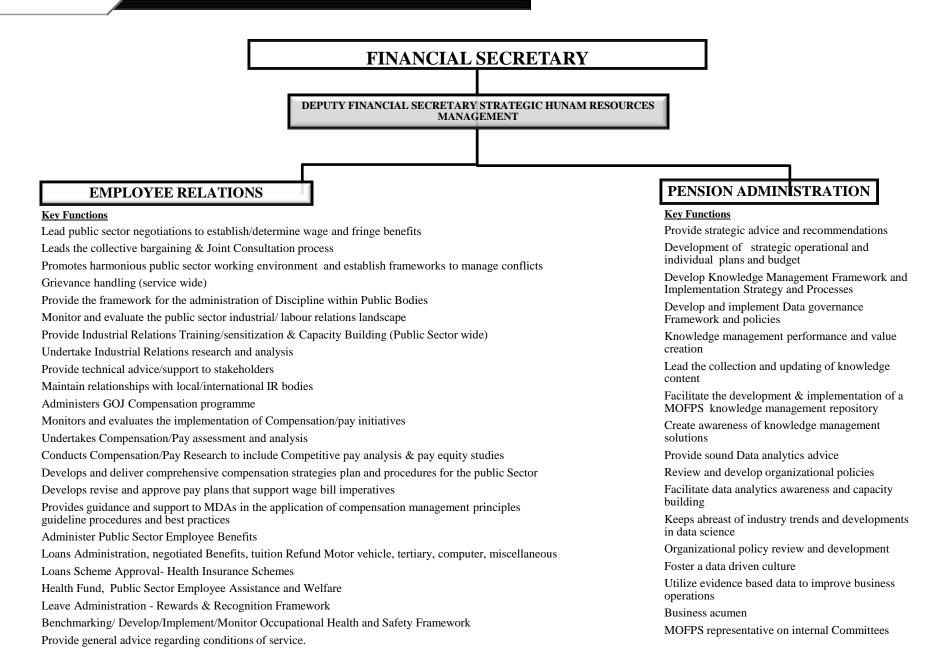
Sustains engagement process with Revenue Authorities

Supports advocacy process

Researches impact of the appeal process on public perception

Provides advice





### **DEPUTY FINANCIAL** SECRETARY

#### **CORPORATE MANAGEMENT &** ESTABLISHMENT

#### Key Functions

STRATEGIC WORKFORCE PLANNING AND **IMPROVEMENT** Reviews organization proposals **Key Functions** Conducts detailed analysis of Provides strategic leadership and develops strategic and operational plans findings and recommendations Provides advice and recommendations for improvement of service delivery Prepares submissions to Post **Operations** Committee Fosters a harmonious environment, Reviews abolition of posts Ensures proper governance and accountability requests Develops linkages and relationships with all stakeholders Conduct organizational reviews Provides technical advice and ensures proper governance and accountability Guides the creation of new posts Set strategic direction which links Workforce Planning process with the GOJ Strategic and Operational Plans Guides the job evaluation appeals process Conduct Workforce and Gap Analysis (Workforce demand forecast and Workforce supply analysis) Facilitates the review, development and submission of **Develop Workforce Planning Strategies** the establishment order Implement Workforce Planning Strategies Develop Corporate Plans, Monitor, evaluate and revise Workforce Planning Strategies reports and budget for the Branch Workforce planning & Talent Management analytics (metrics & Key Performance Indicators) and tools Provide expert advice Develop business intelligence, demographic and trend analysis in support of Develop and recommend corporate workforce planning policies and procedures regarding the Establishment Analyses and evaluates workforce plans, employment trends, budget Order development and implementation, departmental studies and human capital assessment systems Maintains the size of government through effective Develops staffing targets and tracks staffing management throughout MDAs research and Capacity Building Develop and maintain databases Develop high level talent identification (acquisition) and talent recruitment pertaining to the public service strategies establishment and Change Design initiatives to foster talent nurturing/development/management Management Develop initiatives that support performance measurement/metrics, and talent retention Organogram

#### **HR POLICY & INFORMATION**

#### Key Functions

Develops HR vision, strategy and policies

Conducts HR Policy Analysis & Statistics

Reviews & develops HR legislations

Prepares cabinet briefs, notes and

submissions

Conducts research

Interprets & communicates SHRM policies / programmes /legislations

Promotes & facilitates SHRM initiatives and best practices

Provides technical advice

Monitoring & Evaluation framework and policies

Conduct policy impact assessment & appraisal

Conduct baseline studies/ surveys

Risk management & intelligence

Facilitates culture change

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#### December 2024

# FINANCIAL SECRETARY

#### DEPUTY FINANCIAL SECRETARY STRATEGIC HUMAN RESOURCES MANAGEMENT

#### STRATEGIC WORKFORCE PLANNING & IMPROVEMENT

#### Key Functions

Provides Strategic leadership and oversight to the Workforce Planning and Improvement Portfolio

Develops strategic and operational plans

Provides advice and recommendations for improvement of service delivery

Implement recommendations

Ensures proper governance and accountability

Develops linkages and relationships with all stakeholders and provides technical advice

Set strategic direction which links Workforce Planning process with the GOJ Strategic and Operational Plans

Conduct Workforce and Gap Analysis (Workforce demand forecast and Workforce supply analysis)

Develop Workforce Planning Strategies

Implement Workforce Planning Strategies

Monitor, evaluate and revise Workforce Planning Strategies, workforce planning & Talent Management analytics (metrics & Key Performance Indicators) and tools

Develop business intelligence, demographic and trend analysis in support of corporate workforce planning

Analyses and evaluates workforce plans, employment trends, budget development and implementation, Departmental studies and human capital assessment systems

Develops staffing targets and tracks staffing management throughout MDAs and capacity building

Develop high level talent identification (acquisition) and talent recruitment strategies

Design initiatives to foster talent nurturing/development/management

Develop initiatives that support performance measurement/metrics, and talent retention

#### December 2024

#### EMPLOYEE RELATIONS

#### Key Functions

Lead public sector negotiations to establish/determine wage and fringe benefits. Provide technical advice/support to stakeholders

Leads the collective bargaining & Joint Consultation process

Promotes harmonious public sector working environment

Establish frameworks to manage conflicts and disputes

Grievance handling (service wide)

Provide the framework for the administration of Discipline within Public Bodies

Monitor and evaluate the public sector industrial/labour relations landscape

Provide Industrial Relations Training/sensitization & Capacity Building (Public Sector wide)

Undertake Industrial Relations research and analysis

Maintain relationships with local/international IR bodies

Administers GOJ Compensation programme

Monitors and evaluates the implementation of Compensation/pay initiatives

Undertakes Compensation/Pay assessment and analysis

Conducts Compensation/Pay Research to include Competitive pay analysis & pay equity studies

Develops and deliver comprehensive compensation strategies plan and procedures for the public Sector

Develops revise and approve pay plans that support wage bill imperatives

Provides guidance and support to MDAs in the application of compensation management principles guideline procedures and best practices

Administer Public Sector Employee Benefits

Loans Administration, negotiated Benefits, tuition Refund

Motor vehicle, tertiary, computer, miscellaneous, funeral Grant etc.

Loans Scheme Approval- Health Insurance Schemes

Health Fund, Public Sector Employee Assistance and Welfare

Leave Administration - Rewards & Recognition Framework

Benchmarking/ Develop/Implement/Monitor Occupational Health and Safety Framework

Provide general advice regarding conditions of service.

#### CORPORATE MANAGEMENT & ESTABLISHMENT

#### Key Functions

Reviews organization proposals

Conducts detailed analysis of

findings and recommendations Prepares submissions to Post

Operations Committee Reviews abolition of posts

requests

Conduct organizational reviews

Guides the creation of new posts

Guides the job evaluation appeals process

Facilitates the review, development and submission of the establishment order

Develop Corporate Plans, reports and budget for the Branch

Provide expert advice

Develop and recommend policies and procedures regarding the Establishment Order

Maintains the size of government through effective research

Develop and maintain databases pertaining to the public service establishment

Change Management

Organogram

## **FUNCTIONAL PROFILE**

#### **Key Functions**

Provide leadership and policy direction

Provide technical advice

Develop strategies to improve efficiency and effectiveness

Develop corporate and operational plans and budget

Policy reform

Guide the formulation of new or improved policies and procedures

Negotiations with multilateral and bilateral partners

## Key Functions

TAXATION POLICY DIVISION

Ensures good governance and accountability Develops linkages and relationships with key stakeholders Research and analysis Leads in the preparation of technical and other reports Key stakeholders partnerships Interpretation of tax policies

Authority on discretionary tax relief

#### TAXATION POLICY DEVELOPMENT

#### **Key Functions**

Tax Policy Development, review and evaluation

Tax legislation

Provide advice and recommendations

Maintains stakeholder partnerships

Prepares reports, briefs

Conducts research and analysis

Undertake studies on tax policy issues

**Review Cabinet** Submission/Legislation

Prepare Cabinet Submissions

#### INTERNATIONAL TRADE RELATIONS

#### **Key Functions**

Focal Point on International Trade Common External Tariff Review articles re Free trade Agreements Prepare technical reports, briefs and papers Provide Technical Advice Compliance with WTO Agreements Review Cabinet submissions Analyze Border taxes Respond to customer complaints High level research Computation

#### **RESEARCH & ANALYSIS**

#### Kev Functions

Focal Point on International Trade

Common External Tariff Review articles re Free trade Agreements Prepare technical reports, briefs and papers Provide Technical Advice Compliance with WTO Agreements **Review Cabinet submissions** Analyze Border taxes Respond to customer complaints

High level research

Computation

#### TAX RELIEF

#### **Kev Functions**

Design and conduct surveys

Evaluate the economic effects of new and existing tax policy measures

Provide quantitative and empirical information for the development of new and revised tax policies

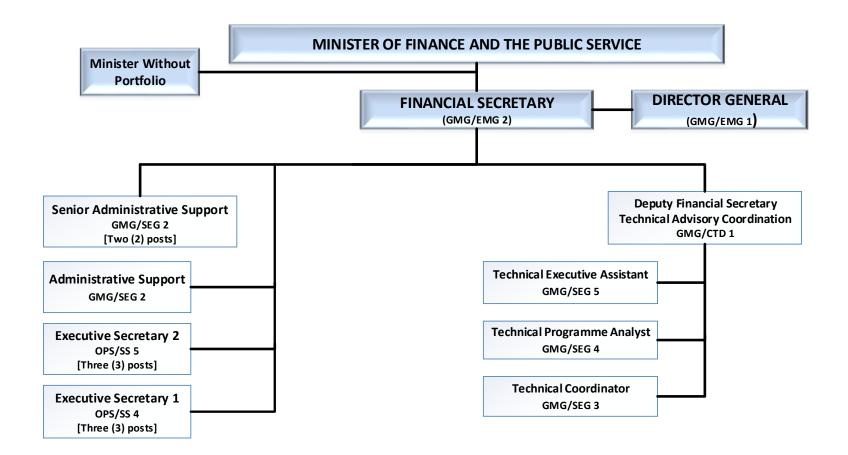
Develop and maintain econometric tax models

Conduct analysis of revenue effect, economic impact and distributional consequences arising from tax policy changes

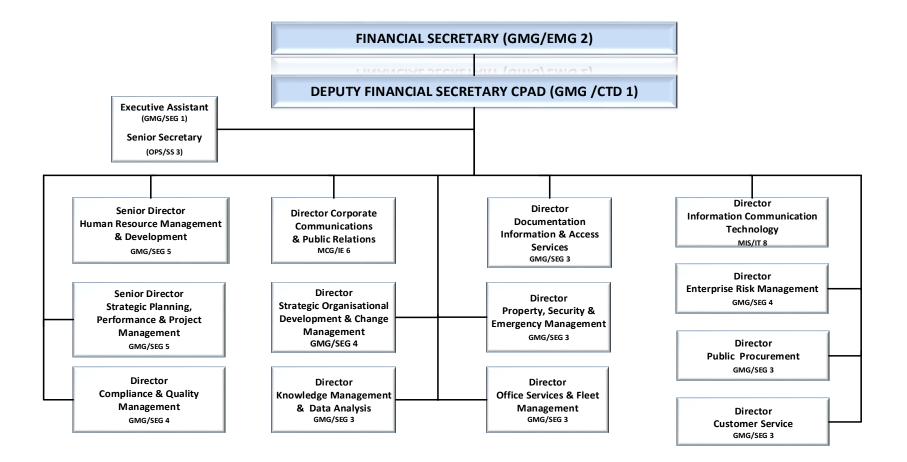
Computation of annual tax expenditures

Evidence based research

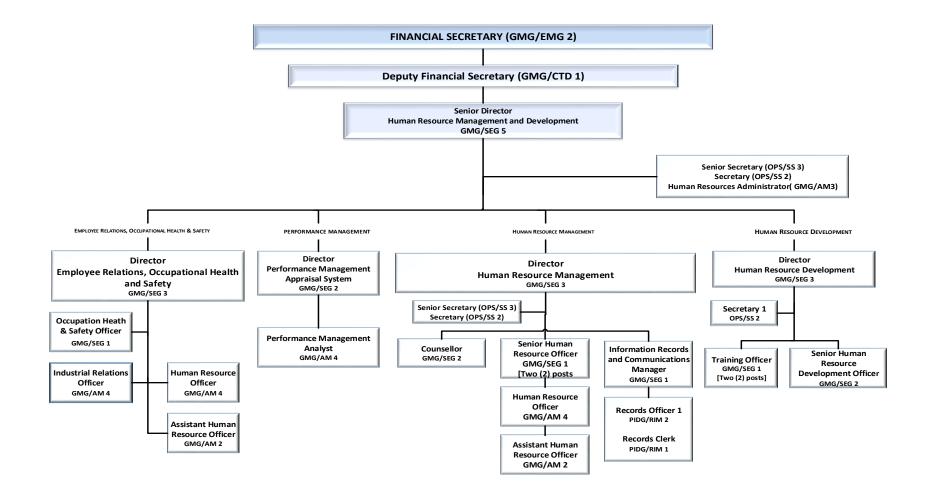
## FINANCIAL SECRETARY EXECUTIVE OFFICE



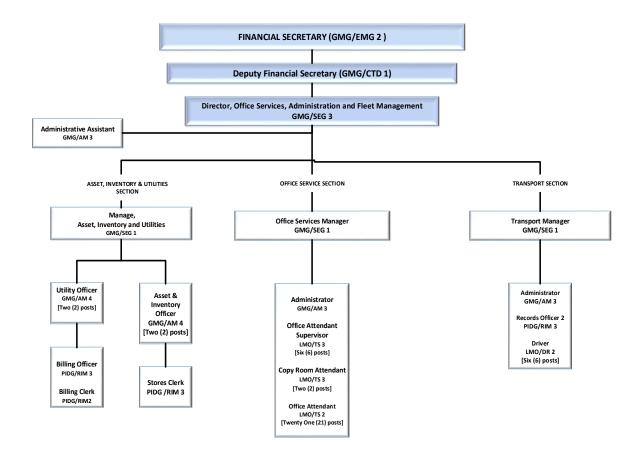
## **CPAD - EXECUTIVE LEVEL STRUCTURE**



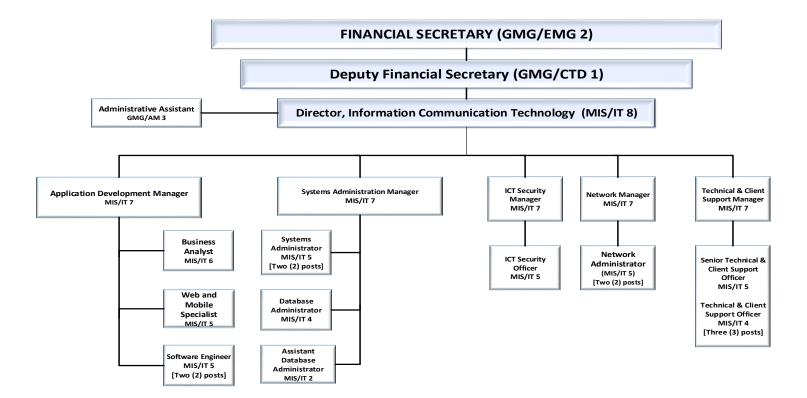
#### **CPAD - HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**



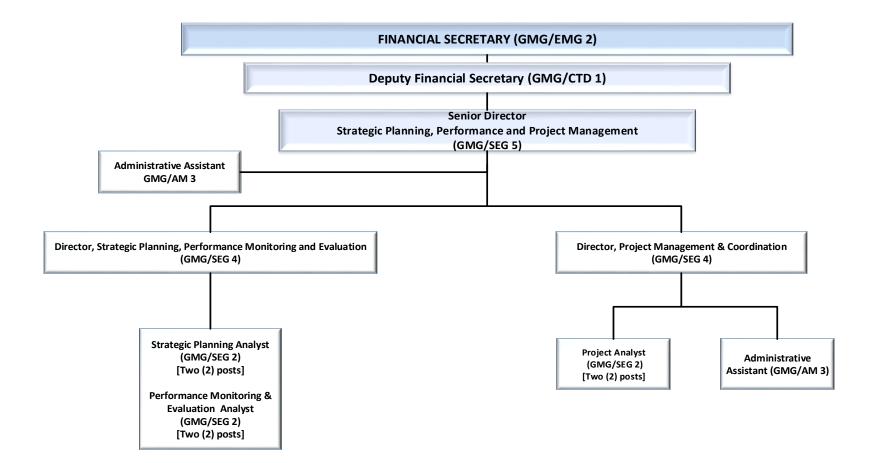
#### **CPAD - OFFICE SERVICES, ADMINISTRATION AND FLEET MANAGEMENT BRANCH**



#### **CPAD - INFORMATION COMMUNICATION TECHNOLOGY BRANCH**

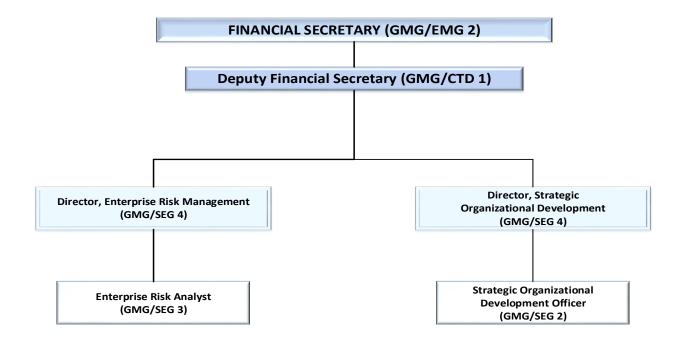


## **CPAD - STRATEGIC PLANNING, PERFORMANCE AND PROJECT MANAGEMENT**

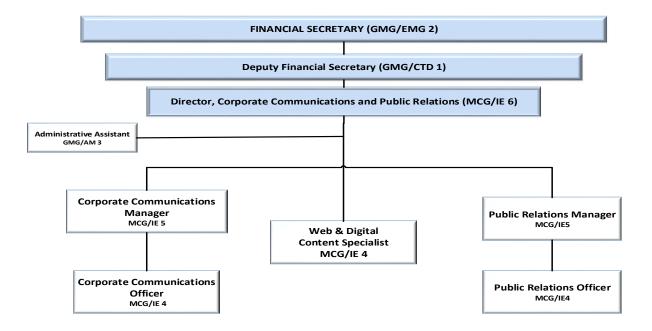


#### **CPAD - ENTERPRISE RISK MANAGEMENT**

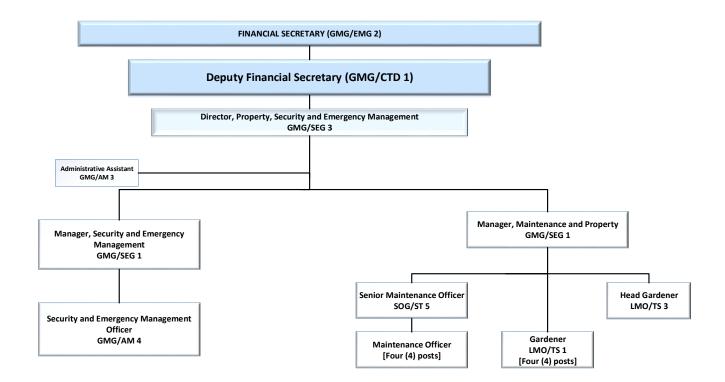
#### **CPAD - STRATEGIC ORGANIZATIONAL DEVELOPMENT BRANCH**



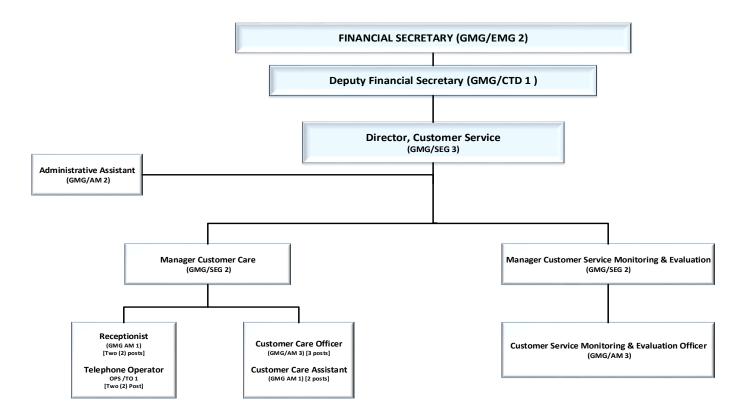
## **CPAD - CORPORATE COMMUNICATIONS & PUBLIC RELATIONS BRANCH**



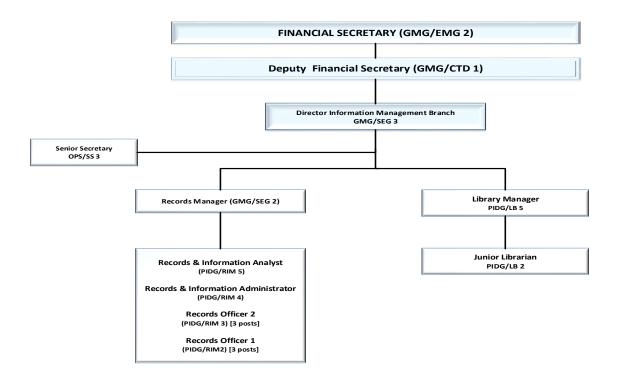
## **CPAD - PROPERTY, SECURITY & EMERGENCY MANAGEMENT**



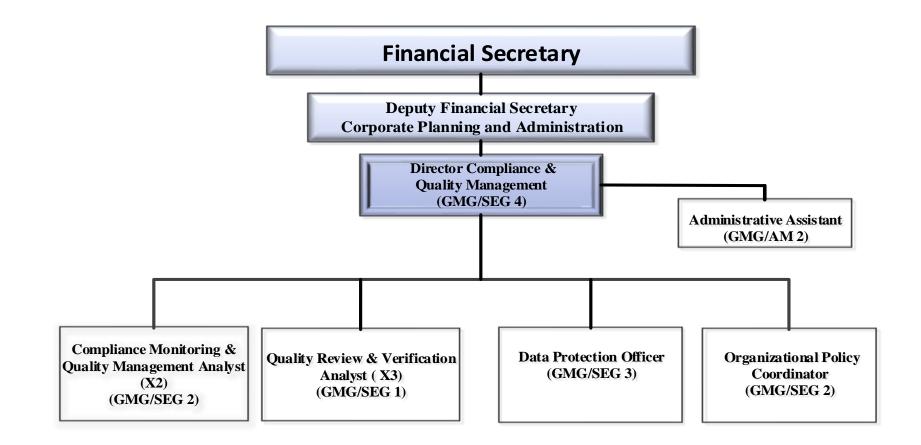
#### **CPAD - CUSTOMER SERVICE BRANCH**



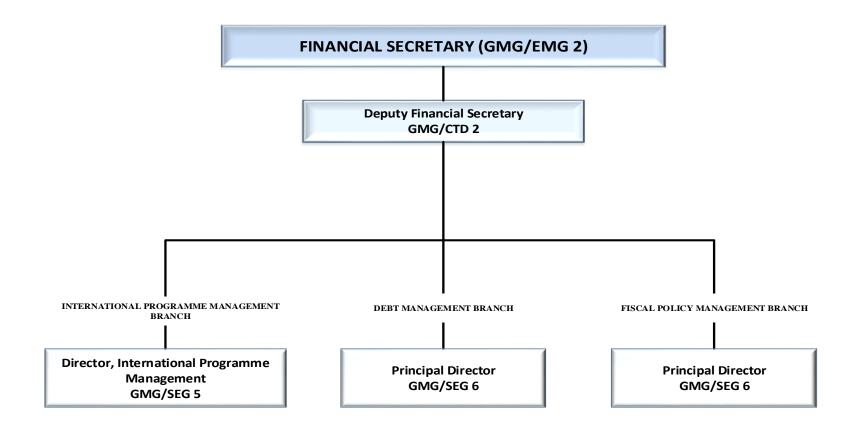
#### **CPAD - INFORMATION MANAGEMET BRANCH**



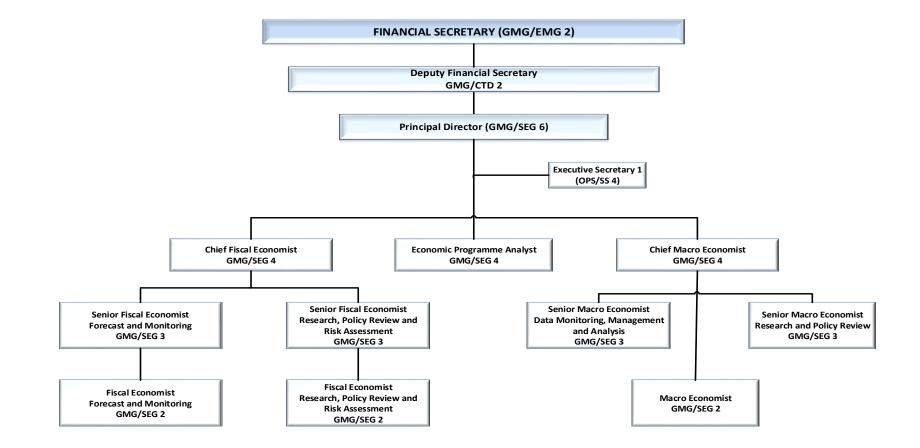
## **CPAD - COMPLIANCE & QUALITY MANAGEMENT**



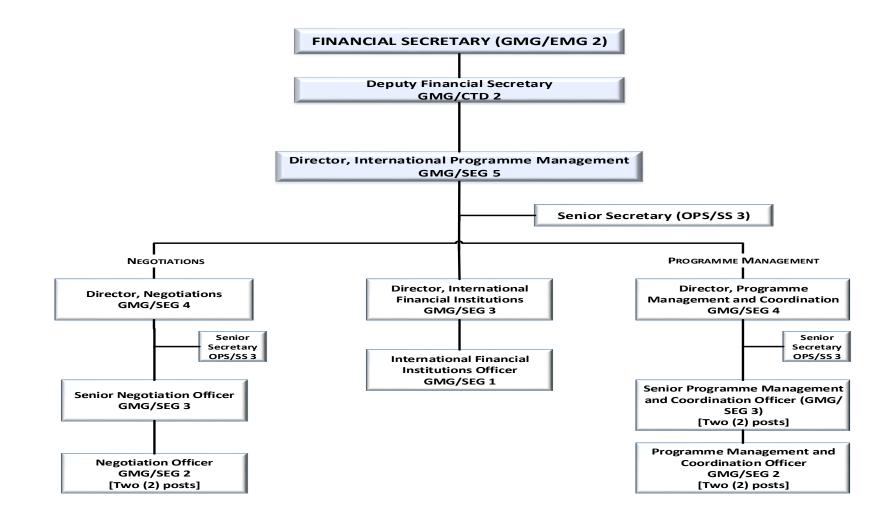
#### **EMD - ECONOMIC MANAGEMENT DIVISION TOP STRUCTURE**



#### **EMD - FISCAL POLICY MANAGEMENT**

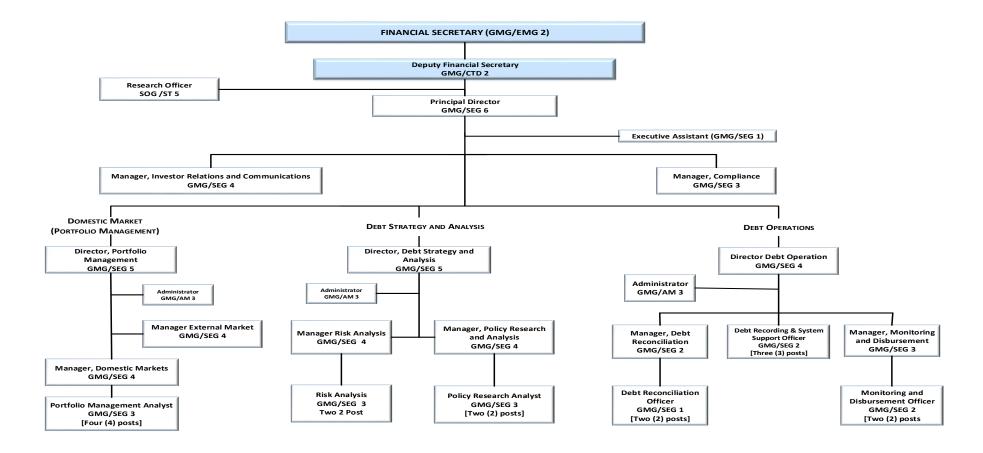


#### **EMD - INTERNATIONAL PROGRAMME MANAGEMENT**



# ORGANISATIONAL CHARTS – ECONOMIC MANAGEMENT DIVISION (EMD)

## **EMD - DEBT MANAGEMENT**



#### DEBT MANAGEMENT – ABOLISH POST

#### SUMMARY: POSTS IN DEBT MANAGEMENT TRANSFERRED TO THE FINANCE ACCOUNTS DIVISION

#### TO BE ABOLISHED WHEN VACANT

POSTS TRANSFERRED FROM ECONOMIC MANAGEMENT DISVISION-DEBT MANAGEMENT (8 posts)

POSTS TRANSFERRED FROM THE ACCOUNTANT GENERAL'S DEPARTMENT

1 Post # 1956- Accountant, Local Payments FMG PA 2

1 Post # 50606- Accountant 1 FMG PA 1

1 Post # 1962-Accountant (Institutional Loans) FMG PA 1

1 Post # 1957 – Accountant FMG PA 2

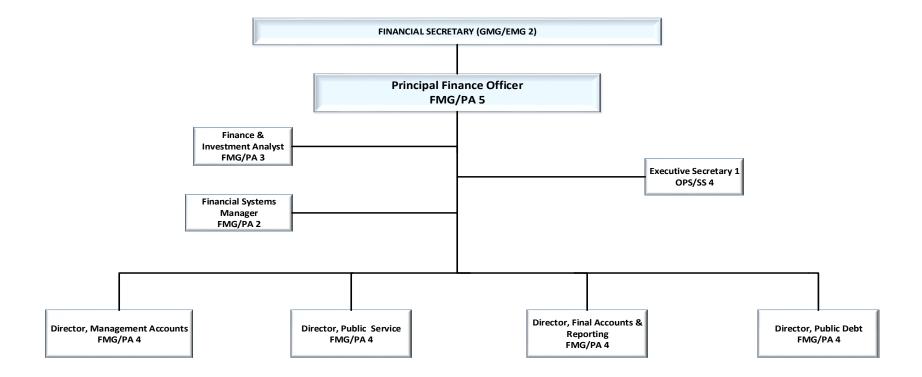
1 Post # 1961 – Accountant 2 FMG PA 2

1 Post # 1964 – Accountant (Guaranteed Loans) FMG PA 1

1 Post # 50605-Accounting Technician 3 FMG AT 3

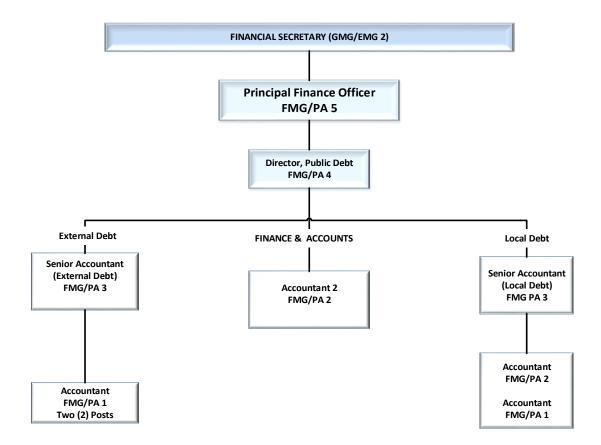
1 post #1969- Accounting Technician 2 (Revenue Officer) FMG AT 2

## FAD - EXECUTIVE LEVEL (TOP STRUCTURE)

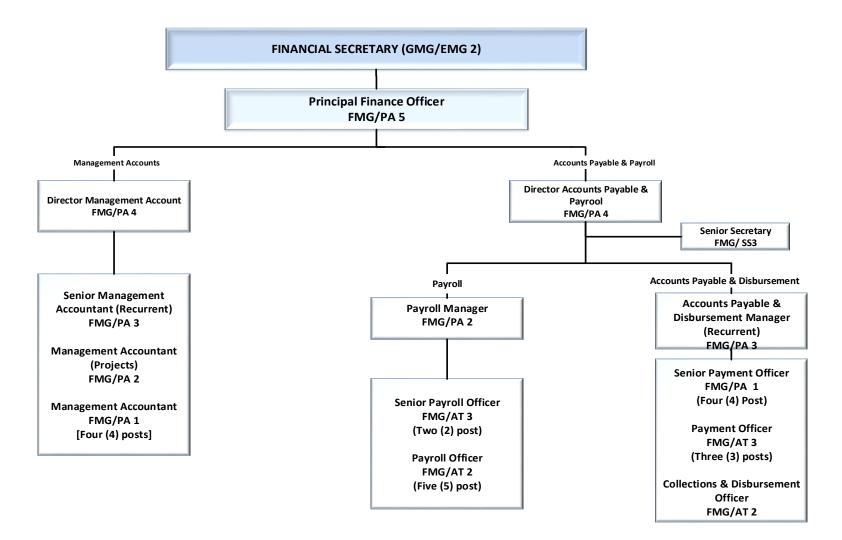


# ORGANISATIONAL CHARTS – FINANCE AND ACCOUNTS DIVISION (FAD)

## **FAD - PUBLIC DEBT**

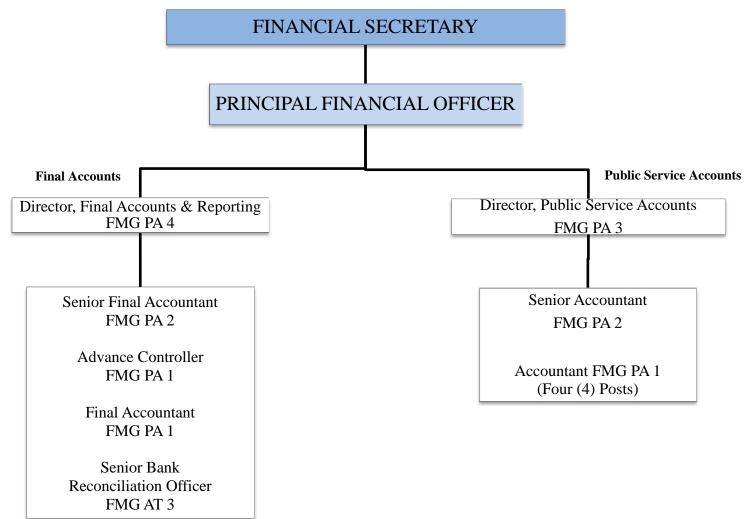


## FAD - MANAGEMENT ACCOUNT & ACCOUNTS PAYABLE & PAYROLL

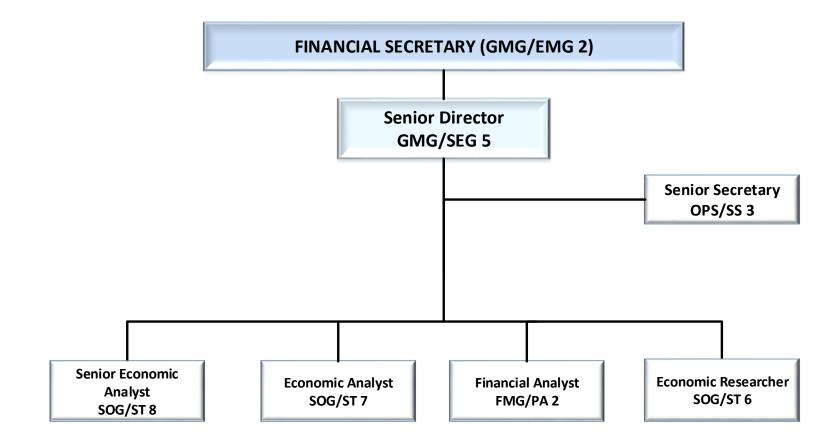


## **FAD - FINAL ACCOUNTS**

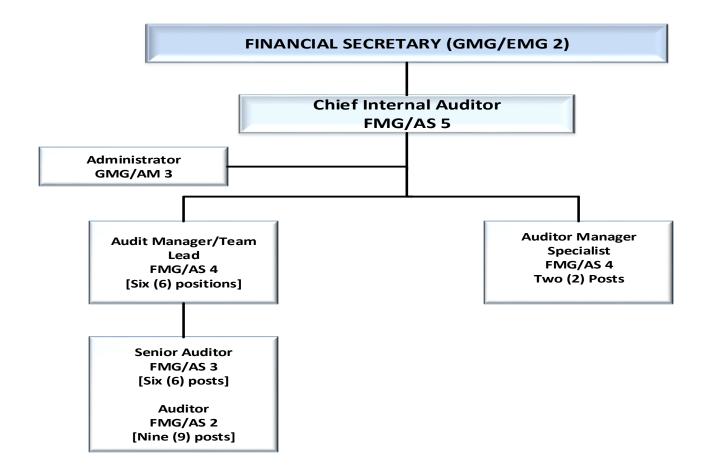
## **FAD - PUBLIC SERVICE ACCOUNTS**



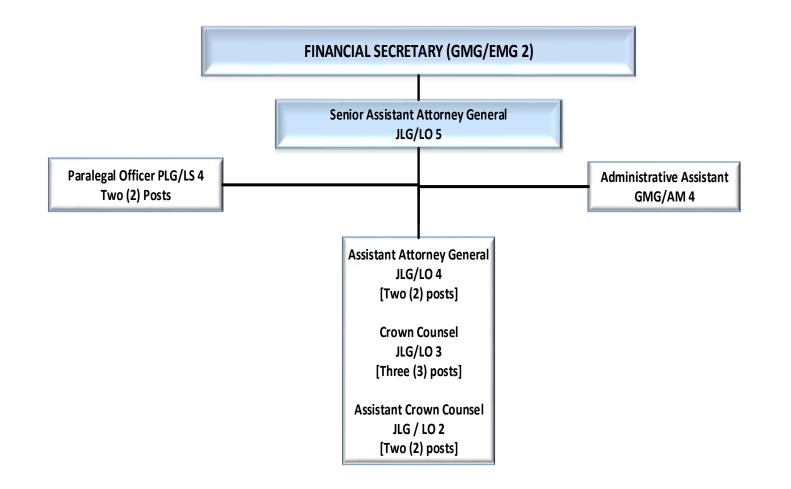
# **FRD - FINANCIAL REGULATION DIVISION**



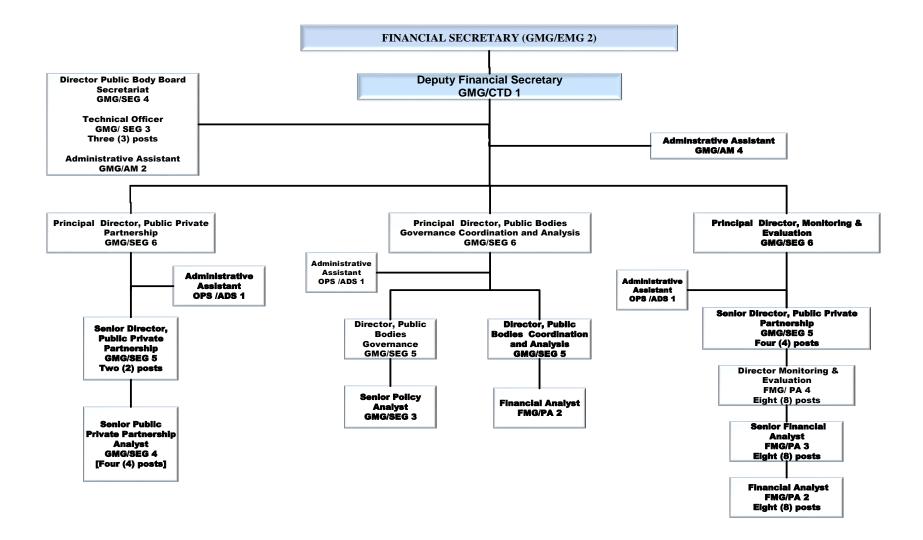
#### IAD - INTERNAL AUDIT DIVISION



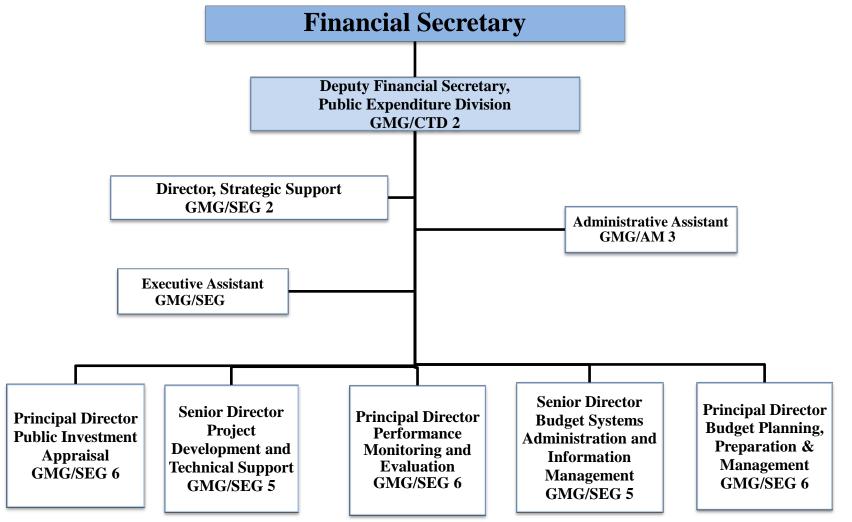
## LSD - LEGAL SERVICES DIVISION



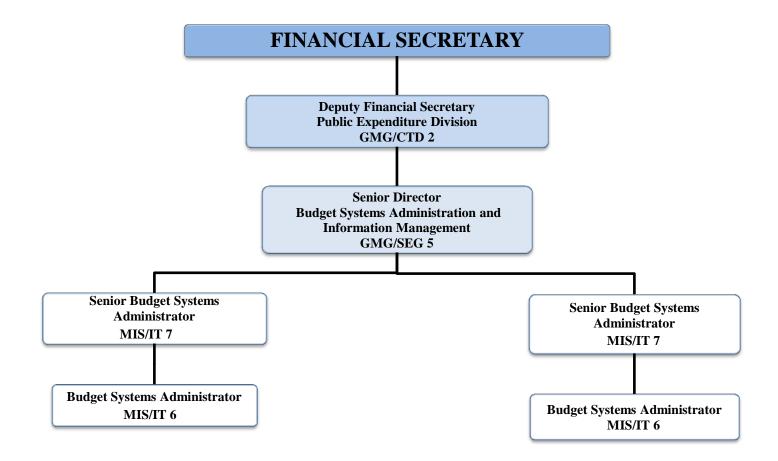
## **PED - PUBLIC ENTERPRISES DIVISION**



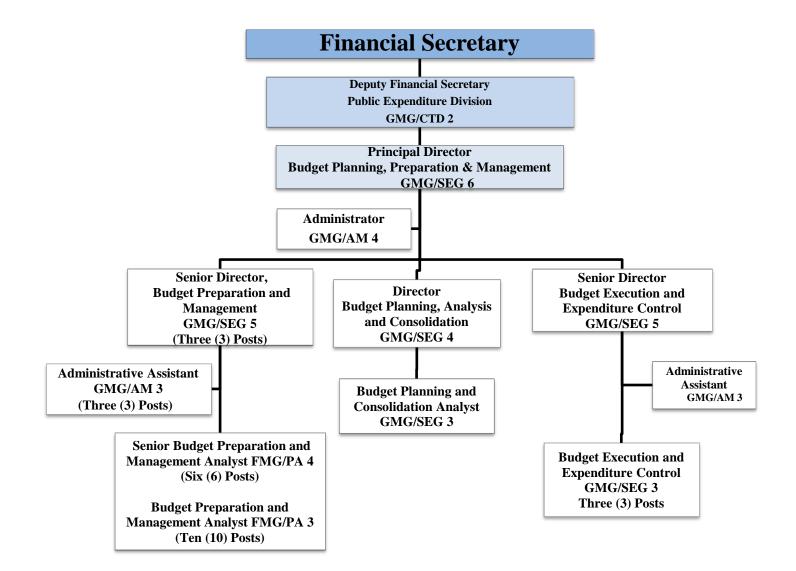
## **PEX - PUBLIC EXPENDITURE DIVISION TOP STRUCTURE**



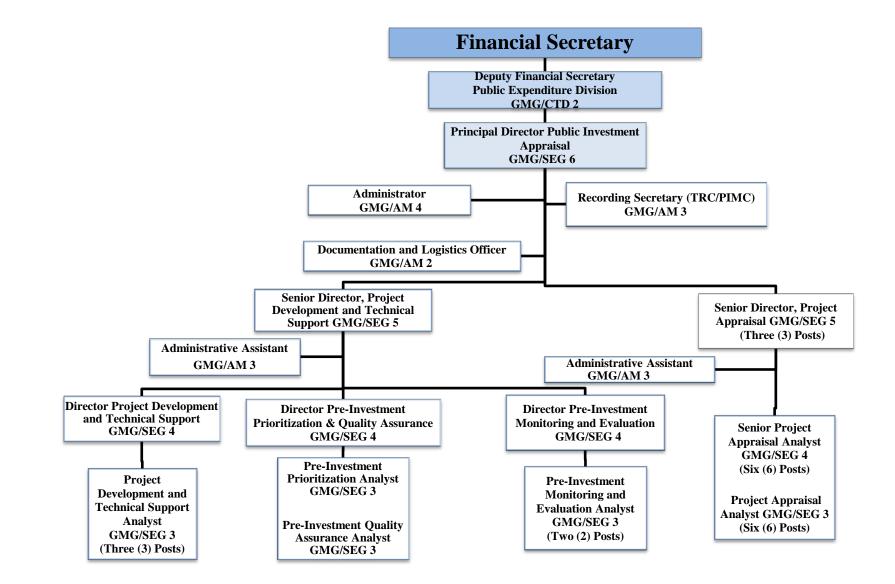
#### **PEX - BUDGET SYSTEMS ADMINISTRATION AND INFORMATION MANAGEMENT**



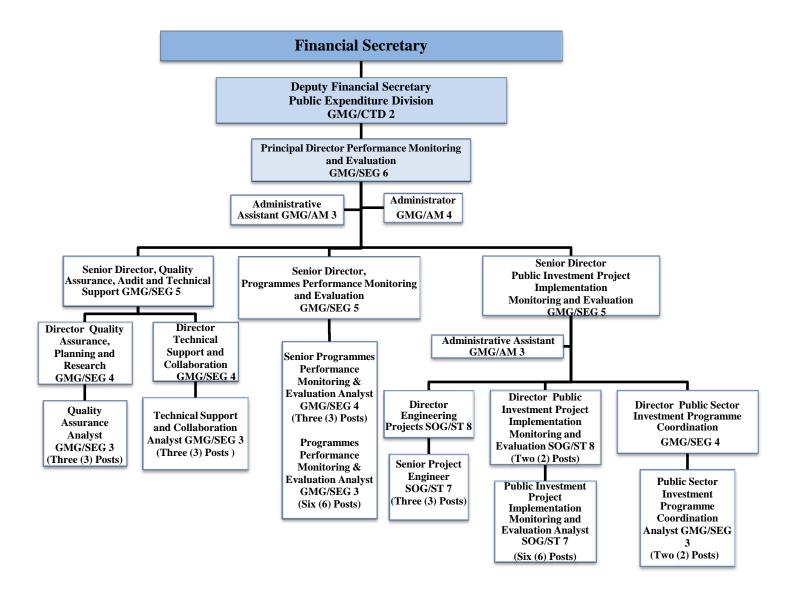
## **PEX - BUDGET PLANNING, PREPARATION & MANAGEMENT**



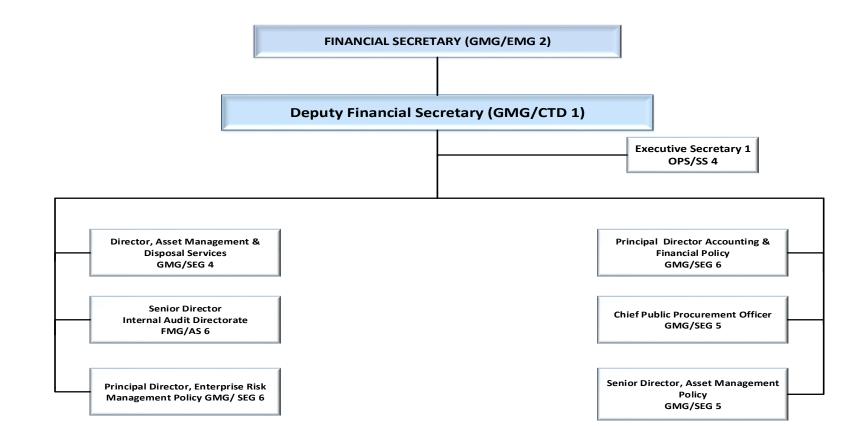
## **PEX - PUBLIC INVESTMENT APPRAISAL**



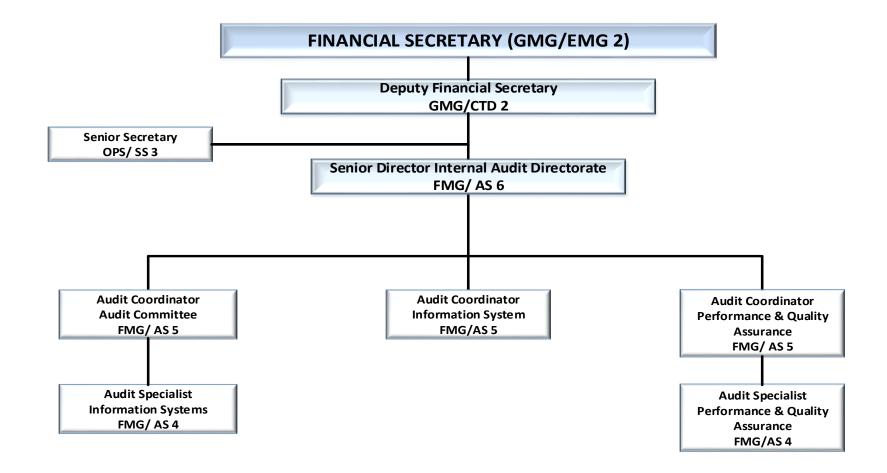
# **PEX - PERFORMANCE MONITORING AND EVALUATION**



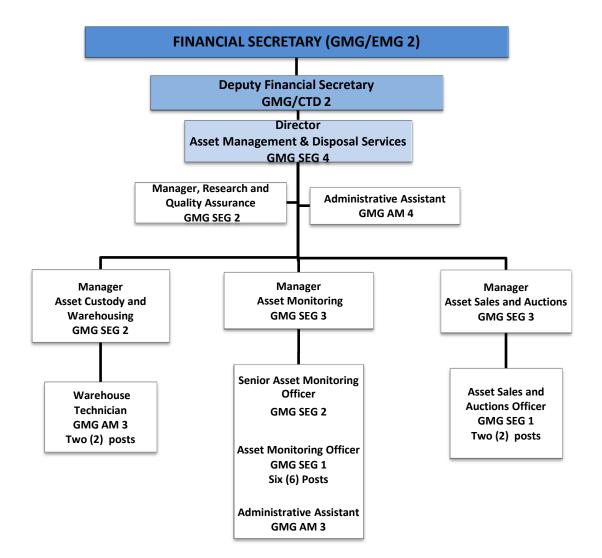
## **PXPC - PUBLIC EXPENDITURE POLICY COORDINATION TOP STRUCTURE**



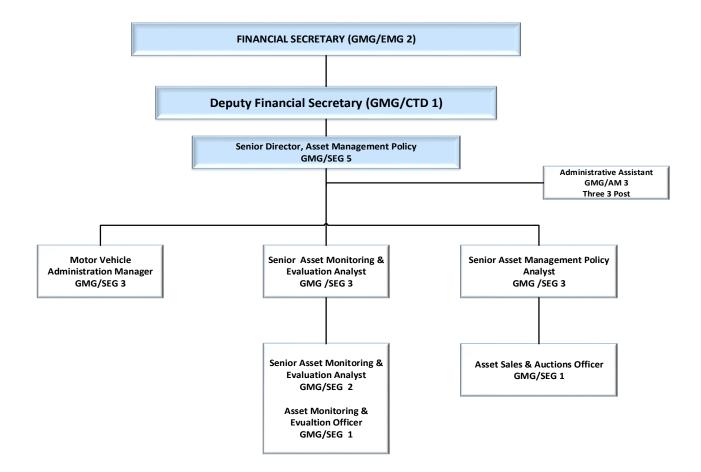
## **PXPC - INTERNAL AUDIT DIRECTORATE**



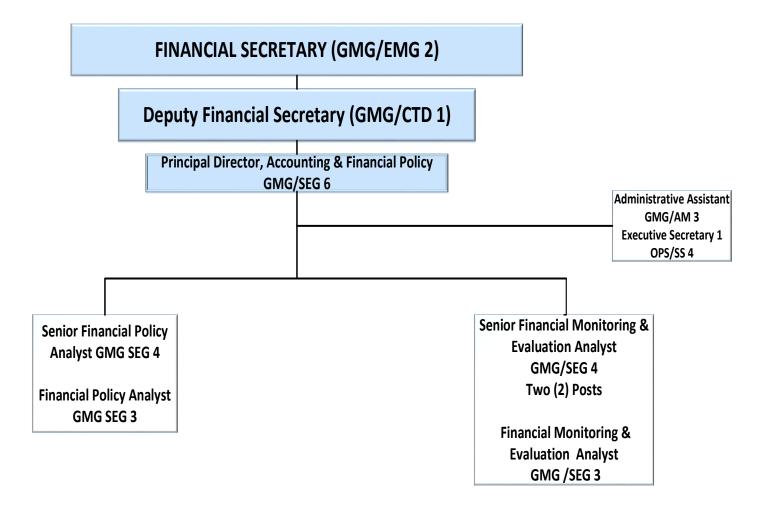
# **PXPC - ASSET MANAGEMENT & DISPOSAL SERVICES**



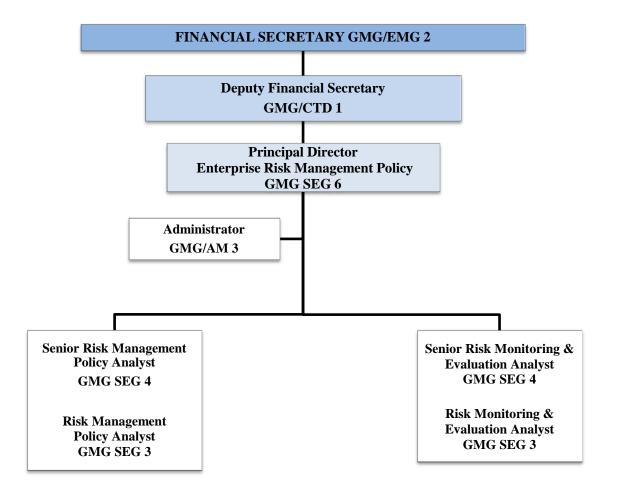
## **PXPC - ASSET MANAGEMENT POLICY**



# **PXPC - ACCOUNTING & FINANCIAL POLICY**

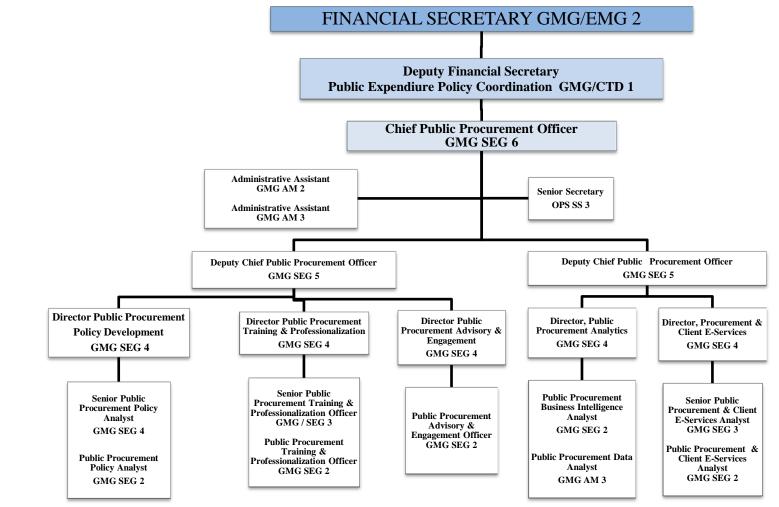


# **PXPC - ENTERPRISE RISK MANAGEMENT**



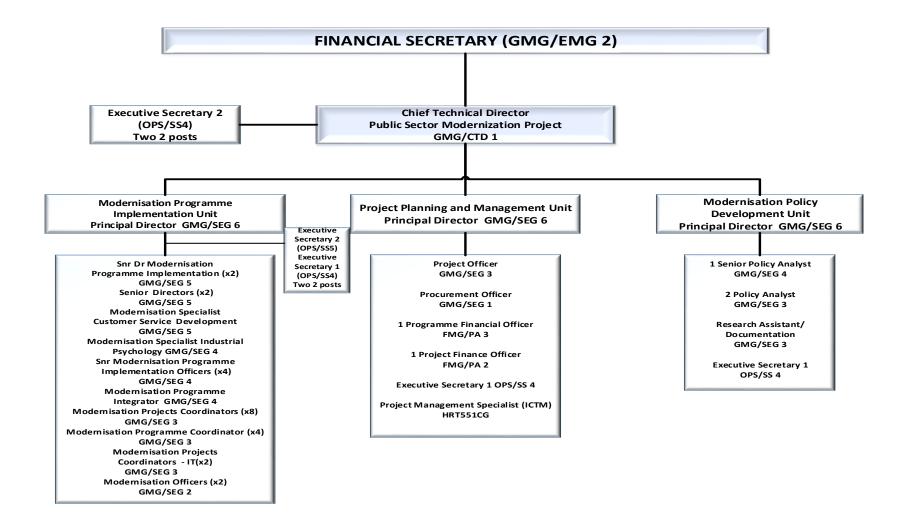
# **ORGANISATIONAL CHARTS – PUBLIC EXPENDITURE POLICY COORDINATION (PXPC)**

# **PXPC – OFFICE OF THE PUBLIC PROCUREMENT POLICY**

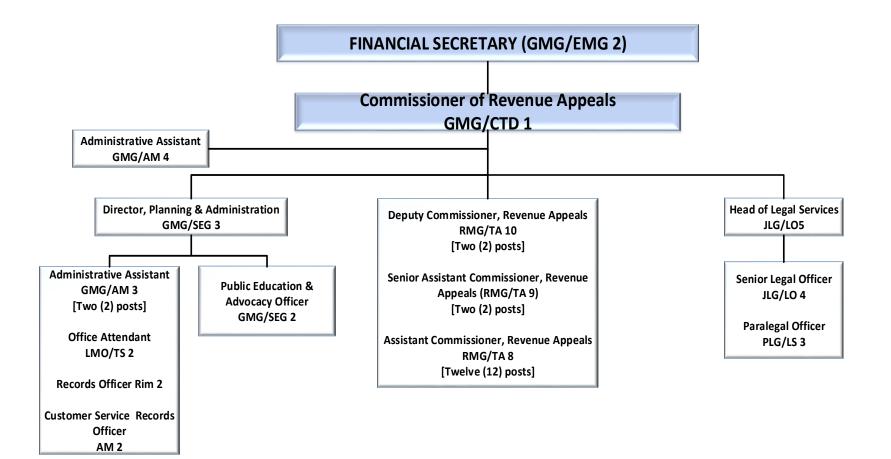


# **ORGANISATIONAL CHARTS – PUBLIC SECTOR MODERNIZATION DIVISION (PSMD)**

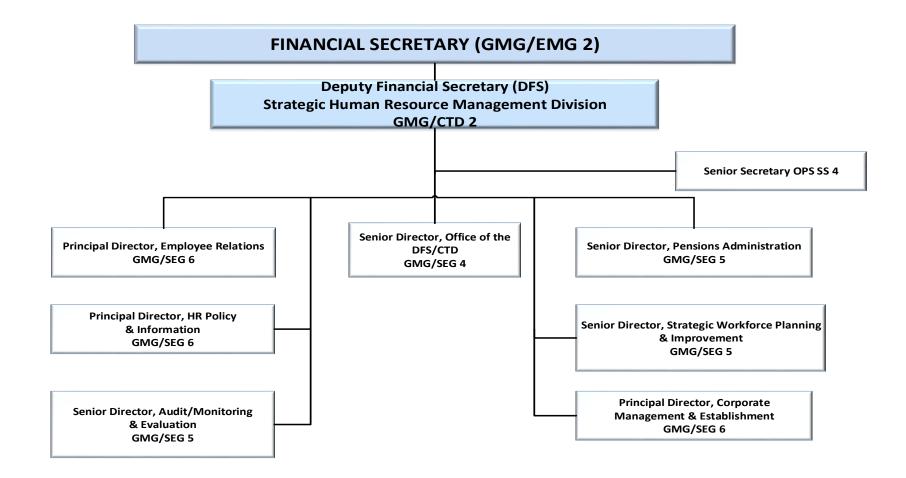
# **PSMD - PUBLIC SECTOR MODERNIZATION DIVISION**



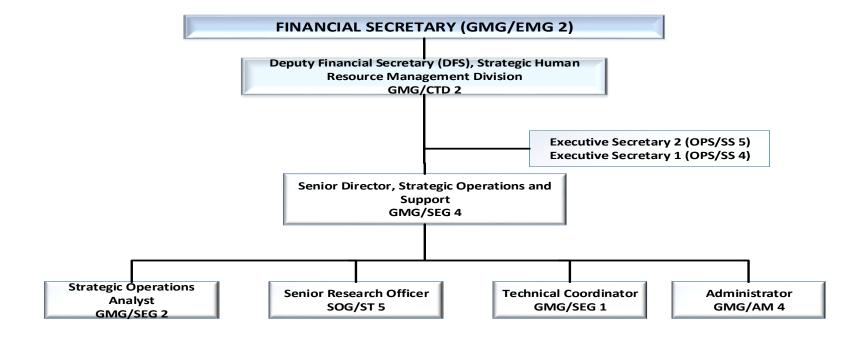
# **RAD - REVENUE APPEALS DIVISION**



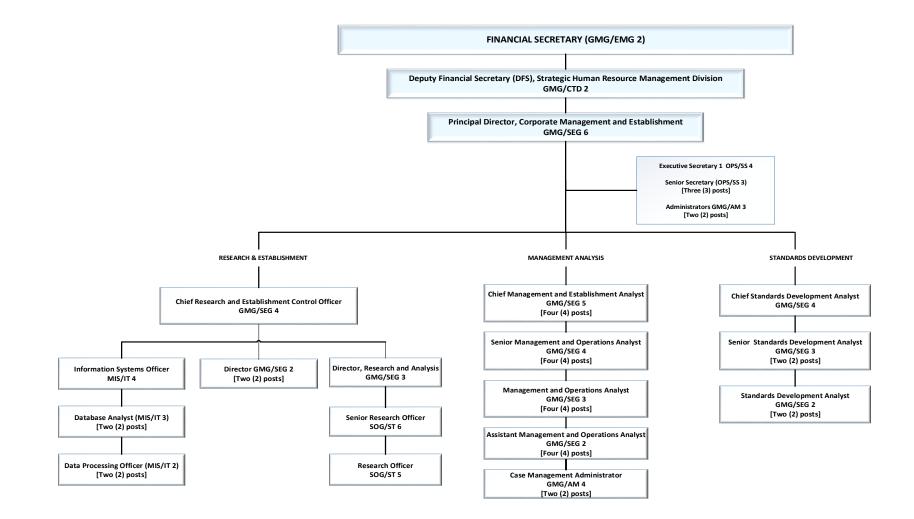
# SHRMD - EXECUTIVE LEVEL (TOP STRUCTURE)



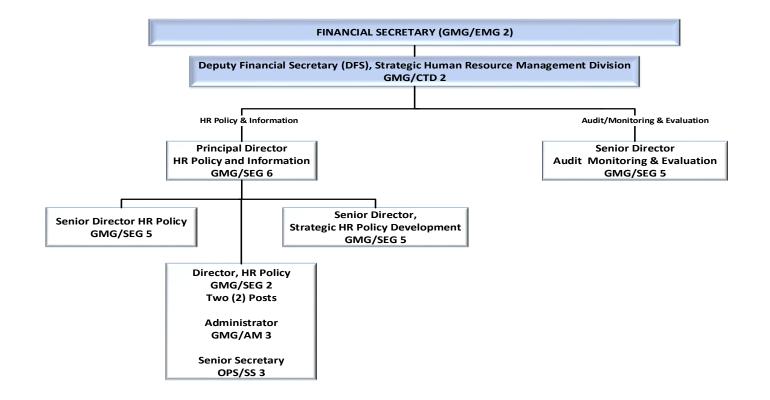
# SHRMD - STRATEGIC OPERATIONS AND SUPPORT



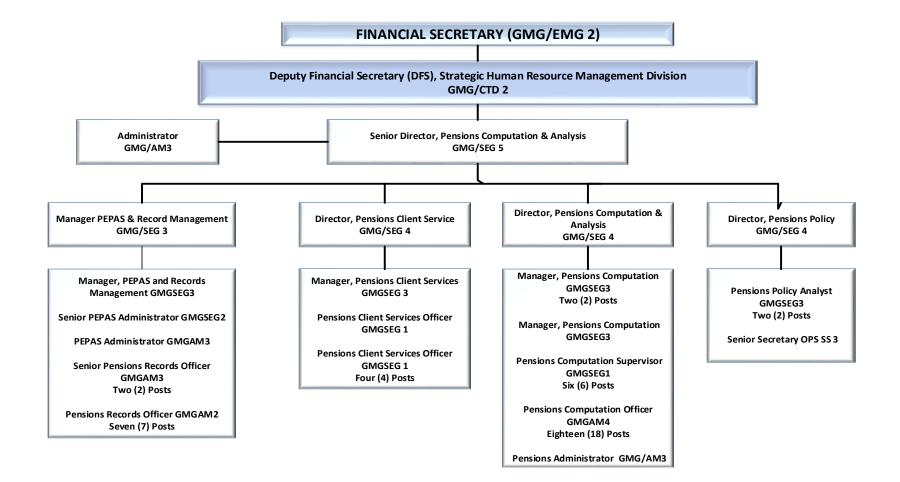
# SHRMD - CORPORATE MANAGEMENT AND ESTABLISHMENT



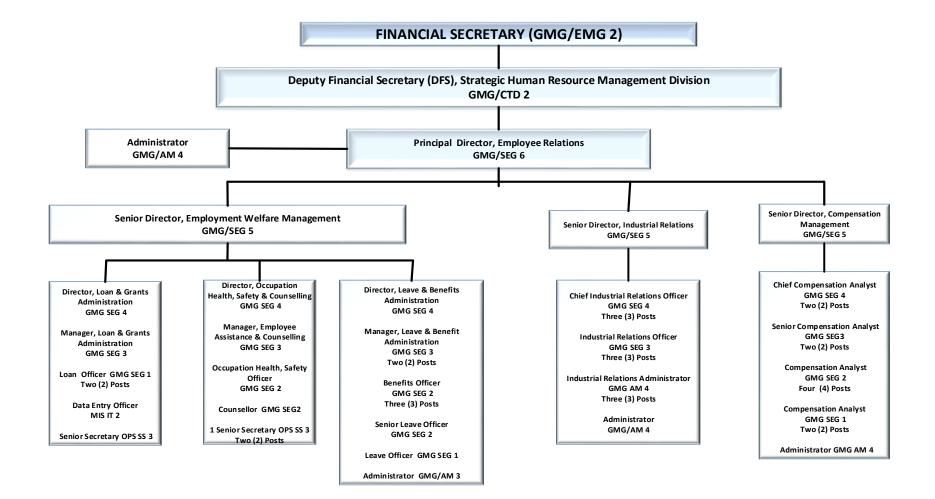
# SHRMD - HR POLICY AND INFORMATION AND MONITORING & EVALUATION



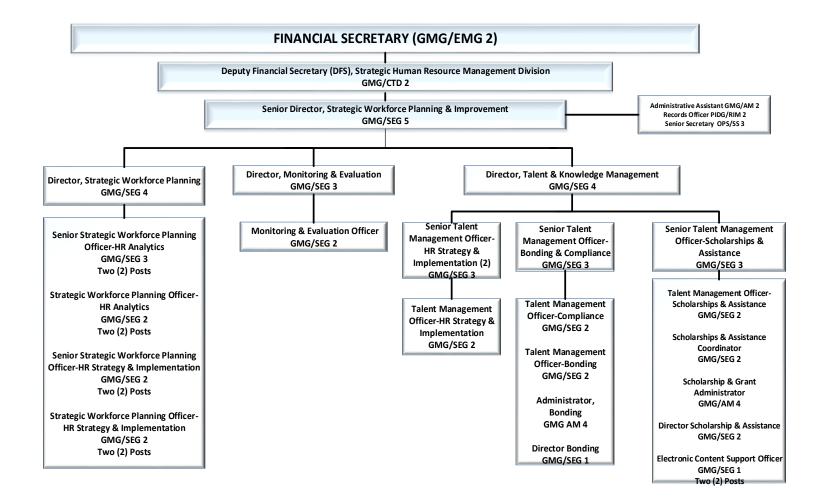
# SHRMD - PENSION ADMINISTRATION



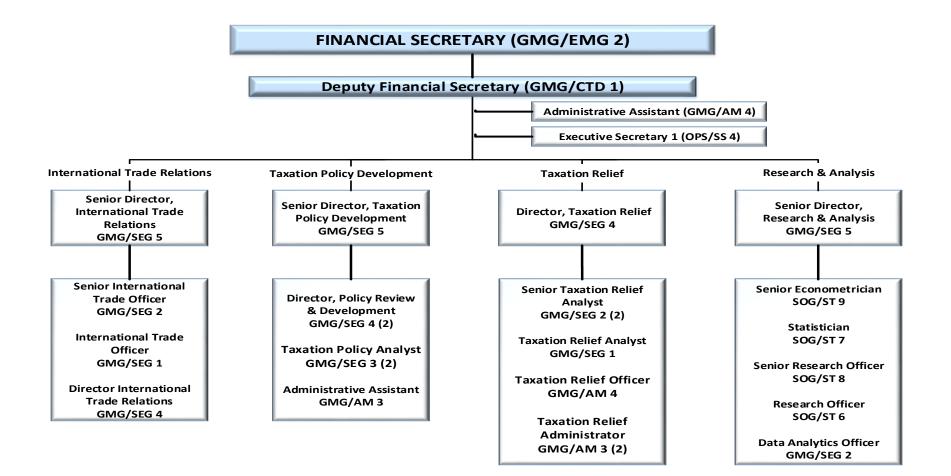
# **SHRMD - EMPLOYEE RELATIONS**



# SHRMD - STRATEGIC WORKFORCE PLANNING & IMPROVEMENT



# **TPD - TAXATION POLICY DIVISION**



**APPENDIX:** 

THE MOFPS SECTION EXTRACTED FROM THE CIVIL SERVICE ESTABLISHMENT ACT EXTRACTS – APPROVED ESTABLISHMENT FOR THE MINISTRY

# THE CIVIL SERVICE ESTABLISHMENT ACT

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019 PAGES 33 - 70

# &

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) (AMENDMENT) ORDER, 2019 06 December 2018 PAGES 5 - 11

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2018

# Ministry of Finance & the Public Service

# Executive Office

No. of Offices	Office	Classi	fication		Remark
1	Financial Secretary	GMG	EMG	1	
1	Director General	GMG	EMG	1	
1	DFS - Technical Advisory Coordination	GMG	CTD	1	
1	Technical Excecutive Assistant	GMG	SEG	5	Post (# 1228) of Director, Informatic Communication & Technology (GMG/8EG 5) retitled w.e.f. Octobe 19, 2021.
1	Technical Programme Analyst	GMG	SEG	4	
1	Technical Coordinator	GMG	SEG	3	
1	Senior Administrative Support	GMG	SEG	2	New post [# 73226] with effect from October 19, 2021.
1	Senior Administrative Support	GMG	SEG	2	Post [# 1056] of Executive Secretar 2 (OP8/88 5) retitled and reclassif w.e.f. October 19, 2021.
1	Administrative Support	GMG	SEG	1	New post (# 73227) with effect from October 19, 2021.
1	Administrative Support	GMG	SEG	1	Post (# 1484) of Executive Assistar (GMG/3EG 1) retitied and transf. fr Economic Management Division w.e.f. October 19, 2021.
3	Executive Secretary 2	OPS	SS	5	
3	Executive Secretary 1	OPS	SS	4	
3 16	Executive Secretary 1	OPS	55	4	
16		OPS	55	4	
16 16	Total - Executive Office	OPS	SS	4	
16 16 aternal A		OPS	55	4	
16 16 1 nternal A No. of	Total - Executive Office Audit Unit			-	Ramark
16 16 1 nternal A No. of Offices	Total - Executive Office Audit Unit Office	Classi	fication	1	Remark
16 16 16 16 16 1 No. of Offices 1	Total - Executive Office Audit Unit Office Chief Internal Auditor	Classi FMG	fication AS	1 5	Remark
16 16 16 16 16 1 No. of Offices 1 2	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead	Classi FMG FMG	fication AS AS	5 4	Remark
16 16 nternal A No. of Offices 1 2 1	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist	Classi FMG FMG FMG	fication AS AS AS	5 4 4	Remark
16 16 16 16 16 1 No. of Offices 1 2	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor	Classi FMG FMG FMG FMG	fication AS AS AS AS	5 4	Remark
16 16 ( nternal A No. of Offices 1 2 1 3	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor	Classi FMG FMG FMG FMG FMG	fication AS AS AS AS AS AS	5 4 4 3	Remark
16 16 1 nternal A No. of Offices 1 2 1 3 1	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor	Classi FMG FMG FMG FMG	fication AS AS AS AS AS AS	5 4 3 3	Remark
16 16 1 nternal A No. of Offices 1 2 1 3 1 3 1 3	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor	Classi FMG FMG FMG FMG FMG FMG	fication AS AS AS AS AS AS	5 4 3 3 2	Remark
16 16 1 nternal A No. of Offices 1 2 1 3 1 3 1 3 1 2 1 2 1 3 1 3 1 2	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor	Classi FMG FMG FMG FMG FMG FMG	fication AS AS AS AS AS AS	5 4 3 3 2	Remark
16 16 16 16 16 1 2 1 2 1 3 1 3 1 1 2 1 3 1 1 2 0 5t5 trans No. of	Total - Executive Office Audit Unit Office Chief Internal Auditor Auditor Manager Specialist Senior Auditor Senior Auditor Auditor Auditor Auditor Auditor Senior Auditor Senior Auditor Auditor Auditor Auditor	Classi FMG FMG FMG FMG FMG FMG GMG	fication AS AS AS AS AS AS AS AM	5 4 4 3 2 3	
16 16 16 16 16 10 16 1 2 1 3 1 3 1 3 1 12 05t5 trans No. of Offices	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor Administrator Seferred from the Accountant General's Department Office	Classi FMG FMG FMG FMG FMG GMG	fication AS AS AS AS AS AS AS AS AM	5 4 3 2 3	Remark Remark
16 16 16 16 16 1 2 1 2 1 3 1 3 1 12 0555 trans No. of Offices 1	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor Auditor Administrator Sterred from the Accountant General's Department Office Audit Manager Specialist	Classi FMG FMG FMG FMG GMG Classi	fication AS AS AS AS AS AS AS AS AM	5 4 3 2 3 4	
16 16 16 16 16 17 16 1 2 1 3 1 12 05t5 trans 1 2 1 3 1 12 05t5 trans 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 3 1 1 2 1 1 2 1 1 3 1 1 2 1 1 3 1 1 2 1 1 2 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 2 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor Auditor Administrator Sterred from the Accountant General's Department Office Audit Manager Specialist Audit Manager/Team Lead	Classic FMG FMG FMG FMG FMG GMG Classic FMG FMG	fication AS AS AS AS AS AS AS AM fication AS AS	5 4 3 2 3 4 4 4	
16 16 16 16 16 1 2 1 2 1 3 1 3 1 12 0555 trans No. of Offices 1	Total - Executive Office Audit Unit Office Chief Internal Auditor Audit Manager/Team Lead Auditor Manager Specialist Senior Auditor Senior Auditor Auditor Auditor Administrator Sterred from the Accountant General's Department Office Audit Manager Specialist	Classi FMG FMG FMG FMG GMG Classi	fication AS AS AS AS AS AS AS AS AS AS AS	5 4 3 2 3 4	

# LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## Internal Audit Unit

## Posts transferred from the Accountant General's Department

3 Auditor FMG AS 2	No. of Offices	Office	Classification Remark
	3	Auditor	FMG AS 2
16	16		

# 28 Total - Internal Audit Unit

# Legal Services Unit

No. of					
Offices	Office	Classif	fication		Remark
1	Senior Assistant Attorney General	JLG	LO	5	C.D. New post [# 72825] with effect from April 1, 2021; post of Senior Assistant Attomery General (JLG/LO 5) transf. from AGD, Constitutional & Legislative Affairs, MOFPS w.e.f. June 13, 2022.
1	Assistant Attorney General	JLG	LO	4	C.D. New post (# 72826) with effect from April 1, 2022; post of Assistant Attorney General (JLG/LO 4) transf. from AGD, Constitutional & Legislative Arfairs, MOFPS w.e.f. June 13, 2022.
1	Assistant Attorney General	JLG	LO	4	C.D. Post (# 1268) of Senior Legal Officer (JLGIC 4) rettled and transf. from MoFRPD - Legal Services Division w.e.f. April 1, 2021; post of Assistant Attomery General (JLGILO 4) transf. from AGD, MOFPS w.e.f. June 13, 2022.
2	Crown Counsel	JLG	LO	3	C.D. Two (2) post(s) [#s 54696 & 64260] of Legal Officer (JLG/LO 3) retitied and transf. from MoF&PS - Legal Services Division w.c.f. April 1, 2021; post(s) of Crown Counsel (JLG/LO 3) transf. from AGD, MOFPS w.c.f. June 13, 2022.
1	Crown Counsel (Agency Support)	JLG	LO	3	C.D. New post # 72827] with effect from April 1, 2022; post of Grown Counsel (Agency Support) (JLG/LO 3) transf. from AGD, Constitutional & Legislative Affairs, MOFPS w.e.f. June 13, 2022.
1	Assistant Crown Counsel	JLG	LO	2	C.D. Post (# 64261) of Legal Officer (JLG/LO 2) retified and transf. from MoFPO - Legal Services Division w.e.f. April 1, 2021; post of Assistant Crown Counsel (JLG/LO 2) transf. from AGD, MOFPS w.e.f. June 13, 2022.

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

# Legal Services Unit

No. of	-				
Offices O		Classif			Remark
1 A	sistant Crown Counsel	JLG	LO	2	C.D. Post (# S8175) of Legal Officer (JLG/LO 2) retitled and transf. from MoFPG - Planning Administration w.e.f. April 1, 2021; post of Assistan Crown Counsel (JLG/LO 2) transf. from AGD, MOFPG w.e.f. June 13, 2022.
1 A	iministrative Assistant	GMG	АМ	4	New post (# 72829) with effect from April 1, 2021; post of Administrative Assistant (GMG/AM 4) transf. from AGD, Constitutional & Legislative Affairs, MOFPS w.e.f. June 13, 2022
1 P	aralegal Officer 1	PLG	LS	4	New post (# 72828) with effect from April 1, 2022; post of Paralegal Officer 1 (PLG/L8 4) transf. from AGD, Constitutional & Legislative Affairs, MOFPS w.e.f. June 13, 2022
1 P	aralegal Officer 1	PLG	LS	4	Post of (# 56108) of Paralegal Office (PLG/LS 4) retilled and transf. from MoFPS - Legal Services Division w.e.f. April 1, 2021; post of Paralega Officer 1 (PLG/LS 4) transf. from AGD, MOFPS w.e.f. June 13, 2022.
11					
11 Tot	al - Legal Services Unit				
	lministration				
Finance & Ac	counts				
No. of Offices O 1 S	ffice coretary 2	Classif OPS			Remark
1					
Payments & S	alaries				
No. of Offices O	ffice	Classif			Remark
	counting Cierk 2	FMG			Demark.
1				-	
2 Tot	al - General Administration				
Finance &	Accounts Division				
No. of	_				
Offices O		Classif			Remark
	incipal Finance Officer nance & Investment Analyst	FMG FMG			
	nance of investment Analysi	FMG	PA.	3	
THE CIVIL SERVI	CE ESTABLISHMENT (GENERAL) ORDER, 2023				Page 90

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## Finance & Accounts Division

No. of Offices	Office	Classi	ficatio		Remark
1	Financial Systems Manager	FMG	PA	2	
1	Executive Secretary 1	OPS	SS	4	
4					

#### Management Accounts

No. of Offices	Office	Classi	ficatio		Remark
1	Director, Management Accounts	FMG	PA	4	
1	Senior Management Accountant (Recurrent)	FMG	PA	3	
1	Management Accountant 2 (Projects)	FMG	PA	2	
2	Management Accountant 1	FMG	PA	1	
1	Management Accountant 1	FMG	PA	1	
1	Management Accountant 1	FMG	PA	1	
7					
7	Total - Management Accounts				

#### Accounts Payable & Payroll

No. of Offices	Office	Classi	ficatio	8	Remark
1	Director, Accounts Payable and Payroll	FMG	PA	4	
1	Senior Secretary	OPS	SS	3	
2					

## Accounts Payable & Disbursement

No. of Offices	Office	Classification	Remark
1	Accounts Payable and Disbursement Manager (Recurrent)	FMG PA 3	
1	Senior Payment Officer	FMG PA 1	
1	Senior Payment Officer	FMG PA 1	
2	Senior Payment Officer	FMG PA 1	
3	Payments Officer	FMG AT 3	
1	Collections and Disbursements Officer	FMG AT 2	
9			
Payroll			
No. of Offices	Office	Classification	Remark
1	Payroll Manager	FMG PA 2	
2	Senior Payroli Officer	FMG AT 3	
THE CIVIL SE	RVICE ESTABLISHMENT (GENERAL) ORDER, 2023		Page 9

# Ministry of Finance & the Public Service

## Finance & Accounts Division

Accounts Payable & Payroll

#### Payroll

Payroll			
	Office	Classification FMG AT 2	Remark
5	Payroll Officer	FMG AT 2	
-			
	Payable (Projects)		
No. of	Office	Classification	Remark
		FMG PA 2	Nemaric
	Accounts Payable Manager (Projects) Senior Payment Officer	FMG PA 2	
	Senior Payment Onicer	FMG PA I	
2			
21	Total - Accounts Payable & Payroll		
Final Acc	ounts		
Final Acco	ounts and Reporting		
No. of			
Offices	Office	Classification	Remark
1	Director, Final Accounts & Reporting	FMG PA 4	
1	Senior Final Accountant	FMG PA 2	
1	Advance Controller	FMG PA 1	
-	Final Accountant	FMG PA 1	
1	Senior Bank Reconciliation Officer	FMG AT 3	
5			
5	Total - Final Accounts		
Public Ser	rvice Accounts		
No. of			
Offices	Office	Classification	Remark
1	Director, Public Service Accounts	FMG PA 3	
1	Senior Accountant	FMG PA 2	
1	Accountant	FMG PA 1	
1	Accountant	FMG PA 1	
1	Accountant	FMG PA 1	
1	Accountant	FMG PA 1	
6			
6	Total - Public Service Accounts		

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

Finance & Accounts Division

#### Public Debt Branch

No. of			
Offices	Office	Classification	Remark
1	Director Public Debt	FMG PA 4	
1			
Local Deb	t		
No. of			
Offices	Office	Classification	Remark
1	Accountant 1	FMG PA 1	
1	Accountant 2	FMG PA 2	
1	Senior Accountant (Local Debt)	FMG PA 3	
3			
External D	Debt		
No. of			<b>.</b> .
Offices	Office	Classification	Remark
1	Senior Accountant (External Debt)	FMG PA 3	
2	Accountant 1	FMG PA 1	
3			
Finance &	Accounts		
No. of Offices	0.5	Classification	
			Remark
1	Accountant	FMG PA 2	Post (# 1957) of Accountant (FMG/F 2) transf. from Economic Mangemer Division, DMU (new) w.e.f July 13, 2020; Post to be abolished when vacant. W.e.f. July 13, 2020, new appointments of any type barred.
1	Accountant (Institutional Loans)	FMG PA 1	Post (# 1962) of Accountant (Institutional Loans) (FMGIPA 1) transf. from Economic Management Division, DMU (new) w.s.f.July 13, 2020; Post to be abolished when vacant. W.s.f.July 13, 2020, new appointments of any type barred.
2			
9	Total - Public Debt Branch		
52	Total - Finance & Accounts Division		
Corpora	te Planning & Administration Division		
No. of			
Offices	Office	Classification	Remark

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

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THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

#### Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

No. of Offices	0.5				Presed
	Office	Classif			Remark
1	Executive Assistant	GMG	АМ	4	Post [# 1844] of Executive Secretary 1 (OPS/SS 4) retitled and reclassified w.e.f. September 13, 2021.
1	Senior Secretary	OPS	SS	3	
3					
Informati	on Management				
Document	ation Information Access Unit				
No. of					
Offices	Office	Classif	ication		Remark
1	Director, Documentation/Information & Access Services	GMG	SEG	3	
1	Records Manager	GMG	SEG	2	
1	Library Manager	PIDG	LB	5	Post (# 1233) of Librarian (PIDG/LB 4) retitied and upgraded w.e.f. September 13, 2021.
1	Senior Secretary	OPS	SS	3	
1	Senior Library Assistant	PIDG	LA	2	
	Records & Information Analysi	DIDO	DIM		Post M 12/21 of Pacords Analyst

#### PIDG RIM 5 Post (# 1242) of Records Analyst 1 Records & Information Analyst (PIDG/RIM 4) retitied and upgraded w.e.f. September 13, 2021. 1 Records & Information Administrator PIDG RIM 4 Post (# 619) of Records Officer 2 (PIDG/RIM 3) retitied and upgraded w.e.f. September 13, 2021. 1 Documentation And Information Officer PIDG RIM 3 7 Records Officer 2 PIDG RIM 3 Six (6) post(s) [#s 1236-41] of Records Officer 1 (PIDG/RIM 2) retitled and upgraded w.e.f. September 13, 2021. PIDG RIM 3 Post (# 620) of Records Officer 1 1 Records Officer 2 (PIDG/RIM 2) retitied and upgraded w.e.f. May 16, 2022. 3 Records Officer 1 PIDG RIM 2 Three (3) post(s) [#s 1243-4 & 1436] of Records Clerk (PIDG/RIM 1)

retitled and upgraded w.e.f. September 13, 2021.

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#### 19 19 Total - Information Management

#### 10 Total - Ellor mation stanagement

### Human Resource Management & Development Branch

#### No. of Office: Office Classification Remark: 1 Senior Director, Human Resource Management & GMG SEG 5 Development THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

#### Human Resource Management & Development Branch

No. of Offices	Office	Classification	Remark
1	Director, Performance Management Appraisal System	GMG SEG 2	
1	Senior Human Resource Development Officer	GMG SEG 2	
1	Senior Human Resource Officer	GMG SEG 1	
1	Performance Management Analyst	GMG AM 4	
1	Human Resource Administrator	GMG AM 3	
2	Senior Secretary	OPS SS 3	
1	Secretary 2	OPS SS 2	
9			

#### Human Resource Management

Office	Classification	Remark
Counsellor		
Senior Human Resource Officer	GMG SEG 1	
Information Records & Communication Manager	GMG SEG 1	
Human Resource Officer	GMG AM 4	
Assistant Human Resource Officer	GMG AM 2	
Senior Secretary	OPS SS 3	
Secretary	OPS SS 2	
Records Officer 1	PIDG RIM 2	
Records Clerk	PIDG RIM 1	
source Development		
Office	Classification	Remark
Director, Human Resource Development	GMG SEG 3	
Training Officer	GMG SEG 1	
Secretary 2	OPS SS 2	
	Senior Human Resource Officer Information Records & Communication Manager Human Resource Officer Assistant Human Resource Officer Senior Secretary Secretary Records Officer 1 Records Clink esource Development Office Director, Human Resource Development Training Officer	Other     GMG SEG 3       Director     GMG SEG 3       Counsellor     GMG SEG 2       Senior Human Resource Officer     GMG SEG 1       Information Records & Communication Manager     GMG SEG 1       Human Resource Officer     GMG AM 4       Assistant Human Resource Officer     GMG AM 2       Senior Secretary     OPS SS 3       Secretary     OPS SS 2       Records Officer 1     PIDG RIM 2       Records Clerk     PIDG RIM 1       esource Development     GMG SEG 3       Training Officer     GMG SEG 3

#### Employee Relations, Occupational Health & Safety

No. of Offices	Office	Classif	ication	Remark
1	Director, Employee Relations, Occupational Health & Safety	GMG	SEG 3	

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

## Ministry of Finance & the Public Service

#### Corporate Planning & Administration Division

#### Human Resource Management & Development Branch

#### Employee Relations, Occupational Health & Safety

No. of Offices	Office	Classification	Remark
1	Occupational Health & Safety Officer	GMG SEG 1	Post (# 1153) of Records Officer 1 (PIDG/RIM 2) retitled, reclassified and transf. from Office Services & Fleet Management Branch - Business Centre w.e.f. March 15, 2021.
1	Human Resource Officer	GMG AM 4	
1	Industrial Relations Officer	GMG AM 4	
1	Assistant Human Resource Officer	GMG AM 2	
5			

#### 29 Total - Human Resource Management & Development Branch

#### Strategic Organizational Development & Change Management Branch

No. of Offices	Office	Classification	Remark
1	Director, Strategic Organizational Development	GMG SEG 4	
1	Strategic Organizational Development Officer	GMG SEG 2	
2			

#### 2 Total - Strategic Organizational Development & Change Management Branch

#### Office Services & Fleet Management Branch

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

#### Office Services Section

No. of Offices	Office	Classi	fication		Remark
1	Customer Service Officer	GMG	AM	2	
2	Receptionist	GMG	AM	1	
1	Office Attendant	LMO	тз	2	Two (2) post(s) [#s 1440 & 1444] of Attendant (LMO/TS 2) retitied w.e.f. June 27, 2022.
1	Attendant	LMO	TS	2	Post [# 1444] of Attendant (LMO/TB 1) transf. from Asset Management, Board of Survey w.e.f. January 3, 2022; upgraded w.e.f. March 15, 2021.
2	Telephone Operator	OPS	то	1	
7					
7	Total - Office Services & Fleet Management Branch	ı			
Public Pr	rocurement Branch				
No. of					
Offices	Office	Classi	fication		Remark
1	Director 3, Public Procurement	GMG	SEG	3	

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

#### Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

#### **Public Procurement Branch**

No. of			
Offices	Office	Classification	Remark
2	Senior Public Procurement Officer	GMG SEG 1	
2	Public Procurement Officer	GMG AM 3	
2	Public Procurement Administrator	GMG AM 2	
7			
7	Total - Public Procurement Branch		
Procuren	nent Branch		
No. of			
Offices	Office	Classification	Remark

# Director, Procurement GMG SEG 3 Procurement Manager GMG SEG 1 Administrator GMG AM 3 Procurement Officer GMG AM 3

# 4 Total - Procurement Branch

#### Property, Security & Emergency Management Branch

No. of Offices	Office	Classification	Remark
1	Director, Property, Security & Emergency Management	GMG SEG 3	
1	Administrative Assistant	GMG AM 3	Post (# 1158) of Secretary 2 (OPS/SS 2) retitied and reclassified w.e.f. March 15, 2021.
2			
Maintenar	ace & Property Section		
No. of			

#### Classification Remark Offices Office 1 Manager, Maintenance & Property GMG SEG 1 SOG ST 5 1 Senior Maintenance Officer 2 Maintenance Officer SOG ST 3 Two (2) post(s) [#s 1198-9] of Artisan (LMO/TS 4) retitied and reclassified w.e.f. March 15, 2021. 1 Maintenance Officer SOG ST 3 Post (# 1429) of Caretaker (LMO/TS 3) retitled, reclassified and transf. from Public Expenditure Policy and Coordination Division - Asset Management - Board Of Survey w.e.f. March 15, 2021.

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

#### Corporate Planning & Administration Division

#### Property, Security & Emergency Management Branch

#### Maintenance & Property Section

No. of Offices	Office	Classic	ficatio		Remark
1	Maintenance Officer	SOG		-	
1	Head Gardener	LMO	TS	3	Post (# 1203) of Head Gardener (LMO/TS 2) upgraded w.e.f. March 15, 2021.
1	Gardener	LMO	тз	2	Post (# 1443) of Attendant/Messenger (LMO/T3 1) retified, upgraded and transf. from PXPC Division - Asset Mgmt Board Of Survey w.e.f. March 15, 2021.
1	Gardener	LMO	ΤS	2	Post [# 1437] of Attendant (LMO/TS 1) retitled, upgraded and transf. from Public Expenditure Policy and Coordination Division - Asset Management - Board Of Survey w.e.f. March 15, 2021.
1	Gardener	LMO	TS	2	Post [# 1201] of Gardener (LMO/TS 1) upgraded w.e.f. March 15, 2021.
1	Gardener	LMO	TS	2	Post (# 1200) of Janitor (LMO/TS 1) retitied and upgraded w.e.f. March 15, 2021.
11					
urity &	Emergency Management Section				
No. of					

Offices	Office	Classification	Remark
1	Manager, Security & Emergency Management	GMG SEG 1	Post (# 71633) of Security & Emergency Officer (GMG/SEG 1) retitied and transf. from Property, Security and Emergency Management Branch - Security and Emergency Section w.e.f. March 15, 2021.
1	Security and Emergency Management Officer	GMG AM 4	Post (# 71634) of Security & Emergency Administrator (GMG/AM 3) retilied, upgraded and transf. from Property, Security and Emergency Management Branch - Security and Emergency Section w.e.f. March 15, 2021.
2			
15	Total - Property, Security & Emergency Manage	ement Branch	

#### THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## Corporate Planning & Administration Division

#### **Corporate Communications and Public Relations Branch**

No. of Offices	Office	Classification	Remark
1	Director, Corporate Communications & Public Relations	MCG IE 6	
1	Administrative Assistant	GMG AM 3	
1	Web & Digital Content Specialist	MCG IE 4	New post (# 73841) with effect from July 25, 2022.
3			
Corporate	Communications Section		
No. of Offices	Office	Classification	Remark

1	Corporate Communications Manager	MCG	IE	5	
1	Corporate Communication Officer	MCG	IE	4	New post (# 73249) with effect from November 15, 2021.

# 2

#### Public Relations Section

No. of Offices	Office	Classification	Remark
1	Public Relations Manager	MCG IE 5	
1	Public Relations Officer	MCG IE 4	New post (# 73250) with effect from November 15, 2021.

#### 2

#### 7 Total - Corporate Communications and Public Relations Branch

#### Customer Service Branch

No. of Offices	Office	Classif	Scation		Remark
1	Director, Customer Service	GMG			New post (# 73305) with effect from December 13, 2021.
1	Manager, Customer Care	GMG	SEG	2	New post (# 73307) with effect from December 13, 2021.
1	Manager, Customer Service Monitoring & Evaluation	GMG	SEG	2	New post (# 73308) with effect from December 13, 2021.
1	Customer Service Monitoring & Evaluation Officer	GMG	АМ	3	New post (# 73309) with effect from December 13, 2021.
3	Customer Care Officer	GMG	АМ	3	Three (3) new post(s) [#s 73310-12] with effect from December 13, 2021.
1	Administrative Assistant	GMG	АМ	2	New post (# 73306) with effect from December 13, 2021.
2	Customer Care Assistant	GMG	АМ	1	Two (2) new post(s) [#s 73364-65] with effect from December 13, 2021.
10					

#### THE CIVIL SERVICE ESTABLISHMENT (SENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

#### Customer Service Branch

10 Total - Customer Service Branch

#### Information Communication Technology Branch (formerly the Information Systems Unit)

1 D 1 A 2 Application I No. of 0 ffices 0 1 A 1 S 1 S 1 W 5 Systems Adm No. of 0 ffices 0 1 S 2 S 1 D 1 A 5 5	Office Application Development Manager Susiness Analyst Software Engineer Software Engineer Veb & Mobile Specialist	Classi MIS GMG Classi MIS MIS MIS MIS Classi MIS	IT AM IT IT IT IT IT	8 3 7 6 5 5 5 5	Remark Remark Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022. Remark
1 A 2 Application I No. of 0 ffices 0 1 A 1 S 1 S 1 W 5 Systems Adm No. of 0 ffices 0 1 S 2 S 1 D 1 A 1 S 1 M 5 1 M 5 1 M 1 M 5 1 M 5 1 M 1 M 1 M 5 1 M 1 M 1 M 1 M 1 M 1 M 1 M 1 M	Administrative Assistant Development Office Application Development Manager Business Analyst Software Engineer Software Engineer Veb & Mobile Specialist ministration Office System Administration Manager Systems Administrator	GMG Classii MIS MIS MIS MIS Classii MIS	AM ficatio IT IT IT IT IT	3 7 5 5 5 5 7	Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022.
2 Application I Offices 0 1 A 1 B 1 S 1 S 1 S 1 W 5 Systems Adm No. of 0ffices 0 1 S 2 S 1 D 1 A 5 5	Development Office Application Development Manager Business Analyst Software Engineer Software Engineer Veb & Mobile Specialist ministration Office System Administration Manager Systems Administrator	Classii MIS MIS MIS MIS MIS Classii MIS	ficatio IT IT IT IT IT ficatio IT	7 5 5 5 7	Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022.
Application I No. of Offices 0 1 A 1 B 1 S 1 S 1 S 1 W 5 5 Systems Adm No. of 0 ffices 0 1 S 2 S 1 D 1 A	Office Application Development Manager Susiness Analyst Software Engineer Software Engineer Web & Mobile Specialist ministration Office System Administration Manager Systems Administrator	MIS MIS MIS MIS Classi MIS	іт іт іт іт бсябо	7 5 5 5	Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022.
No. of Offices O 1 A 1 B 1 S 1 S 1 S 1 W 5 5 5	Office Application Development Manager Susiness Analyst Software Engineer Software Engineer Web & Mobile Specialist ministration Office System Administration Manager Systems Administrator	MIS MIS MIS MIS Classi MIS	іт іт іт іт бсябо	7 5 5 5	Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022.
Offices 0 1 A 1 B 1 S 1 S 1 S 1 S 1 S 5 0 ffices 0 1 S 2 S 1 D 1 A 5 5	Application Development Manager Business Analyst Software Engineer Software Engineer Veb & Mobile Specialist <u>ministration</u> Office System Administration Manager Systems Administrator	MIS MIS MIS MIS Classi MIS	іт іт іт іт бсябо	7 5 5 5	Post (# 50598) of Business Analyst (MIS/IT 5) upgraded w.e.f. May 15, 2022.
1 B 1 S 1 S 1 W 5 5 0 0 1 S 2 S 1 D 1 A 5	Software Engineer Software Engineer Veb & Mobile Specialist <u>ministration</u> Office System Administration Manager Systems Administrator	MIS MIS MIS MIS Classi MIS	IT IT IT IT ficatio	6 5 5 5	(MB/IT 5) upgraded w.e.f. May 16, 2022.
1 S 1 S 1 W 5 0ffices 0 1 S 2 S 1 D 1 A	Software Engineer Software Engineer Veb & Mobile Specialist ministration Office System Administration Manager Systems Administrator	MIS MIS MIS Classi MIS	IT IT IT ficatio	5 5 5	(MB/IT 5) upgraded w.e.f. May 16, 2022.
1 S 1 W 5 iystems Adm Offices 0 1 S 2 S 1 D 1 A	Software Engineer Veb & Mobile Specialist ninistration Office System Administration Manager Systems Administrator	MIS MIS Classi MIS	IT IT ficatio	5 5 7	Remark
1 W 5 <u>oystems Adm</u> No. of Offices 0 1 S 2 S 1 D 1 A	Veb & Mobile Specialist ministration Office System Administration Manager Systems Administrator	MIS Classi MIS	IT ficatio IT	5 7	Remark
5 vystems Adm No. of Offices 0 1 S 2 S 1 D 1 A 5	ministration Office System Administration Manager Systems Administrator	Classi MIS	ficatio IT	7	Remark
ystems Adm No. of Offices 0 1 S 2 S 1 D 1 A	Office System Administration Manager Systems Administrator	MIS	т	7	Remark
No. of Offices 0 1 S 2 S 1 D 1 A	Office System Administration Manager Systems Administrator	MIS	т	7	Remark
Offices 0 1 S 2 S 1 D 1 A 5	System Administration Manager Systems Administrator	MIS	т	7	Remark
1 S 2 S 1 D 1 A 5	System Administration Manager Systems Administrator	MIS	т	7	
2 S 1 D 1 A 5	Systems Administrator				
1 D 1 A 5					
5		MIS	IT	4	
-	Assistant Database Administrator	MIS	п	2	Post (# 50600) of Assistant Databas Administrator (MIB/IT.2) transf. from Information Mangement, ISU w.e.f. July 27, 2020. Post to be abolished when vacant. W.e.f. July 13, 2020, new appointments of any type barre
Jetwork Adr					
	ministration				
No. of Offices O	Office	Classi	ficatio		Remark
1 N	Network Manager	MIS	IT	7	
	Network Administrator	MIS	т	5	
1 N	Network Administrator	MIS	т	5	
3					

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

#### Information Communication Technology Branch (formerly the Information Systems Unit)

#### Technical & Client Support

No. of Offices	Office	Classi	ificatio	ш	Remark
1	Technical & Client Support Manager	MIS	IT	7	
1	Senior Technical & Client Support Officer	MIS	IT	5	
2	Technical & Client Support Officer	MIS	IT	4	
1	Technical & Client Support Officer	MIS	IT	4	
5					
ICT Secur	ity				
No. of					

# Office 1 ICT Security Manager

1	IT Security Officer	MIS	IT	5	

Offices

2

22 Total - Information Communication Technology Branch (formerly the Information Systems Unit)

Classification

MIS IT 7

Remark

#### Strategic Planning, Performance & Project Management Branch

#### No. of Offices Office Classification Remark 1 Senior Director, Strategic Planning, Performance & GMG SEG 5 Project Management 1 Administrative Assistant GMG AM 3 2 Project Management & Coordination No. of Offices Office Classification Remark 1 Director, Project Management & Co-ordination GMG SEG 4 GMG SEG 2 2 Project Analyst 1 Administrative Assistant GMG AM 3 4 Strategic Planning, Performance Monitoring & Evaluation No. of Offices Office Classification Remark 1 Director, Strategic Planning, Performance Monitoring GMG SEG 4 & Evaluation GMG SEG 2 1 Strategic Planning Analyst 1 Strategic Planning Analyst GMG SEG 2 THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023 Page 101

Ministr	y of Finance & the Public Service		
Corpora	te Planning & Administration Division		
Strategic	Planning, Performance & Project Managemen	t Branch	
Strategic I	Planning, Performance Monitoring & Evaluation		
No. of			
Offices	Office	Classification	Remark
2	Performance Monitoring & Evaluation Analyst	GMG SEG 2	
-	Total - Strategic Planning, Performance & Project	t Management Bra	nch
	e Risk Management Branch		
No. of	•		
Offices	Office	Classification	Remark
1	Director, Enterprise Risk Management	GMG SEG 4	
1	Enterprise Risk Management Analyst	GMG SEG 3	
2			
2	Total - Enterprise Risk Management Branch		
Office Ser	rvices, Administration & Fleet Management Br	ranch	
No. of			
Offices	Office	Classification	Remark
1	Director, Office Services, Administration and Fleet Management	GMG SEG 3	Post (# 1145) of Director, Office Services and Fleet Management (GMG/82G 3) retitled and transf. from Office Services & Fleet Management Branch w.e.f. March 15, 2021.
1	Administrative Assistant	GMG AM 3	Post (# 574) of Senior Secretary (OPS/SS 3) retified, reclassified and transf. from Corporate Planning & Administration Division - Procurement Branch w.e.f. March 15, 2021.
1	Secretary 2	OPS SS 2	Post # 1159] of Secretary 2 (OPS/SS 2) transf. from Office Services & Fleet Management Branch - Fleet Management Section w.e.f. March 15, 2021.
3			
Fleet Man	agement		
No. of			
Offices		Classification	Remark
1	Transport Manager	GMG SEG 1	Post # 1146) of Transport Manager (GMG/AM 4) reclassified and transf. from Office Services & Fleet Management Branch - Fleet Management Section w.e.f. March 15, 2021.
1	Administrator	GMG AM 3	New post [# 72895] with effect from March 15, 2021.
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

orporate Planning & Administration Division

Office Services, Administration & Fleet Management Branch

Fleet Management

Office Records Officer 2 Driver 2	Classif PIDG LMO			Remark Post (# 1148) of Records Officer 2 (PIDG/RIM 3) transf. from Office Services & Fleet Management Branch - Fleet Management Section
Driver 2	LMO			w.e.f. March 15, 2021.
		DR	2	Six (6) post(s) (#5 587, 1194-7 & 1829) of Driver 2 (LMO/DR 2) transi from Office Services & Fleet Management Branch - Fleet Management Section w.e.f. March 1 2021.
ces Section				
				Remark
Office Services Manager	GMG	SEG	1	Post (# 54701) of Office Services Manager (GMG/SEG 1) transf. from Office Services & Fleet Managemen Branch - Office Services Section w.e.f. March 15, 2021.
Administrator	GMG	АМ	3	Post (# 1428) of Records Officer 1 (PIDG/RIM 2) retitled, reclassified a transf. from Office Services & Fleet Management Branch - Business Centre w.e.f. March 15, 2021.
Office Attendant Supervisor	LMO	TS	3	Four (4) post(s) [#s 593 & 1187-9] ( Attendant (LMO/TS 1) rettiled, upgraded and transf. from Office Services & Fleet Management Branch - Office Services Section w.ef. March 15, 2021.
Office Attendant Supervisor	LMO	TS	3	Two (2) post(s) [#s 1169 & 1180] of Supervisor Attendant (LMO/TS 3) retitled and transf. from Office Services & Fleet Management Branch - Office Bervices Section w.ef. March 15, 2021.
Copy Room Attendant	LMO	TS	3	Post (# 1168) of Attendant (LMO/TG 3) retitled and transf. from Office Services & Fleet Management Branch - Business Centre w.e.f. March 15, 2021.
Billing Clerk	PIDG	RIM	2	Post (# 1156) to be abolished when vacant. W.e.f. March 15, 2021 new appointments of any type barred.
	Office Office Services Manager Administrator Office Attendant Supervisor Office Attendant Supervisor	Office Classif Office Services Manager GMG Administrator GMG Office Attendant Supervisor LMO Office Attendant Supervisor LMO	Office         Classification           Office Services Manager         GMG SEG           Administrator         GMG AM           Office Attendant Supervisor         LMO TS           Office Attendant Supervisor         LMO TS           Office Attendant Supervisor         LMO TS           Copy Room Attendant         LMO TS	Office         Classification           Office Services Manager         GMG_SEG_1           Administrator         GMG_AM_3           Office Attendant Supervisor         LMO_TS_3           Office Attendant Supervisor         LMO_TS_3           Office Attendant Supervisor         LMO_TS_3           Copy Room Attendant         LMO_TS_3

# Ministry of Finance & the Public Service

#### **Corporate Planning & Administration Division**

#### Office Services, Administration & Fleet Management Branch

#### Office Services Section

No. of Offices	Office	Classi	fication		Remark
1	Copy Room Atlendant	LMO	TS	3	Post (# 1831) of Attendant/Messenger (LMO/TS 2) retited, upgraded and transf. from Office Services & Fleet Management Branch - Office Bervices Section w.e.f. March 15, 2021.
2	Office Attendant	LMO	TS	2	Two (2) post(s) [#5 589 & 1193] of Attendant (LMO/TS 1) retited, upgraded and transf. from Office Services & Fleet Management Branch - Business Centre w.e.f. March 15, 2021.
1	Office Attendant	LMO	TS	2	Post [# 1170] of Attendant (LMO/TS 2) retified and transf. from Office Services & Fleet Management Branch - Business Centre w.e.f. March 15, 2021.
16	Office Attendant	LMO	ΤS	2	Skteen (15) post(s) [#s 1172-6, 1178- 9, 1181-6, 1190, 1192, 1686] of Attendant (LMO/TS 1) retited, upgraded and transf. from Office Services & Fleet Management Branch - Office Services Section w.e.f. March 15, 2021.
1	Office Atlendant	LMO	тз	2	Post (# 1830) to be abolished when vacant. W.e.f. March 15, 2021 new appointments of any type barred.
1	Office Attendant	LMO	TS	2	Post (# 1206) of Watchman (LMO/T8 2) retilied and transf. from Office Services & Fleet Management Branch - Office Services Section w.e.f. March 15, 2021.

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Asset, Inventory and Utility Management Section

No. of Offices 1	Office Manager, Asset, Inventory & Utilities
2	Asset & Inventory Officer
2	Utility Officer
1	Billing Officer

Classification	Remark
GMG SEG 1	New post (# 72890) with effect from March 15, 2021.
GMG AM 4	Two (2) new post(s) [#s 72893-4] with effect from March 15, 2021.
GMG AM 4	Two (2) new post(s) [#s 72891-2] with effect from March 15, 2021.
PIDG RIM 3	Post (# 1149) of Billing Officer (PIDG/RIM 3) transf. from Office Services & Fleet Management Branch - Office Services Section w.e.f. March 15, 2021.

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

**Corporate Planning & Administration Division** 

#### Office Services, Administration & Fleet Management Branch

#### Asset, Inventory and Utility Management Section

No. of Offices	Office	Classification	Remark
1	Stores Clerk	PIDG RIM 3	Post (# 1154) of Supplies Clerk (PIDG/RIM 3) retitied and transf. from Office Services & Fleet Management Branch - Office Services Section w.e.f. March 15, 2021.
1	Billing Clerk	PIDG RIM 2	Post (# 1155) of Billing Clerk (PIDG/RIM 2) transf. from Office Services & Fleet Management Branch - Office Services Section w.e.f. March 15, 2021.

8

#### 52 Total - Office Services, Administration & Fleet Management Branch

190 Total - Corporate Planning & Administration Division

## **Financial Management Division**

Financial Review Unit					
No. of Offices	Office	Classification	Remark		
2	Expenditure Analyst	FMG PA 1			

# 2

#### 2 Total - Financial Management Division

## **Public Expenditure Division**

No. of Offices	Office	Classification	Remark
1	Deputy Financial Secretary	GMG CTD 1	
1	Executive Secretary 1	OPS SS 4	
1	Senior Secretary	OPS SS 3	
3			

#### Public Expenditure

No. of Offices	Office	Classificatio	n Remark	
1	Senior Director	GMG SEG	3 5	
1	Senior Secretary	OPS SS	3	
2				

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THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

# **Public Expenditure Division**

#### Public Expenditure

#### Social Infrastructure

No. of Offices	Office	Classification	Remark	
1	Public Expenditure Unit Head	GMG_SEG_4		
1	Financial Analyst 2	FMG PA 2		
	FAA Analyst 2	FMG PA 2		
2	Senior Budget Analyst	FMG PA 2		
2	Budget Analyst	FMG PA 1		
1	Senior Secretary	OPS SS 3		
8				
Production	1			
No. of				
Offices		Classification	Remark	
	Public Expenditure Unit Head	GMG SEG 4		
	Financial Analyst 2	FMG PA 2		
3	Budget Analyst	FMG PA 1		
1	Senior Secretary	OPS SS 3		
7				
Machinery	/ Of State			
No. of				
Offices		Classification	Remark	
	Public Expenditure Unit Head	GMG SEG 4		
	Financial Analyst 2	FMG PA 2		
	Senior Budget Analyst	FMG PA 2		
	Budget Analyst	FMG PA 1		
1	Senior Secretary	OPS SS 3		
7				
Physical In	afrastructure			
No. of				
Offices			Remark	
	Public Expenditure Unit Head	GMG SEG 4		
	Financial Analyst 2	FMG PA 2		
	Senior Budget Analyst	FMG PA 2		
	Budget Analyst	FMG PA 1		
1	Senior Secretary	OPS SS 3		
8				
32	Total - Public Expenditure			
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## **Public Expenditure Division**

#### Cash Management

Office     Office     Classification     Remark       1     Senior Director, Cash Management     GMG     SEG     5       1     Director, Banking And Revenue     FMG     PA     3       1     Senior Cash Management Analyst     GMG     SEG     3       1     Senior Cash Management Analyst     GMG     SEG     2       1     Cash Management Analyst     GMG     SEG     1       1     Senior Secretary     OPS     SS     3       6     6     Total - Cash Management     7, 2021, new appointments of any type barred.       rojects Unit	No. of			
1     Director, Banking And Revenue     FMG     PA     3       1     Senior Cash Management Analyst     GMG     SEG     3       1     Cash Management Analyst     GMG     SEG     2       1     Cash Management Analyst     GMG     SEG     2       1     Cash Management Analyst     GMG     SEG     1       2     Cash Management Analyst     GMG     SEG     1       2     Cash Management Analyst     GMG     SEG     1       3     Senior Secretary     OPS     SS     3       6     6     Total - Cash Management     7.2021, new appointments of any type barred.       7     Senior Secretary     OPS     SS     3       6     6     Total - Cash Management     7.2021, new appointments of any type barred.       7     Senior Secretary     OPS     SS     3       6     6     Total - Cash Management     7    rojects Unit     Solo     ST     8       No. of     Office     Classification     Remark       1     Senior Director     GMG     SEG     5       1     Head-Economic Development Projects     SOG     ST     8       1     Head-Social Sector Projects     SOG     ST	Offices	Office	Classification	Remark
Senior Cash Management Analyst     GMG SEG 3     Cash Management Analyst     GMG SEG 2     Cash Management Analyst     GMG SEG 1     Post # 1378] to be abolished when     vacant W.ef. March 7, 2021, new     appointments of any type barred.     Senior Secretary     OPS SS 3     G     Total - Cash Management     rojects Unit     No. of     Office     Office     Office     Office     Classification     Remark     Senior Director     GMG SEG 5     Head-Economic Development Projects     SOG ST 8     Head-Social Sector Projects     SOG ST 8     Head-Engineering Projects     SOG ST 8     Head-Engineering Projects     SOG ST 7	1	Senior Director, Cash Management	GMG SEG 5	
1     Cash Management Analyst     GMG     SEG     2       1     Cash Management Analyst     GMG     SEG     1     Post (# 1378) to be abolished when vacant. W.e.f. March 7, 2021, new appointments of any type barred.       1     Senior Secretary     OPS     SS     3       6     Total - Cash Management     OPS     SS     3       6     Total - Cash Management     OPS     SS     3       6     Total - Cash Management     OPS     SS     3       0     Office     Classification     Remark       1     Senior Director     GMG     SEG     5       1     Head-Economic Development Projects     SOG     ST     8       1     Head-Social Sector Projects     SOG     ST     8       1     Head-Engineering Projects     SOG     ST     8       4     Senior Project Analyst     SOG     ST     7	1	Director, Banking And Revenue	FMG PA 3	
1     Cash Management Analyst     GMG     SEG     1     Post (# 1378) to be abolished when vacant. W.e.f. March 7, 2021, new appointments of any type barred.       1     Senior Secretary     OPS     SS     3       6     Total - Cash Management     OPS     SS     3       6     Total - Cash Management     OPS     SS     3       7     OPS     SS     3       8     Office     Classification     Remark       1     Senior Director     GMG     SEG     5       1     Head-Economic Development Projects     SOG     ST     8       1     Head-Social Sector Projects     SOG     ST     8       1     Head-Engineering Projects     SOG     ST     8       4     Senior Project Analyst     SOG     ST     7	1	Senior Cash Management Analyst	GMG SEG 3	
vacant. W.e.f. March 7, 2021, new appointments of any type barred.	1	Cash Management Analyst	GMG SEG 2	
6 6 Total - Cash Management ojects Unit No. of Office Classification Remark 1 Senior Director GMG SEG 5 1 Head-Economic Development Projects SOG ST 8 1 Head-Social Sector Projects SOG ST 8 1 Head-Social Sector Projects SOG ST 8 1 Head-Engineering Projects SOG ST 8 4 Senior Project Analyst SOG ST 7	1	Cash Management Analyst	GMG SEG 1	vacant. W.e.f. March 7, 2021, new
G Total - Cash Management         ojects Unit         No. of Office       Classification       Remark:         1       Senior Director       GMG       SEG       5         1       Head-Economic Development Projects       SOG       ST       8         1       Head-Social Sector Projects       SOG       ST       8         1       Head-Engineering Projects       SOG       ST       8         4       Senior Project Analyst       SOG       ST       7	1	Senior Secretary	OPS SS 3	
ojects Unit No. of Office Classification Remark Senior Director GMG SEG 5 Head-Economic Development Projects SOG ST 8 Head-Social Sector Projects SOG ST 8 Head-Engineering Projects SOG ST 8 Senior Project Analyst SOG ST 7	6			
No. of Office         Classification         Remark           1         Senior Director         GMG         SEG         5           1         Head-Economic Development Projects         SOG         ST         8           1         Head-Social Sector Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           4         Senior Project Analyst         SOG         ST         7	6 1	Total - Cash Management		
Office         Classification         Remark           1         Senior Director         GMG         SEG         5           1         Head-Economic Development Projects         SOG         ST         8           1         Head-Social Sector Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           4         Senior Project Analyst         SOG         ST         7	ojects U	Jnit		
1         Senior Director         GMG         SEG         5           1         Head-Economic Development Projects         SOG         ST         8           1         Head-Social Sector Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           4         Senior Project Analyst         SOG         ST         7				
Head-Economic Development Projects         SOG         ST         8           1         Head-Social Sector Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           1         Head-Engineering Projects         SOG         ST         8           4         Senior Project Analyst         SOG         ST         7				Remark
1 Head-Social Sector Projects SOG ST 8 1 Head-Engineering Projects SOG ST 8 4 Senior Project Analyst SOG ST 7	1	Senior Director	GMG SEG 5	
1 Head-Engineering Projects SOG ST 8 4 Senior Project Analyst SOG ST 7	1	Head-Economic Development Projects	SOG ST 8	
4 Senior Project Analyst SOG ST 7	1	Head-Social Sector Projects	SOG ST 8	
	1	Head-Engineering Projects	SOG ST 8	
2 Senior Project Engineer SOG ST 7	4	Senior Project Analyst	SOG ST 7	
	2	Senior Project Engineer	SOG ST 7	

SOG ST 6

OPS SS 3

OPS SS 2

1	Project Engineer
1	Senior Secretary
1	Secretary
13	

# 13 Total - Projects Unit

#### Public Investment Appraisal Branch

No. of Offices	Office	Classification	Remark
1	Principal Director	GMG SEG 6	
1	Administrator	GMG AM 4	
1	Documentation and Logistics Officer	GMG AM 2	
3			

#### Project Analysis

13

Offices	Office	Classification	Remark
1	Snr. Director Project Analysis	GMG SEG 5	
6	Project Analyst	GMG SEG 3	

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# Ministry of Finance & the Public Service

#### Public Expenditure Division

#### Public Investment Appraisal Branch

# Project Analysis

Project Ar	alysis		
No. of Offices	Office	Classification	Remark
7			
Monitorin	g & Evaluation		
No. of			
Offices		Classification	Remark
1	Director Monitoring & Evaluation	GMG SEG 4	
1	M&E Analyst	GMG SEG 3	
1	Research Officer	SOG ST 5	
3			
Proposal I	Development & Strategic Support		
No. of			
Offices		Classification	Remark
1	Director PDSS	GMG SEG 4	
1	Quality Assurance Officer	GMG SEG 3	
-	PDSS Officer	GMG SEG 2	
4			
17	Total - Public Investment Appraisal Branch		
71	Total - Public Expenditure Division		
Public E	xpenditure Policy & Co-ordination Divi	sion	
Special A	ssignment		
No. of			
Offices	Office	Classification	Remark
1	Director, Special Assignment	FMG PA 3	Post [# 1460] to be abolished when vacant. W.e.f. October 1, 2021 new appointments of any type barred.
1			
-	Total - Special Assignment		
	the Public Procurement Policy (OPP)		
Executive	••••		
No. of			
Offices	Office	Classification	Remark
1	Chief Public Procurement Officer	GMG SEG 5	
1	Administrative Assistant	GMG AM 2	
1	Senior Secretary	OPS SS 3	
3			
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Public Expenditure Policy & Co-ordination Division

## Office of the Public Procurement Policy (OPP)

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Public Procurement Policy Development & Compliance Section

1	Director, Public Procurement Policy Development & Compliance Senior Public Procurement Policy Analyst	GMG SEG 3	
1	Senior Public Procurement Policy Analyst		
		GMG SEG 2	
	Senior Public Procurement Compliance Officer	GMG SEG 2	
3	Public Procurement Compliance Officer	GMG SEG 1	
1	Public Procurement Policy Analyst	GMG SEG 1	
7			
ublic Proce	urement Capacity Development Section		
No. of Offices	05-	Classification	Remark
			Keinark
	Director, Public Procurement Capacity Development		
	Senior, Public Procurement Training & Education Officer	GMG SEG 2	
1	Public Procurement Training & Education Officer	GMG SEG 1	
3			
3-Procurem	ent & Client Services Section		
No. of			
Offices	Office	Classification	Remark
	Director, E-Procurement & Client Services	GMG SEG 3	
	Manager, Public Procurement Customer Care	GMG SEG 2	
	E-Procurement Systems & Framework Agreement Analyst	GMG SEG 2	
2	Public Procurement Customer Care Officer	GMG AM 3	
5			
Public Proci	urement Review Board Secretariat		
No. of			
Offices		Classification	Remark
1 1	Administrator	GMG AM 2	
1			
19 To	otal - Office of the Public Procurement Policy (OP	P)	

# Ministry of Finance & the Public Service

#### Public Expenditure Policy & Co-ordination Division

#### Financial Systems & Procedures Unit (Formerly Financial Systems)

No. of Offices	Office	Classification	Remark
1	Head, Financial Systems & Procedures Unit	FMG PA 5	Post [# 1407] to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Director, Operational Systems & Procedures	FMG PA 3	Post [# 1462] to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Project & Fund Accounting Specialist	FMG PA 3	Post [# 1465] to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Assets and Inventory Specialist	FMG PA 2	Post (# 63007) to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Revenue Systems Specialist	FMG PA 2	Post [# 1468] to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Business Process Specialist	FMG PA 2	Post (# 63008) to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Banking and E-Commerce Specialist	FMG PA 2	Post (# 63005) to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
7			

# Information Technology Strategy

No. of Offices	Office	Classification	Remark
1	Information Technology Strategy Unit Head	MIS IT 8	Post (# 56666) to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
1	Co-ordinator, Special Projects	GMG SEG 2	Post [# 56667] to be abolished when vacant. W.e.f. October 1, 2021, new appointments of any type barred.
2			

#### 9 Total - Financial Systems & Procedures Unit (Formerly Financial Systems)

#### Internal Audit Directorate

No. of Offices	Office	Classi	Fraño		Remark
1	Senior Director, Internal Audit Directorate	FMG		-	INFILME IN
				-	
1	Audit Co-ordinator - Performance & Quality Assurance	FMG	AS	5	Post(s) [# 53645] of Audit Co- ordinator - informatrion Systems retitled w.e.f. September 5, 2022.
1	Audit Co-ordinator - Information Systems	FMG	AS	5	Post(s) [# 53656] of Audit Co- ordinator - Performance & Quality Assurance (FMG/AS 5) retitied w.e.f. September 5, 2022.
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Public Expenditure Policy & Co-ordination Division

#### Internal Audit Directorate

No. of Offices	Office	Classi	ficatio		Remark
1	Audit Co-ordinator - Audit Committees	FMG	AS	5	
1	Audit Specialist - Performance & Quality Assurance	FMG	AS	4	
1	Audit Specialist - Information Systems	FMG	AS	4	
1	Senior Secretary	OPS	SS	3	
7					
7	Total - Internal Audit Directorate				

#### Asset Management

Fuel Coupon

No. of Offices	Office	Classification	Remark
1	Accounting Technician 3	FMG AT 3	Post [# 1454] to be abolished when vacant. W.e.f. October 1, 2021 new appointments of any type barred.
1	Accounting Technician 2	FMG AT 2	Two (2) post(s) [#s 1455-56] to be abolished when vacant. W.e.f. October 1, 2021 new appointments of any type barred.

- 2
- 2 Total Asset Management

#### Accounting and Financial Policy Branch

No. of Offices	Office	Classification	Remark
1	Principal Director, Accounting & Financial Policy	GMG SEG 6	New post (# 73192) with effect from October 1, 2021.
2	Senior Financial Monitoring & Evaluation Analyst	GMG SEG 4	Two (2) new post(s) [#s 73195-6] with effect from October 1, 2021.
1	Senior Financial Policy Analyst	GMG SEG 4	Post [# 1409] of Legal and Public Sector Reform Unit Head (FMG/PA 4) retitled, reclassified and transf. from Legal and Public Sector Reform Unit w.e.f. October 1, 2021.
2	Financial Monitoring & Evaluation Analyst	GMG SEG 3	Two (2) new post(s) [#s 73197-8] with effect from October 1, 2021.
1	Financial Policy Analyst	GMG SEG 3	New post (# 73194) with effect from October 1, 2021.
1	Technical Coordinator	GMG SEG 2	New post (# 73191) with effect from October 1, 2021.
1	Administrator	GMG AM 3	New post (# 73193) with effect from October 1, 2021.
9			
9	Total - Accounting and Financial Policy Branch		

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# Ministry of Finance & the Public Service

# Public Expenditure Policy & Co-ordination Division

#### Public Sector Enterprise Risk Management Branch

No. of Offices	Office	Classification	Remark
1	Principal Director, Enterprise Risk Management Policy	GMG SEG 6	New post (# 73203) with effect from October 1, 2021.
1	Senior Risk Management Policy Analyst	GMG SEG 4	New post (# 73205) with effect from October 1, 2021.
1	Senior Risk Monitoring & Evaluation Analyst	GMG SEG 4	New post (# 73207) with effect from October 1, 2021.
1	Risk Monitoring & Evaluation Analyst	GMG SEG 3	New post [# 73208] with effect from October 1, 2021.
1	Risk Management Policy Analyst	GMG SEG 3	New post (# 73206) with effect from October 1, 2021.
1	Administrator	GMG AM 3	New post [# 73204] with effect from October 1, 2021.

6

#### 6 Total - Public Sector Enterprise Risk Management Branch

#### Asset Management Policy Branch

No. of Offices	Office	Classification	Remark
1	Senior Director, Asset Management Policy	GMG SEG 5	Post # 1408) of Director, Asset Management (GMG/3EG 4) retitled, upgraded and transf. from Asset Management w.e.f. October 1, 2021.
1	Motor Vehicle Administration Manager	GMG SEG 3	Post [# 1451] of Asset Accounting & Information Manager (FMG/PA 2) retited, reclassified and transf. from Asset Management, Fuel Coupon w.e.f. October 1, 2021.
1	Senior Asset Management Policy Analyst	GMG SEG 3	Post [# 1457] of Asset Operations Manager (GMG/SEG 1) retitled, upgraded and transf. from Asset Management, Motor Vehicle Administration w.e.f. October 1, 2021.
1	Senior Asset Monitoring and Evaluation Analyst	GMG SEG 3	New post (# 73200) with effect from October 1, 2021.
1	Asset Monitoring and Evaluation Analyst	GMG SEG 2	New post [# 73201] with effect from October 1, 2021.
1	Asset Management Policy Analyst	GMG SEG 2	New post (# 73199) with effect from October 1, 2021.
1	Monitoring and Evaluation Officer	GMG SEG 1	Post [# 1459] of Monitoring Officer (GMG/AM 3) retitied, reclassified and transf. from Asset Management, Motor Vehicle Administration w.e.f. October 1, 2021.
1	Administrative Assistant	GMG AM 3	Post [# 1448] of Systems Support Officer (MIS/IT 3) retitied, reclassified and transf. from Asset Management w.e.f. October 1, 2021.
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

## Public Expenditure Policy & Co-ordination Division

#### Asset Management Policy Branch

No. of Offices	Office	Classif	ficatio	0	Remark
1	Administrator	GMG	AM	3	New post (# 73202) with effect from October 1, 2021.
1	Administrative Assistant	GMG	АМ	3	Post [# 1430] of Senior Secretary (OP8/88 3) retitied, reclassified and transf. from Asset Management w.e.f. October 1, 2021.
10					
10	Total - Asset Management Policy Branch				

# Office of the Deputy Financial Secretary

# No. Offi

o. of ffices	Office	Classification	Remark
1	Deputy Financial Secretary	GMG CTD 1	Post (# 1406) of Deputy Financial Secretary (GMG/CTD 1) transf. from Public Expenditure Policy & Co- ordination Division w.e.f. October 1, 2021.
1	Executive Secretary 1	OPS SS 4	Post (# 1413) of Executive Secretary 1 (OPS/88 4) transf. from Public Expenditure Policy & Co-ordination Division w.e.f. October 1, 2021.
1	Administrative Assistant	GMG AM 4	New post (# 73190) with effect from October 1, 2021.
3			

#### 3 Total - Office of the Deputy Financial Secretary

#### Asset Management & Disposal Services Branch

No. of					
Offices	Office	Classif	fication		Remark
1	Director, Asset Management & Disposal Services	GMG	SEG	4	New post (# 73335) with effect from January 3, 2022.
1	Manager, Research and Quality Assurance	GMG	SEG	2	New post (# 73337) with effect from January 3, 2022.
1	Administrative Assistant	GMG	АМ	4	New post (# 73336) with effect from January 3, 2022.
3					
Asset Cust	tody & Warehousing Section				

# No. of

Offices	Office	Classif	fication		Remark
1	Manager, Asset Custody and Warehousing	GMG	SEG	2	New post (# 73338) with effect from January 3, 2022.
2	Warehouse Technician	GMG	AM	3	Two (2) new post(s) [#s 73339-40] with effect from January 3, 2022.
3					
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December 2024

# Ministry of Finance & the Public Service

#### Public Expenditure Policy & Co-ordination Division

#### Asset Management & Disposal Services Branch

#### Asset Monitoring Section

No. of			
Offices	Office	Classification	Remark
1	Manager, Asset Monitoring	GMG SEG 3	New post [# 73341] with effect from January 3, 2022.
3	Senior Asset Monitoring Officer	GMG SEG 2	Three (3) new post(s) [#s 73342-4] with effect from January 3, 2022.
1	Asset Monitoring Officer	GMG SEG 1	New post [# 73345] with effect from January 3, 2022.
1	Asset Monitoring Officer	GMG SEG 1	Post (# 1423) of Chief Equipment Auditor (GMG/AM 3) retified, reclassified and transf. from Asset Management, Board of Survey w.e.f. January 3, 2022.
1	Asset Monitoring Officer	GMG SEG 1	Post J# 1433] of Monitoring Officer (GMG/AM 3) retilied, reclassified and transf. from Asset Management, Board of Survey w.e.f. January 3, 2022.
2	Asset Monitoring Officer	GMG SEG 1	Two (2) post(s) [#s 1424 & 1447] of Senior Equipment Auditor (GMG/AM 2) retitled, reclassified and transf. from Asset Management, Board of Survey w.e.f. January 3, 2022.
1	Asset Monitoring Officer	GMG SEG 1	Post (# 1426) of Equipment Auditor (GMG/AM 1) retited, reclassified and transf. from Asset Management, Board of Survey w.e.f. January 3, 2022.
1	Administrative Assistant	GMG AM 3	Post [# 1431] of Secretary 2 (OPS/8: 2) retitied, reclassified and transf. from Asset Management, Board of Survey w.e.f. January 3, 2022.
11			
sset Sale	es & Auctions		
No. of			
Offices		Classification	Remark
1	Manager, Asset Sales and Auctions	GMG SEG 3	New post (# 73346) with effect from January 3, 2022.

3 20 Total - Asset Management & Disposal Services Branch

86 Total - Public Expenditure Policy & Co-ordination Division

#### THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

2 Asset Sales and Auctions Officer

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GMG SEG 1 Two (2) new post(s) [#s 73347-48]

with effect from January 3, 2022.

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

#### Financial Regulations Division

No. of Offices	Office	Classif	fication	Remark
1	Senior Director	GMG	SEG 5	
1	Senior Economic Analyst	SOG	ST 8	
1	Financial Analyst	FMG	PA 2	
1	Economic Analyst	SOG	ST 7	
1	Economic Researcher	SOG	ST 6	
1	Senior Secretary	OPS	SS 3	
6				

#### 6 Total - Financial Regulations Division

#### Economic Management Division

No. of Offices	Office	Classification	Remark
1	Deputy Financial Secretary	GMG CTD 1	
1	Research Officer	SOG ST 5	
2			

#### International Programme Management

No. of Offices	Office	Classification	Remark
1	Director, International Programme Management	GMG SEG 5	
1	Director, International Financial Institutions	GMG SEG 3	
1	International Financial Institutions Officer	GMG SEG 1	
1	Senior Secretary	OPS SS 3	
4			

#### Negotiations

No. of Offices	Office	Classification H	Remark
1	Director, Negotiations	GMG SEG 4	
1	Senior Negotiations Officer	GMG SEG 3	
2	Negotiation Officer	GMG SEG 2	
1	Senior Secretary	OPS SS 3	
5			

#### Programme Management

No. of Offices	Office	Classif	fication		Remark
1	Director, Programme Management & Co-ordination	GMG	SEG	4	
2	Senior Programme Management & Co-ordination Officer	GMG	SEG	3	

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# Ministry of Finance & the Public Service

## Economic Management Division

#### International Programme Management

#### Programme Management

No. of Offices	Office	Classif	fication		Remark
2	Programme Management & Co-ordination Officer	GMG	SEG	2	
1	Senior Secretary	OPS	SS	3	
6					

#### 15 Total - International Programme Management

#### Fiscal Policy Management Unit

No. of Offices	Office	Classification	Remark
1	Principal Director	GMG SEG 6	
1	Economic Programme Analyst	GMG SEG 4	
1	Chief Fiscal Economist	GMG SEG 4	
1	Chief Macro Economist	GMG SEG 4	
1	Senior Macro Economist (Research & Policy Review)	GMG SEG 3	
1	Senior Fiscal Economist (Forecast and Monitoring)	GMG SEG 3	
1	Senior Fiscal Economist (Research, Policy Review & Risk Assessment)	GMG SEG 3	
1	Senior Macro Economist (Data Monitoring, Management & Analysis)	GMG SEG 3	
1	Fiscal Economist (Forecast and Monitoring)	GMG SEG 2	
1	Fiscal Economist (Research, Policy Review & Risk Assessment)	GMG SEG 2	
1	Macro Economist	GMG SEG 2	
1	Executive Secretary 1	OPS SS 4	
12			
12	Fotal - Fiscal Policy Management Unit		
Debt Man	agement Unit (New)		
No. of			
Offices	Office	Classification	Remark
1	Principal Director	GMG SEG 6	
1	Manager, Investor Relations & Communications	GMG SEG 4	
1	Manager, Compliance	GMG SEG 3	
1	Executive Assistant	GMG SEG 1	

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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## Economic Management Division

# Debt Management Unit (New)

Domestic Market (Portfolio Management)

Domestic.	warker (Portiono Wanagement)			
No. of				
Offices		Classification	Remark	
1		GMG SEG 5		
	Manager, Domestic Markets	GMG SEG 4		
4		GMG SEG 3		
1	Administrator	GMG AM 3		
7				
Internal M	arket (Portfolio Management)			
No. of				
Offices		Classification	Remark	
1	Manager, External Markets	GMG SEG 4		
1				
Debt Strat	egy & Analysis			
No. of Offices	05	Classification	Remark	
1		GMG SEG 5	INFERSI K	
	Director, Debt Strategy & Analysis Administrator	GMG AM 3		
	Autorities ator	GWG AW J		
2				
Risk Anal	ysis			
No. of Offices	05	Classification	Remark	
		GMG SEG 4	Remark	
1	Manager, Risk Analysis Risk Analyst	GMG SEG 4 GMG SEG 3		
	Risk Analysi	GMG SEG 3		
3				
	earch & Analysis			
No. of Offices	Office	Classification	Remark	
1	Manager, Policy & Research Analysis	GMG SEG 4		
-	Policy Research Analyst	GMG SEG 3		
3				
Debt Oper	ations			
No. of				
Offices	Office	Classification	Remark	
1	Director, Debt Operations	GMG SEG 4		
1	Administrator	GMG AM 3		
2				
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#### Ministry of Finance & the Public Service Economic Management Division Debt Management Unit (New) Debt Recording & System Support No. of Offices Office Classification Remark Manager, Debt Recording & System Support GMG SEG 3 1 3 Debt Recording & Systems Support Officer GMG SEG 2 4 Debt Reconciliation No. of Offices Office Classification Remark 1 Manager, Debt Reconciliation GMG SEG 2 2 Debt Reconciliation Officer GMG SEG 1 3 Monitoring & Disbursement No. of Classification Offices Office Remark Manager, Monitoring & Disbursement GMG SEG 3 1 2 Monitoring & Disbursement Officer GMG SEG 2 3 32 Total - Debt Management Unit (New) 61 Total - Economic Management Division Public Enterprise Division Office of the Deputy Financial Secretary No. of Offices Office Classification Remark 1 Deputy Financial Secretary GMG CTD 1 1 Supernumerary Unit Director GMG SEG 4 OPS SS 4 1 Executive Secretary 1 OPS ADS 1 2 Administrative Secretary 1 Administrative Secretary OPS ADS 1 1 6 6 Total - Office of the Deputy Financial Secretary **Public Private Partnership Unit** No. of Classification Remark Offices Office 1 Senior Director GMG SEG 5 1 Director, Public Partnership GMG SEG 4 2 Senior Financial Analyst FMG PA 3 THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023 Page 118

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service **Public Enterprise Division**

# P

No. of	Office	Classification	Remark	
4	Once	Cassification	INFERSI I.	
-				
	Total - Public Private Partnership Unit			
Policy Re	search & Co-ordination			
No. of			<b>_</b> .	
Offices	Office	Classification GMG SEG 5	Remark	
1	Senior Director	GMG SEG 5		
1	Director, Policy & Research Director, Financial Analyst & Co-ordination	FMG PA 4		
1	Senior Policy Analyst	GMG SEG 3		
1	Financial Analyst	FMG PA 2		
5	T manual Pulatjac	THE PART		
5	Total - Policy Research & Co-ordination			
Finance &	& Development			
No. of				
	Office	Classification	Remark	
1	Senior Director	GMG SEG 5		
	Sector Director	FMG PA 4 FMG PA 3		
2	Senior Financial Analyst Financial Analyst	FMG PA 3 FMG PA 2		
-	Financial Analyst	FMG PA 2		
9				
9	Total - Finance & Development			
Transpor	t/Social Services Sector			
No. of				
	Office	Classification	Remark	
1	Senior Director	GMG SEG 5		
-	Sector Director	FMG PA 4		
2	Senior Financial Analyst	FMG PA 3 FMG PA 2		
-	Financial Analyst	FMG PA 2		
7				
7	Total - Transport/Social Services Sector			
Agricultu	ral Mining & Energy (Production Sector)			
No. of				
Offices	Office	Classification	Remark	
1	Senior Director	GMG SEG 5		
2	Sector Director	FMG PA 4		

# Ministry of Finance & the Public Service

#### **Public Enterprise Division**

#### Agricultural Mining & Energy (Production Sector)

No. of			
	Office	Classification	Remark
2		FMG PA 3	
2	Financial Analyst	FMG PA 2	
7			
7	Total - Agricultural Mining & Energy (Produ	ction Sector)	
xecutive	Agency Monitoring		
No. of	07		
	Office Senior Director	Classification GMG SEG 5	Remark
	Sector Director	FMG PA 4	
	Sector Director Senior Financial Analyst	FMG PA 4 FMG PA 3	
	Senior Financial Analysi	FMG PA 3	
3			
3	Total - Executive Agency Monitoring		
ecretari	at for Board Nomination Selection & Appo	intment	
No. of	Office	Classification	Remark
Omces 1		GMG SEG 4	Nemark
-	Technical Officer	GMG SEG 3	
1	Administrative Assistant	GMG SEG 3	
-	Automoulauve Apploidant	GMG AM 2	
5			
5	Total - Secretariat for Board Nomination Sele	ction & Appointment	
46	Total - Public Enterprise Division		
ublic S	ervice Establishment Division/Strate	gic HRM Division	(SHRMD)
uperann	uation Branch		
No. of			
No. of Offices	Office	Classification	Remark
No. of Offices 1		Classification GMG AM 4	Remark
No. of Offices	Office		Remark
No. of Offices 1	Office		Remark
No. of Offices 1 1	Office Superannuation Officer	GMG AM 4	

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

#### Ministry of Finance & the Public Service

#### Revenue Protection Division

No. of Offices	Office	Classification	Remark
1	Commissioner, Revenue Protection Division	GMG CTD 1	Post [# 61305] of Principal Director (GMG/3EG 6) retitled and reclassified w.e.f. May 16, 2022.
1	Technical Strategist	GMG SEG 2	Post (# 61307) of Communication Specialist (MCG/IE 4) retitled and reclassified w.e.f. May 16, 2022.
1	Administrator	GMG AM 4	Post (# 61306) of Executive Secretary (OPS/SS 4) retitied and reclassified w.e.f. May 16, 2022.

# 3 Revenue Investigations Branch

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No. of Offices	Office	Classification	Remark
1	Deputy Commissioner, Revenue Investigation	RMG TA 10	Post (# 61314) of Director, Revenue Investigation (RNG/TA 9) retilted, upgraded and transf. from the Revenue Protection Division - Revenue Protection Division - Operations Management w.e.f. May 16, 2022.
1	Senior Assistant Commissioner, Revenue Investigation	RMG TA 9	Post (# 61328) of Director, Special Investigation (RNG/TA 8) retitied, upgraded and transf. from the Revenue Protection Division - Interna & Special Investigations w.e.f. May 16, 2022.
1	Senior Assistant Commissioner, Revenue Investigation	RMG TA 9	Post (# 61317) of Chief Revenue Investigator (RMG/TA 8) retitled, upgraded and transf. from Revenue Protection Division - Operations Management - Kingston w.e.f. May 16, 2022.
1	Senior Assistant Commissioner, Revenue Investigation	RMG TA 9	Post (# 61318) of Chief Revenue Investigator (RMG/TA 8) retitied, upgraded and transf. from Revenue Protection Division - Operations Management - Montego Bay w.e.f. May 16, 2022.
1	Senior Assistant Commissioner, Revenue Investigation	RMG TA 9	Post (# 61333) of Chief Revenue Investigator (RMG/TA 8) retitied, upgraded and transf. from Revenue Protection Division - Operations Management - Mandeville w.e.f. May 16, 2022.

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## Ministry of Finance & the Public Service

#### **Revenue Protection Division**

#### **Revenue Investigations Branch**

	-		
No. of Offices	Office	Classification	Remark
2	Assistant Commisioner, Revenue Investigation	RMG TA 8	Two (2) post(s) [#5 58183 & 61316] of Benior Revenue Investigator (RMG/TA 7) retited, upgraded and transf. from Revenue Protection Division - Operations Management - Kingston w.e.f. May 16, 2022.
3	Assistant Commisioner, Revenue Investigation	RMG TA 8	Three (3) post(s) [#s 54561, 58187 & 61332] of Benior Special investigator (RMG/TA 7) rettied, upgraded and transf. from the Revenue Protection Division - Internal & Special Investigations w.e.f. May 16, 2022.
1	Assistant Commisioner, Revenue Investigation	RMG TA 8	Post of (# 58177) Senior Revenue Investigator (RMG/TA 7) retitied, upgraded and transf. from Revenue Protection Division - Operations Management - Montego Bay w.e.f. May 16, 2022.
1	Assistant Commisioner, Revenue Investigation	RMG TA 8	Post (# 54554) of Senior Revenue Investigator (RMG/TA 7) retitied, upgraded and transf. from Revenue Protection Division - Operations Management - Mandeville w.e.f. May 16, 2022.
1	Assistant Commisioner, Revenue Investigation	RMG TA 8	Post (# 61330) of Special Investigator (RMG/TA 7) rettiled, upgraded and transf. from Revenue Protection Division - Operations Management - Kingston w.e.f. May 16, 2022.
3	Revenue Investigator	RMG TA 7	Three (3) post(s) (#s 58181-82 & 61323) of Revenue Investigator (RMG/TK 6) upgraded and transf. from Revenue Protection Division - Operations Management - Montego Bay w.e.f. May 16, 2022.
4	Revenue Investigator	RMG TA 7	Four (4) new post [#s 73730-33] with effect from May 16, 2022.
6	Revenue Investigator	RMG TA 7	Six (6) post(s) (#s 54557, 61320-21, 61324-25 & 61327) of Revenue Investigator (RMG74.6) upgraded and transf. from Revenue Protection Division - Operations Management – Kingston w.e.f. May 16, 2022.
1	Administrative Assistant	GMG AM 2	Post of (# 61315) Senior Secretary (OPS/883) retitied, reclassified and transf. from the Revenue Protection Division - Revenue Protection Division - Operations Management w.e.f. May 16, 2022.
27			
27	Total - Revenue Investigations Branch		
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

#### **Revenue Protection Division**

#### Intelligence and Cybercrime Branch

No. of Offices	Office	Classif	ficatio		Remark
1	Deputy Commissioner, Intelligence and Cybercrime	RMG	ТА	10	Post (# 51319) of Director, Intelligence (RMG/TA 8) retitied, upgraded and transf. from the Revenue Protection Division - Intelligence Unit w.e.f. May 16, 2022.
1	Senior Assistant Commissioner, Field Intelligence	RMG	ТА	9	New post [# 73738] with effect from May 16, 2022.
1	Senior Assistant Commissioner, Cybercrime	RMG	ТА	9	New post [# 73743] with effect from May 16, 2022.
1	Senior Assistant Commissioner, Inteiligence	RMG	ТА	9	New post [# 73734] with effect from May 16, 2022.
1	Senior Assistant Commissioner, Intelligence	RMG	ТА	9	Post [# 58180] of Senior Intelligence Officer (RMG/TA 7) retitied, upgraded and transf. from the Revenue Protection Division - Intelligence Unit w.e.f. May 16, 2022.
1	Information Security Analyst	MIS	п	7	New post [# 73746] with effect from May 16, 2022.
1	Digital Forensic Examiner	MIS	т	7	New post [# 73745] with effect from May 16, 2022.
1	Cyber Security Analyst	MIS	т	7	New post [# 73744] with effect from May 16, 2022.
1	Intelligence Officer	RMG	ТА	7	Post (# 61326) of intelligence Officer (RMG/TA 6) upgraded and transf. from the Revenue Protection Division - Intelligence Unit w.e.f. May 16, 2022.
3	Intelligence Officer	RMG	TA	7	Three (3) new post(s) [#s 73735-37] with effect from May 16, 2022.
4	Field Intelligence Officer	RMG	ТА	7	Four (4) new post(s) [#s 73739-42] with effect from May 16, 2022.
1	Administrative Assistant	GMG	АМ	2	Post (# 61329) of Senior Secretary (OP8/88 3) retiled, reclassified and transf. from the Revenue Protection Division - Internal & Special Investigations w.e.f. May 16, 2022.

#### 17

17 Total - Intelligence and Cybercrime Branch

#### **Compliance and Accountability Branch**

- No. of Offices Office
  - 1 Deputy Commissioner, Compliance and R Accountability

#### Classification Remark RMG TA 10 Post (# 53955) of Director, Special Projects (GMG/8EG 5) retitled, reclassified and transf. from Reven

reclassified and transf. from Revenue Protection Division w.e.f. May 16, 2022.

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# Ministry of Finance & the Public Service

#### **Revenue Protection Division**

#### **Compliance and Accountability Branch**

No. of Offices Office		Classif	ficatio		Remark
1 Senior Assist Analysis	ant Commisioner, Revenue Risk	RMG	ТА	9	Post (# 53951) of Compliance Risk and Security Officer (RMG/TA 8) retitled, upgraded and transf. from the Revenue Protection Division - Human Resource Management & Administration w.e.f. May 16, 2022.
1 Senior Assist Accountability	ant Commisioner, Compliance and	RMG	ТА	9	New post (# 73749] with effect from May 16, 2022.
1 Senior Assist Accountability	ant Commisioner, Compliance and F	RMG	ТА	9	Post # 61331] of Chief Compliance/Enforcement Officer (RMG/TA 8) retited, uppraded and transf. from the Revenue Protection Division - Compliance /Enforcement Unit w.e.f. May 16, 2022.
3 Senior Assist Accountability	ant Commisioner, Compilance and /	RMG	ТА	9	Three (3) post(s) [#s 62711-13] of Benior Inspector (FMG/RA 4) retitled, reclassified and transf. from the Public Accountability Inspectorate Division w.e.f. May 16, 2022.
1 Assistant Cor Accountability	nmissioner, Compliance and (	RMG	ТА	8	Post (# 61322) of Compliance and Enforcement Officer (RMG/TA 7) retitled, upgraded and transf. from the Revenue Protection Division - Compliance Enforcement Unit w.e.f. May 16, 2022.
4 Assistant Cor Accountability	nmisioner, Compilance and /	RMG	ТА	8	Four (4) new post(s) (#s 73747-48 & 73750-51) with effect from May 16, 2022.
5 Assistant Cor Accountability	nmisioner, Compilance and /	RMG	ТА	8	Five (5) post(s) (#6 62714-18) of Inspector (FMGIPA 2) retited, reclassified and transf. from the Public Accountability inspectorate Division w.e.f. May 16, 2022.
10 Compliance a	and Accountability Officer	RMG	TA	7	Ten (10) new post(s) [#s 73752-61] with effect from May 16, 2022.
1 Administrativ	e Assistant	GMG	AM	2	Post (# 62719) of Executive Secretary 1 (OPS/85 4) retitled, reclassified and transf. from the Public Accountability inspectorate Division w.e.f. May 16, 2022.
28					
28 Total - Compl	iance and Accountability Branch				
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

## **Revenue Protection Division**

#### **Revenue Risk Branch**

No. of Offices	Office	Classif	ficatio		Remark
1	Assistant Commisioner, Revenue Risk Analysis	RMG	ТА	8	New post [# 73762] with effect from May 16, 2022.
1	Technical Research Specialist	SOG	ST	7	New post (# 73763) with effect from May 16, 2022.
1	Operations Research Officer	SOG	ST	6	New post [# 73764] with effect from May 16, 2022.
3					

#### <sup>3</sup> Total - Revenue Risk Branch

## Planning and Administration Branch

No. of Offices	Office	Classification	Remark
1	Omee Director, Planning and Administration	GMG SEG 4	Nemaric Post # 61308) of Director, Human Resource Management and Admin. (GMG/BEG 2) retited, upgraded and transf. from the Revenue Protection Division - Human Resource Management & Administration w.e.f. May 16, 2022.
1	Administrator	GMG AM 3	Post (# 61309) of Administrator (GMG/AM 3) transf. from the Revenue Protection Division - Humar Resource Management & Administration w.e.f. May 16, 2022.
1	Senior Secretary	OPS SS 3	Post [# 61311] of Senior Secretary (OPS/SS 3) transf. from the Revenue Protection Division - Human Resource Management & Administration w.ef. May 16, 2022.
1	Customer Care Assistant	GMG AM 1	Post # 61312] of ReceptionIst/Telephone Operator (OP8/TO 1) retitied, reclassified and transf. from Revenue Protection Division - Human Resource Management & Administration w.e.f. August 8, 2022.
1	Records Officer 1	PIDG RIM 2	Post (# 64246) of Records Officer (PIDG/RIM 2) retitied and transf. from the Revenue Protection Division – Administration w.e.f. May 16, 2022.
1	Records and Evidence Management Officer	PIDG RIM 3	New post [# 73765] with effect from May 16, 2022.
1	Office Atlendant	LMO TS 2	Post (# 61313) of Office Attendant (LMO/TS 2) transf. from the Revenue Protection Division – Human Resource Management & Administration w.e.f. May 16, 2022.
1	Office Attendant	LMO TS 2	New post (# 73766) with effect from May 16, 2022.
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# Ministry of Finance & the Public Service

#### **Revenue Protection Division**

## Planning and Administration Branch

No. of					
Offices	Office	Class	ificatio	n	Remark
8					
8	Total - Planning and Administration Branch				
Legal & F	Prosecutorial Services				
No. of					
Offices	Office		ificatio	-	Remark
1	Senior Legai Officer	JLG	LO	4	C.D. Post (# 68945) of Senior Legal Officer (JLG/LO 4) transf. from the Revenue Protection Division - Legal Services Unit w.e.f. May 16, 2022.
1	Legal Officer	JLG	LO	3	C.D. Post (# 53710) of Legal Officer (JLG/LO 3) transf. from the Revenue Protection Division - Legal Services Unit w.e.f. May 16, 2022.
1	Paralegal Officer	PLG	LS	4	Post (# 68946) of Paralegal Officer (PLG/L3 4) transf. from the Revenue Protection Division - Legal Services Unit w.e.f. May 16, 2022.
1	Senior Secretary	OPS	SS	3	Post (# 56112) of Senior Secretary (OP8/88 3) transf. from Revenue Protection Division - Operations Management - Mandeville w.e.f. May 16, 2022.
4					
4	Total - Legal & Prosecutorial Services				
90	Total - Revenue Protection Division				
trategi	c Human Resource Management Divisio	n (SH	RMI	<b>)</b> )	
Office of t	the DFS/CTD				
Central Ad	Iministration				
No. of					
Offices	Office		ificatio	-	Remark
1	Deputy Financial Secretary, Strategic Human Resource Management Division	GMG	СТС	01	
1	Executive Secretary 2	OPS	SS	5	
1	Executive Secretary 1	OPS	SS	4	
3					
strategic (	Operations & Support				
No. of	05	-			Presel
Offices 1	Office Senior Director, Strategic Operations & Support		SEG	-	Remark
1	Senior Director, Seategro Operations & Support	GMG	326	- 4	
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Strategic Human Resource Management Division (SHRMD)

#### Office of the DFS/CTD

	perations		

No. of Offices	Office	Classif	Remark		
1	Strategic Operations Analyst	GMG	SEG	2	
1	Technical Coordinator	GMG	SEG	1	
1	Senior Research Officer	SOG	ST	5	
1	Administrator	GMG	AM	4	
5					
8	Total - Office of the DFS/CTD				

#### Corporate Management & Establishment Branch

No. of Offices	05	Classification	Remark
Omces 1	Office Principal Director, Corporate Management &	GMG SEG 6	Kemark
	Establishment Branch	GMG SEG 6	
4	Chief Management & Establishment Analyst	GMG SEG 5	
1	Chief Research & Establishment Control Officer	GMG SEG 4	
4	Senior Management & Operations Analyst	GMG SEG 4	
4	Management & Operations Analyst	GMG SEG 3	
1	Director, Research and Analysis	GMG SEG 3	
2	Director	GMG SEG 2	
4	Assistant Management & Operations Analyst	GMG SEG 2	
1	Information Systems Officer	MIS IT 4	
1	Senior Research Officer	SOG ST 6	
2	Case Management Administrator	GMG AM 4	
1	Research Officer	SOG ST 5	
2	Administrator	GMG AM 3	
1	Executive Secretary 1	OPS SS 4	
2	Database Analyst	MIS IT 3	
3	Senior Secretary	OPS SS 3	
2	Data Processing Officer	MIS IT 2	
36			
tandards	Development Unit		
No. of			
Offices		Classification	Remark
1	Chief Standards Development Analyst	GMG SEG 4	
2		GMG SEG 3	
2	Standards Development Analyst	GMG SEG 2	
5			
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# Ministry of Finance & the Public Service

Ministry of Finance & the Public Service							
Strategi	Strategic Human Resource Management Division (SHRMD)						
Corporate	e Management & Establishment Branch						
41 1	Fotal - Corporate Management & Establishment B	ranch					
Audit/Mo	nitoring & Evaluation Branch						
No. of Offices	Office	Classification	Remark				
1	Senior Director, Audit/Monitoring & Evaluation	GMG SEG 5	Neinark				
1	Senior Director, Addemonitoring a Evaluation	040 020 0					
	Fotal - Audit/Monitoring & Evaluation Branch						
	Administration Branch						
	Addition Branch						
No. of Offices	Office	Classification	Remark				
1	Senior Director, Pensions Administration	GMG SEG 5					
1	Administrator	GMG AM 3					
2							
Pensions (	lient Services Section						
No. of							
Offices	Office	Classification	Remark				
1	Manager, Pensions Client Services	GMG SEG 3					
1	Pensions Client Services Officer	GMG SEG 1					
4	Pensions Client Services Officer	GMG SEG 1					
6							
Pensions O	Computation and Analysis Section						
No. of							
Offices		Classification	Remark				
1	Director, Pensions Computation and Analysis	GMG SEG 4					
2	2 · · · · · · · · · · · · · · · · · · ·	GMG SEG 3					
	Manager, Pensions Computation Pensions Computation Supervisor	GMG SEG 3 GMG SEG 1					
	Pensions Computation Officer	GMG AM 4					
1	Pensions Computation Officer	GMG AM 4					
1	Pensions Administrator	GMG AM 3					
29							
	Policy Section						
No. of	oncy section						
Offices	Office	Classification	Remark				
1		GMG SEG 4					
2	Pensions Policy Analyst	GMG SEG 3					
1	Senior Secretary	OPS SS 3					
			_				

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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Strategic Human Resource Management Division (SHRMD)

Pensions P	Policy Section					
No. of Offices	Office	Classification	Remark			
4						
DEDAS on	d Records Management Section					
No. of	a records Management Section					
Offices	Office	Classification	Remark			
1	Manager, PEPAS and Records Management	GMG SEG 3				
1						
PEPAS an	d Records Management Section - PEPAS Unit					
No. of						
Offices		Classification	Remark			
1		GMG SEG 2				
1	PEPAS Administrator	GMG AM 3				
2						
PEPAS an	d Records Management Section - Records Manag	ement Unit				
No. of			_			
Offices		Classification	Remark			
1	Senior Pensions Records Officer	GMG AM 3				
1	Senior Pensions Records Officer	GMG AM 3				
-	Pensions Records Officer	GMG AM 2				
5	Pensions Records Officer	GMG AM 2				
9						
53	Total - Pensions Administration Branch					
Human R	esource Policy & Information Branch					
No. of		-				
Offices		Classification	Remark			
1	Principal Director, HR Policy & Information	GMG SEG 6				
1	Senior Director, Strategic HR Policy Development	GMG SEG 5				
1	Senior Director, HR Policy	GMG SEG 5				
	Director, HR Policy	GMG SEG 4 GMG SEG 4				
	Director, HR Policy Administrator	GMG SEG 4 GMG AM 3				
		OPS SS 3				
-	Senior Secretary	0P5 55 3				
7						
7 1	Total - Human Resource Policy & Information Br	anch				
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# Ministry of Finance & the Public Service

## Strategic Human Resource Management Division (SHRMD)

#### Employee Relations Branch

No. of	05	(1) (1) (1) (1)	P	
Offices		Classification	Remark	
1	Senior Director, Compensation Management	GMG SEG 5		
	Chief Compensation Analyst	GMG SEG 4		
	Senior Compensation Analyst	GMG SEG 3		
	Compensation Analyst 2	GMG SEG 2		
	Compensation Analyst 1	GMG SEG 1		
1	Administrator	GMG AM 3		
12				
ndustrial l	Relations Section			
No. of				
Offices		Classification	Remark	
1	Senior Director, Industrial Relations	GMG SEG 5		
1	Chief Industrial Relations Officer	GMG SEG 4		
-	Chief Industrial Relations Officer	GMG SEG 4		
1	Industrial Relations Officer	GMG SEG 3		
-	Industrial Relations Officer	GMG SEG 3		
-	Industrial Relations Administrator	GMG AM 4		
1	Industrial Relations Administrator	GMG AM 4		
1	Administrator	GMG AM 3		
11				
Imployme	ent Welfare Management Section			
No. of				
Offices	Office	Classification	Remark	
1	Senior Director, Employment Welfare Management	GMG SEG 5		
1				
Imployme	ent Welfare Management Section - Occupational H	lealth Safety & C	ounseling Unit	
No. of				
Offices		Classification	Remark	
1	Director, Occupational Health, Safety & Counseiling			
1	Manager, Employee Assistance & Counselling	GMG SEG 3		
	Occupational Health & Safety Officer	GMG SEG 2		
	Counsellor	GMG SEG 2		
1	Senior Secretary	OPS SS 3		
1	Senior Secretary	OPS SS 3		
6				
•				

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Strategic Human Resource Management Division (SHRMD)

## Employee Relations Branch

9

Employment Welfare Management Section - Leave	e & Benefits Administration Unit
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No. of Offices	Office	Classification	Remark
1	Director, Leave & Benefits Administration	GMG SEG 4	
1	Manager, Benefits Administration	GMG SEG 3	
1	Manager, Leave Administration	GMG SEG 3	
1	Benefits Officer	GMG SEG 2	
1	Benefits Officer	GMG SEG 2	
1	Benefits Officer	GMG SEG 2	
1	Senior Leave Officer	GMG SEG 2	
1	Leave Officer	GMG SEG 1	
1	Administrator	GMG AM 3	

#### Employment Welfare Management Section - Loan & Grant Administration Unit

No. of Offices	Office	Classification	Remark
1	Director, Loans & Grants Administration	GMG SEG 4	
1	Manager, Loans & Grants Administration	GMG SEG 3	
2	Loans Officer	GMG SEG 1	
1	Loans Officer	GMG SEG 1	
1	Data Entry Officer	MIS IT 2	
1	Senior Secretary	OPS SS 3	
7			
No. of			
Offices	Office	Classification	Remark
1	Principal Director, Employee Relations	GMG SEG 6	
1	Administrator	GMG AM 4	
2			
48	Total - Employee Relations Branch		
Strategic	Workforce Planning and Improvement Branch		
No. of			
Offices	Office	Classification	Remark
1	Senior Director, Strategic Workforce Planning & Improvement	GMG SEG 5	Post (# 58862) of Senior Director, Workforce Planning & Improvement (GMG/8E0 5) rettiled and transf. from Strategic Human Resource Management Division (SHRMD),Workforce Planning & Improvement Branch w.cf. April 1,

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# Ministry of Finance & the Public Service

# Strategic Human Resource Management Division (SHRMD)

## Strategic Workforce Planning and Improvement Branch

No. of Offices	Office	Classification	Remark
1	Director, Scholarships and Assistance	GMG SEG 2	Post (# 448) of Director, Scholarships and Assistance (GMG/9E6 2) transf. from PGED/3trategic HRM Division (SHRMD) w.e.f. April 1, 2022. Post to be abolished when vacant. W.e.f.Apri 1, 2022 new appointments of any type barred.
1	Director, Bonding	GMG SEG 1	Post (# 650) of Director, Bonding (GMG/BEG 1) transf. from Public Service Establishment Division/Strategic HRM Division (SHRMD), Human Resource Policy, Training & Development, Bonding w.ef. April 1, 2022.
1	Administrative Assistant	GMG AM 2	New post [# 73497] with effect from April 1, 2022.
1	Senior Secretary	OPS SS 3	Two (2) post(s) [#s 647 & 652] of Senior Secretary (OPS/83 3) transf. from PSED/Strategic HRM Division (SHRMD), w.ef. April 1, 2022, post(s) to be abolished when vacant. W.e.f April 1, 2022 new appointments of any type barred.
1	Records Officer 1	PIDG RIM 2	Post (# 521) of Records Officer 1 (PIDG/RIM 2) transf. from Public Service Establishment Division/Strategic HRM Division (SHRMD), Human Resource Policy, Training & Development, Support Services w.e.f. April 1, 2022.
6			
	g & Evaluation Section		
No. of Offices	Office	Classification	Remark
1	Director, Monitoring & Evaluation	GMG SEG 3	New post (# 73498) with effect from April 1, 2022.
1	Monitoring and Evaluation Officer	GMG SEG 2	New post (# 73499) with effect from April 1, 2022.
2			

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

Strategic Human Resource Management Division (SHRMD)

## Strategic Workforce Planning and Improvement Branch

Strategic Workforce Planning Section

No. of Offices	Office	Classification	Remark
1	Director, Strategic Workforce Planning	GMG SEG 4	Post (# 64478) of Chief Work Force Planning Officer, Strategic HR Policy Development (GMG/BEG 4) vettiled and transf. from Strategic Human Resource Management Division (BHRMD),Workforce Planning &Improvement Branch w.e.f. April 1, 2022.
2	Senior Strategic Workforce Planning Officer - HR Analytics	GMG SEG 3	Two (2) new post(s) [#s 73500-1] with effect from April 1, 2022.
2	Senior Strategic Workforce Planning Officer - HR Strategy & Implementation	GMG SEG 3	Two (2) new post(s) [#s 73502-3] with effect from April 1, 2022.
2	Strategice Workforce Planning Officer - HR Analytics	GMG SEG 2	Two (2) new post(s) [#s 73504-5] with effect from April 1, 2022.
2	Strategic Workforce Planning Officer - HR Strategy & Implementation	GMG SEG 2	Two (2) new post(s) [#s 73506-7] with effect from April 1, 2022.
9			

## Talent & Knowledge Management Section

Offices	Office	Classification	Remark
1	Director, Talent & Knowledge Management	GMG SEG 4	Post (# 638) of Chief Knowledge & Taient Management Officer (GMG/826: 4) retitled and transf. from Strategic Human Resource Management Division (BHRMD), Workforce Planning & Improvement Branch w.e.f. April 1, 2022.
1	Senior Talent Management Officer - Bonding & Compliance	GMG SEG 3	New post (# 73511] with effect from April 1, 2022.
1	Senior Talent Management Officer - HR Strategy & Implementation	GMG SEG 3	New post (# 73515) with effect from April 1, 2022.
1	Senior Talent Management Officer - Scholarships & Assistance	GMG SEG 3	New post (# 73512) with effect from April 1, 2022.
1	Talent Management Officer - Bonding	GMG SEG 2	New post (# 73513) with effect from April 1, 2022.

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# Ministry of Finance & the Public Service

## Strategic Human Resource Management Division (SHRMD)

## Strategic Workforce Planning and Improvement Branch

## Talent & Knowledge Management Section

No. of Offices	Office	Classification	Remark
1	Talent Management Officer - HR Strategy and Implementation	GMG SEG	2 Post # 641] of Director, MOU Training (GMG/BEG 1) retited, uppraded and transf. from Public Bervice Establishment Division/Bratejot HMD Division (BHRMD), Human Resource Policy, Training & Development, Scholarships & Assistance w.e.f. April 1, 2022.
1	Talent Management Officer - Compliance	GMG SEG	2 Post # 52752) of Collections Officer (GMG/8EG 1) retited, upgraded and transf. from Public Service Establishmen Division(Strategic HRM Division (SHRMD), Human Resource Policy, Training & Development, Compliance w.ef. April 1, 2022.
1	Talent Management Officer - Scholarships & Assistance	GMG SEG	2 New post (# 73514) with effect from April 1, 2022.
1	Scholarships & Assistance Coordinator	GMG SEG	2 New post (# 73510) with effect from April 1, 2022.
2	Electronic Content Support Officer	GMG SEG	<ol> <li>Two (2) new post(s) [#s 73508-9] with effect from April 1, 2022.</li> </ol>
1	Administrator, Bonding	GMG AM	4 Post (# 62751) of Administrator, Bonding (GMG(AM 2) upgraded and transf. from Public Service Establishment Division/Strategic HRN Division (SHRMD), Human Resource Policy, Training & Development, Bonding w.e.f. April 1, 2022.
1	Scholarship and Grant Administrator	GMG AM	
13			
	Total - Strategic Workforce Planning and Impro		-
188 1	Total - Strategic Human Resource Management	Division (SHRM	D)

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

# Financial Investigations Division

No. of	07		
Offices	Office	Classification	Remark
1	Director General	GMG CTD 1	Post (# 53929) of Chief Technical Director (GMG/CTD 1) retitied and transf. from Financial Investigation Division w.e.f. April 1, 2023.
1	Technical Advisor	GMG SEG 4	Post (# 53931) of Technical Specials (GMG/8EG 4) retitied and transf. from Financial investigation Division w.e.f. April 1, 2023.
1	Policy Specialist	GMG SEG 3	New Post [# 73529] with effect from April 1, 2023.
1	Research & Reporting Officer	GMG SEG 3	New Post [# 73530] with effect from April 1, 2023.
1	Executive Assistant	GMG SEG 1	Post (# 53930) of Administrative Secretary 2 (OP8/AD8 2) retitled, reclassified and transf. from Financia Investigation Division w.e.f. April 1, 2023.
5			
Corporate	Communications Unit		
No. of Offices	Office	Classification	P
1	Corporate Communications Specialist	MCG IE 5	Remark New post (# 73542) with effect from
1	Corporate Communications Specialist	MCG IE 5	April 1, 2023.
1	Communications Officer	MCG IE 4	New post (# 73541) with effect from April 1, 2023.
2			
Methods &	k Compliance Unit		
No. of Offices	07		
	Office	Classification	Remark
1	HOD, Methods and Compliance	FMG AS 4	New post (# 73629) with effect from April 1, 2023.
1	Senior Compliance Auditor	FMG AS 3	New post (# 73630) with effect from April 1, 2023.
2			
Asset Rec	overy Branch		
No. of			
Offices	Office	Classification	Remark
1	Senior Director, Asset Recovery	GMG SEG 3	Post (# 54473) of Asset Recovery Manager (GMG/0EG 2) rettled, upgraded and transf. from Financial Investigation Division, Asset Recovery Unit w.e.f. April 1, 2023.
1	Administrator	GMG AM 3	Post (# 63002) of Administrator (GMG/AM 3) transf. from Financial Investigation Division Acast

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THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

## **Financial Investigations Division**

## Asset Recovery Branch

1       Financial Analyst, Asset Recovery       FMG       PA       2       New post (# 73533] with effect from April 1, 2023.         1       Asset Management Officer       GMG       SEG       1       New post (# 73533] with effect from April 1, 2023.         1       Asset Management Clerik       LMO       TS       4       New post (# 73533] with effect from April 1, 2023.         4       Compliance Section       No. of       Office       Classification       Remark         1       Manager, Compliance       GMG       SEG       Remark       Remark         2       Compliance Officer, Motor Vehicles and PPOs       GMG       AM       Two (2) new post(s) (# 735364) (# 735376) (# 6ffect from April 1, 2023.         2       Compliance Officer, Property       GMG       AM       Two (2) new post(s) (# 735376) (# 6ffect from April 1, 2023.         1       Compliance Officer, Property       GMG       AM       Two (2) new post(s) (# 735376) (# 6ffect from April 1, 2023.         2       Compliance Officer, Property       GMG       AM       Two (2) new post(s) (# 735376) (# 6ffect from April 1, 2023.         3       Compliance Officer, Property       GMG       AM       Two (2) new post(s) (# 73540) (# 1, 2023.         6       Legal Section       New of file 7 3540] with effect from April 1, 2023.       Kemark	No. of Offices	Office	Classification	Remark
Ne. of Office         Classification         Remark           1         Manager, Asset Management         GMG_SEG_3         New post (# 73534) with effect for April 1, 2023.           1         Financial Analyst, Asset Recovery         FMG_PA_2         New post (# 73532) with effect for April 1, 2023.           1         Asset Management Officer         GMG_SEG_1         New post (# 73532) with effect for April 1, 2023.           1         Asset Management Officer         GMG_SEG_1         New post (# 73532) with effect for April 1, 2023.           4         Compliance Section         LMO_TS_4         New post (# 73532) with effect for April 1, 2023.           8         office         Classification         Remark           1         Manager, Compliance         GMG_SEG_3         Post (# 5304) of Financial Accountant (FMGPA 3) retited, reclassified and transf. from Finan (Recovery Unit w.e.f. April 1, 2023.           2         Compliance Officer, Motor Vehicles and PPOs         GMG_AM_4         Two (2) new post() [# 73537-6) to effect from April 1, 2023.           2         Compliance Officer, Property         GMG_AM_4         Two (2) new post() [# 73537-6) to effect from April 1, 2023.           6         Legal Section         Section         Section April 1, 2023.           8         Officer         Officer         New post (# 73530) with effect from April 1, 2023.           <				
Office:         Office:         Classification         Remark           1         Manager, Asset Management         GMG_SEG_3         New post [# 73534] with effect from April 1, 2023.           1         Financial Analyst, Asset Recovery         FMG_PA_2         New post [# 73532] with effect from April 1, 2023.           1         Asset Management Officer         GMG_SEG_1         New post [# 73532] with effect from April 1, 2023.           1         Asset Management Clerk         LMO_TS_4         New post [# 73532] with effect from April 1, 2023.           4         Compliance Section         Manager, Compliance         Remark           1         Manager, Compliance         GMG_SEG_3         Remark           2         Compliance Officer, Motor Vehicles and PPOs         GMG_AM_4         Two (2) new post [# 73530] with effect from April 1, 2023.           2         Compliance Officer, Property         GMG_AM_4         Two (2) new post [# 73537-6] velocited and transf. from Financial Investigation Division, Asset Recovery Unit w.ef. April 1, 2023.           2         Compliance Officer, Property         GMG_AM_4         Two (2) new post [# 73537-6] velocited and transf. from Financial Investigation Division, Asset Recovery Unit w.ef. April 1, 2023.           6         Legal Counsel, Asset Recovery         JLG_LO_3         New post [# 73540] with effect from April 1, 2023.           1         Legal Counsel, A	Asset Man	agement Section		
1       Manager, Asset Management       GMG SEG 3       New post (# 73534) with effect from April 1, 2023.         1       Financial Analyst, Asset Recovery       FMG PA 2       New post (# 73533) with effect from April 1, 2023.         1       Asset Management Officer       GMG SEG 1       New post (# 73533) with effect from April 1, 2023.         1       Asset Management Clerk       LMO TS 4       New post (# 73533) with effect from April 1, 2023.         4       Compliance Section       Manager, Compliance       GMG SEG 3       Remark         1       Manager, Compliance       GMG SEG 3       Remark       Post (# 3304) of Financial Accountant (FMG/PA 3) retites.         2       Compliance Officer, Motor Vehicles and PPOs       GMG AM 4       Two (2) new post(b) (# 73534).       Post (# 3304) of Financial Accountant (FMG/PA 3) retites.         2       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-4).       effect from April 1, 2023.         2       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-4).       effect from April 1, 2023.         3       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-4).       effect from April 1, 2023.         4       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-4).       effect from April 1, 2023.	No. of	-		
1       Financial Analyst, Asset Recovery       FMG       PA       2       New post (# 73533) with effect from April 1, 2023.         1       Asset Management Officer       GMG       SEG       1       New post (# 73533) with effect from April 1, 2023.         1       Asset Management Officer       GMG       SEG       1       New post (# 73533) with effect from April 1, 2023.         4       4       4       4       4         Compliance Section       6       GMG       SEG       New post (# 73531) with effect from April 1, 2023.         4       4       4       4       4         Compliance Section       GMG       SEG       Post (# 53004) of Financial Accountari, from Financial Recovery Unit w.c. April 1, 2023.         2       Compliance Officer, Motor Vehicles and PPOs       GMG AM       Two (2) new post (# 735374); effect from April 1, 2023.         1       Compliance Officer, Property       GMG AM       Two (2) new post (# 7354); effect from April 1, 2023.         2       Compliance Officer, Property       GMG AM       Post (# 5303) of Acst Recovery Unit w.e. April 1, 2023.         6       Legal Counsel, Asset Recovery       JLG       New post (# 73540] with effect from April 1, 2023.         6	Offices	Office	Classification	Remark
1       Asset Management Officer       GMG SEG 1       New post (# 73532) with effect for April 1, 2023.         1       Asset Management Clerk       LMO TS 4       New post (# 73532) with effect for April 1, 2023.         4       Compliance Section       Manager, Compliance       Classification       Remark         1       Manager, Compliance       GMG SEG 3       Post (# 53004) of Financial Accountant (FMGR 3) retited, reclassified and transf. from Finan Investigation Division, Asset         2       Compliance Officer, Motor Vehicles and PPOs       GMG AM 4       Two (2) new post(b) (# 735364) effect from April 1, 2023.         2       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-6) effect from April 1, 2023.         1       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-6) effect from April 1, 2023.         2       Compliance Officer, Property       GMG AM 4       Two (2) new post(b) (# 73537-6) effect from April 1, 2023.         1       Compliance Officer, Property       GMG AM 4       Post (# 53003) of financial investigation Division, Asset Recovery Unit w.e. April 1, 2023.         6       Legal Counsel, Asset Recovery       JLG LO 3       New post (# 73540) with effect from April 1, 2023.         1       Junior Legal Counsel, Asset Recovery       JLG LO 2       New post (# 73540) with effect from April 1, 2023.         1	1	Manager, Asset Management	GMG SEG 3	New post (# 73534) with effect from April 1, 2023.
1       Asset Management Clerk       April 1, 2023.         1       Asset Management Clerk       LMO TS 4       New post (# 73531) with effect from April 1, 2023.         4       Compliance Section       Remark       Post (# 5304) of Financial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finan finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 3) retited, neclassified and transf. from Finantial Accountant (#MGIPA 4) retited and transf. from Finantial Accountant (#MGIPA 4) retited and transf. from Finantial Invest 987364)         2       Compliance Officer, Property       GMG AM 4       Two (2) new post(# 73536) (# 735376) + effect from April 1, 2023.         6       Legal Counsel, Asset Recovery       JLG LO 3       New post (# 73540) with effect from April 1, 2023.         1       Junior Legal Counsel, Asset Recovery       JLG LO 2       New p	-	Financial Analyst, Asset Recovery		
4     April 1, 2023.       4     Compliance Section       No. of Offices     Office       1     Manager, Compliance       2     Compliance Officer, Motor Vehicles and PPOs       2     Compliance Officer, Motor Vehicles and PPOs       2     Compliance Officer, Property       3     Compliance Officer, Property       4     GMG AM 4       4     Two (2) new positip ## 73537-611       5     Compliance Officer, Property       6     GMG AM 4       1     Compliance Officer, Property       6     Classification       1     Legal Section       No. of Offices     Office       1     Legal Counsel, Asset Recovery       1     Junior Legal Counsel, Asset Recovery       2     JLG     LO	1	Asset Management Officer	GMG SEG 1	New post (# 73532) with effect from April 1, 2023.
Compliance Section         Classification         Remark           1         Manager, Compliance         GMG SEG 3         Post # 53004) of Financial Accessified and transit, from Finan Investigation Division, Asset Recovery Unit w.et. April 1, 2023.           2         Compliance Officer, Motor Vehicles and PPOs         GMG AM 4         Two (2) new post(s) [#5 735364)] effect from April 1, 2023.           2         Compliance Officer, Property         GMG AM 4         Two (2) new post(s) [#5 73537-8]) effect from April 1, 2023.           1         Compliance Officer, Property         GMG AM 4         Two (2) new post(s) [#5 73537-8]) effect from April 1, 2023.           6         Legal Section         Division, Asset Recovery Officer         Office           1         Legal Counsel, Asset Recovery 1         JLG LO 3         New post [# 73540] with effect from April 1, 2023.           2         Unior Legal Counsel, Asset Recovery 1         JLG LO 2         New post [# 73540] with effect from April 1, 2023.	1	Asset Management Clerk	LMO TS 4	New post (# 73531) with effect from April 1, 2023.
No. of Office         Classification         Remark           1         Manager, Compliance         GMG SEG 3         Post J# 3304) of Financial Accountant (PMGPA 3) retitled, reclassified and transf. from Finan Investigation Division, Asset Recovery Unit w.ef. April 1, 2023.           2         Compliance Officer, Motor Vehicles and PPOs         GMG AM 4         Two (2) new post(s) [#5 73535-6] i effect from April 1, 2023.           2         Compliance Officer, Property         GMG AM 4         Two (2) new post(s) [#5 73537-6] i effect from April 1, 2023.           1         Compliance Officer, Property         GMG AM 4         Two (2) new post(s) [#5 73537-6] i effect from April 1, 2023.           6         Compliance Officer, Property         GMG AM 4         Two (2) new post(s) [#5 73537-6] i effect from April 1, 2023.           6         Legal Section         Division, Asset Recovery         GMG AM 4         Two (2) new post(s) [#5 73540] with effect from April 1, 2023.           1         Junior Legal Counsel, Asset Recovery         JLG LO 3         New post [# 73540] with effect from April 1, 2023.           2         1         Junior Legal Counsel, Asset Recovery         JLG LO 2         New post [# 73539] with effect from April 1, 2023.	4			
Office:         Office         Classification         Remark           1         Manager, Compliance         GMG         SEG         Post (# S3004) of Financial Accessified and transit, from Finan Investigation Division, Asset Recovery Unit w.et. April 1, 2023.           2         Compliance Officer, Motor Vehicles and PPOs         GMG         AM         Two (2) new post(b) (#5 7553-6)) effect from April 1, 2023.           2         Compliance Officer, Property         GMG         AM         Two (2) new post(b) (#5 7553-6)) effect from April 1, 2023.           1         Compliance Officer, Property         GMG         AM         Two (2) new post(b) (#5 75537-6)) effect from April 1, 2023.           1         Compliance Officer, Property         GMG         AM         Two (2) new post(b) (#5 75537-6)) effect from April 1, 2023.           6         Legal Section         Division, Asset Recovery Officer         Officer         Classification April 1, 2023.           1         Legal Counsel, Asset Recovery 1         JLG         LO         3         New post (# 73540) with effect from April 1, 2023.           2         1         Junior Legal Counsel, Asset Recovery 1         JLG         LO         2	Compliant	ce Section		
1     Manager, Compliance     GMG     SEG     3       1     Manager, Compliance     GMG     SEG     3       2     Compliance Offloer, Motor Vehicles and PPOs     GMG     AM     4       2     Compliance Offloer, Motor Vehicles and PPOs     GMG     AM     4       2     Compliance Offloer, Property     GMG     AM     4       1     Compliance Offloer, Property     GMG     AM     4       2     Compliance Offloer, Property     GMG     AM     4       3     Compliance Offloer, Property     GMG     AM     4       4     Post J# Statistication     Fast J# Statistication     1       4     Vertitication     Post J# Statistication     April 1, 2023.       6     Legal Counsel, Asset Recovery     JLG     LO     3       1     Legal Counsel, Asset Recovery     JLG     LO     2       1     Junior Legal Counsel, Asset Recovery     JLG     LO     <				
Accountant (FMGIRA 3) retited reclassified and transit, from Finan investigation Division, Asset Recovery Unit w. et. April 1, 2023.     Compliance Officer, Property     GMG AM 4     Two (2) new position (587-63) + effect from April 1, 2023.     Compliance Officer, Property     GMG AM 4     Two (2) new position (587-63) + effect from April 1, 2023.     Compliance Officer, Property     GMG AM 4     Post (# 63003) (4 A023.     Post (# 63003) (4 A023.     Post (# 63003) (4 A023.     Compliance Officer, Property     GMG AM 4     Post (# 63003) (4 A023.     Post (# 63003) (4 A023.     Compliance Officer, Property     GMG AM 4     Post (# 63003) (4 A023.     Compliance Officer, Property     GMG AM 4     Post (# 63003) (4 A024.     Post (# 63004) (4 Pos				
Compliance Officer, Property     GMG AM 4     GMG AM 4     Two (2) new post(b) (bs 7353-6) (     Get (1, 2023)     Compliance Officer, Property     GMG AM 4     Post (# 63003) of Asset Recovery     Officer (6MG/AM 4) retiled and     transition Financial investigation     Division, Asset Recovery Unit w.e.     April 1, 2023.     Classification     Legal Counsel, Asset Recovery     JLG LO 3     New post (# 73540) with effect from     April 1, 2023.     Section	1	Manager, Compliance	GMG SEG 3	Accountant (FMG/PA 3) retitied, reclassified and transf. from Financia
Compilance Officer, Property     GMG AM 4     GMG AM 4     Gotter (GMG/AM) 4 effect from April 1, 2023.     GMG AM 4     Gotter (GMG/AM) 4 effect and transf. Investigation     Division, Asset Recovery     Legal Section     No. of     Office         GLassification     Legal Counsel, Asset Recovery     JLG LO 3     New post (# 73540] with effect from     April 1, 2023.     Junior Legal Counsel, Asset Recovery     JLG LO 2     New post (# 73540] with effect from     April 1, 2023.     Junior Legal Counsel, Asset Recovery     JLG LO 2     New post (# 73540] with effect from     April 1, 2023.     Z	2	Compliance Officer, Motor Vehicles and PPOs	GMG AM 4	Two (2) new post(s) [#s 73535-6] wit effect from April 1, 2023.
Officer (Dissification Remark     Officer (Dissification Remark     I Legal Counsel, Asset Recovery JLG LO 2 New post (# 73530) with effect from April 1, 2023.	2	Compliance Officer, Property	GMG AM 4	Two (2) new post(s) [#s 73537-8] wit effect from April 1, 2023.
Legal Section           No. of Office         Classification         Remark           1         Legal Counsel, Asset Recovery         JLG         LO         3         New post (# 73540) with effect from April 1, 2013           1         Junior Legal Counsel, Asset Recovery         JLG         LO         2         New post (# 73539) with effect from April 1, 2023.	-	Compliance Officer, Property	GMG AM 4	Officer (GMG/AM 4) retitied and transf. from Financial Investigation Division, Asset Recovery Unit w.e.f.
No. of Offices         Office         Classification         Remark:           1         Legal Counsel, Asset Recovery         JLG         LO         3         New post (# 73540) with effect from April 1, 2023.           1         Junior Legal Counsel, Asset Recovery         JLG         LO         2         New post (# 73539) with effect from April 1, 2023.	6			
Office         Classification         Remark           1         Legal Counsel, Asset Recovery         JLG         LO         3         New post [# 73540] with effect from April 1, 2023.           1         Junior Legal Counsel, Asset Recovery         JLG         LO         2         New post [# 73539] with effect from April 1, 2023.	Legal Sect	tion		
1     Legal Counsel, Asset Recovery     JLG     LO     3     New post (⊭ 73540) with effect from April 1, 2023.       1     Junior Legal Counsel, Asset Recovery     JLG     LO     2     New post (⊭ 73539) with effect from April 1, 2023.       2		05	Charifernie	Remark
April 1, 2023. 1 Junior Legal Counsel, Asset Recovery JLG LO 2 New post (# 73539) with effect from April 1, 2023. 2				
2 April 1, 2023.	-			
-	1	Junior Legal Counsel, Asset Recovery	JLG LO 2	New post (# 73539) with effect from April 1, 2023.
14 Total - Asset Recovery Branch	2			
	14 1	Total - Asset Recovery Branch		

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

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Ministr	y of Finance & the Public Service		
inancia	l Investigations Division		
orporat	e Services Branch		
No. of Offices	Office	Classification	Remark
1	Senior Director, Corporate Services	GMG SEG 5	Post (# 53953) of Director (GMG/81 3) retitled, upgraded and transf. fro Financial investigation Division, Planning & Administration w.e.f. Ap 1, 2023.
1	Administrative Assistant	GMG AM 2	Post (# 56587) of Senior Secretary (OP8/88 3) retitied, reclassified an transf. from Financial investigation Division, Financial Intelligence Unit w.e.f. April 1, 2023.
1	Secretary 2	OPS SS 2	Post (# 56114) of Secretary (OPS/S 2) retitled and transf. from Financia Investigation Division, Planning & Administration w.e.f. April 1, 2023.
1	Records Officer 1	PIDG RIM 2	Post (# 54441) of Records Officer 1 (PIDG/RIM 2) transf. from Financia Investigation Division, Planning & Administration w.e.f. April 1, 2023.
4			
ocument	ation & Information Management Section		
No. of Offices	Office	Classification	Remark
1	Manager, Documentation and Information Management	GMG SEG 2	New post (#73543) with effect from April 1, 2023.
1	Senior Records Officer	PIDG RIM 3	Post (# 54709) of Registrar (PIDG/RIM 3) retited and transf. frv Financial investigation Division, Planning & Administration w.e.f. Ap 1, 2023.
1	Records Officer 1	PIDG RIM 2	Post (# 54708) of Records/Gtores Officer (PIDG/RIM 2) retitled and transf. from Financial Investigation Division, Flanning & Administration w.e.f. April 1, 2023.

## Human Resource Management & Development Section

No. of Offices	Office	Classification	Remark
1	Director, Human Resource Management and Development	GMG SEG 4	Post (# 58179) of Revenue Investigations Manager (RMG/TA 7) retited, reclassified and transf. from Financial Investigation Division, Financial Grimes Investigations Unit w.e.f. April 1, 2023.
1			
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## Ministry of Finance & the Public Service

## **Corporate Services Branch**

HRMDS - Performance Management & Training Unit

No.	of

Offices	Office	Classific	ation		Remark
1	Manager, Performance Management & Training	GMG S	SEG	2	Post (# 58185) of Manager (RMG/TA 6) retitled, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
1	Training Officer	GMG S	SEG	1	New post (# 73633) with effect from April 1, 2023.
2	Human Resource Officer	GMG A	AM	4	Two (2) post(s) [#s 54552 & 54560] of Investigator (RMG/TA 4) retited, reclassified and transf. from Financial Investigation Division, Opecial Investigation w.e.f. April 1, 2023.

#### 4

## HRMDS -Recruitment & Employee Services Unit

No. of Offices	Office	Classif	ication		Remark
1	Manager, Recruitment & Employee Services	GMG	SEG	3	Post (# 54704) of Personnel Officer (GMG/AM 3) retitled, reclassified and transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.
1	Senior Human Resource Officer	GMG	SEG	1	New post [# 73545] with effect from April 1, 2024.
1	Records Officer 1	PIDG	RIM	2	Post (# 54710) of Records/Inventory Officer (PIDG/RIM 2) retited and transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.

3

No. of

### Public Procurement Section

No. of Offices	Office	Classificatio		Remark	
1	Public Procurement Manager	GMG SEG	2	New post (# 73546) with effect from April 1, 2023.	
1	Public Procurement Officer	GMG AM	4	Post (# 55708) of Internal Investigator (RMG/TA 4) retited, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.	
2					

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

#### **Corporate Services Branch**

## Safety & Security Section

No. of Offices	Office	Classification		Remark
1	Manager, Safety & Security	GMG SEG	3	New post (#73550) with effect from April 1, 2023.
3	Close Protection Officer	PTSG PX	4	Three (3) new post(s) [#s 73547-49] with effect from April 1, 2023.
4				

## Transport, Facilities & Office Services Section

No. of Offices	Office	Classification	Remark
1	Manager, Transport, Facilities & Office Services	GMG SEG 2	Post [# 54651] of Office Manager (GMG/AM 3) retiled, reclassified and transf. from Financial Investigation Division, Flanning & Administration w.e.f. April 1, 2023.
1			

## TF&OSS - Facilities & Office Services Unit

No. of			
Offices	Office	Classification	Remark
1	Facilities & Office Services Supervisor	GMG SEG 1	Post (# 58186) of Senior Internal Investigator (RMG/TA 5) retilied, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
1	Maintenance Officer	SOG ST 2	New post (# 73552) with effect from April 1, 2023.
1	Office Services Assistant	GMG AM 2	New Post [# 73553] with effect from April 1, 2023.
1	Customer Service Assistant	GMG AM 1	Post (# 54715) of Telephone Operator/Receptionist (OP8/TO 2) retited, reclassified and transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.
1	Inventory Officer	PIDG RIM 2	New post (# 73551) with effect from April 1, 2023.
1	Stores Clerk/Records Officer 1	PIDG RIM 2	Post [# 54440] of Records Officer 1 (PIDG/RIM 2) retitied and transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.
1	Driver/Bearer	LMO DR 1	Post (# 54716) of Driver/Courier (LMO/DR 1) retified and transf. from Financial investigation Division, Planning & Administration w.e.f. April 1, 2023.

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## Ministry of Finance & the Public Service

#### **Financial Investigations Division**

## **Corporate Services Branch**

## TF&OSS - Facilities & Office Services Unit

No. of Offices	Office	Classification	Remark
1	Handyman/Caretaker	LMO TS 3	Post (# 58988) of Artisan/Handyman (LMO/TS 3) retitied and transf. from Financial Investigation Division, Planning & Administration w.e.f. Apri 1, 2023.
1	Attendant	LMO TS 2	Post (# 54713) of Attendant (LMO/T3 2) transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.
1	Attendant	LMO TS 2	Post (# 55714) of Office Attendant (LMO/TS 1) retited, upgraded and transf. from Financial Investigation Division, Planning & Administration w.e.f. April 1, 2023.
10			
TF&OSS	- Transport Unit		
No. of Offices	Office	Classification	Remark
1	Transport Officer	GMG AM 3	New post (# 73554) with effect from April 1, 2023.
1			
33	Total - Corporate Services Branch		
Finance &	Accounts Branch		
No. of			
Offices	Office	Classification	Remark
1	Director, Finance & Accounts	FMG PA 3	Post (# 58176) of Manager (RMG/TA 8) retitled, reclassified and transf. from Financial Investigation Division, Financial Intelligence Unit w.e.f. Apri 1, 2023.

## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

## Finance & Accounts Branch

#### Financial Accounts Section

No. of Offices	Office	Classi	ficatio		Remark
1	Financial Accountant	FMG	PA	2	New post (# 73561) with effect from April 1, 2023.
2	Accountant, 3rd Party Transactions	FMG	PA	1	Two (2) new post(s) [#s 73557-8] with effect from April 1, 2023.
1	Accounting Officer FINMAN & Stores	FMG	AT	3	New post (# 73559) with effect from April 1, 2023.
1	Accounting Officer, GL (Reconciliation)	FMG	AT	3	New post (# 73560) with effect from April 1, 2023.
1	Accounting Assistant, Misc Payments & Petty Cash Fund	FMG	AT	1	Post (# 54720) of Accounting Technician 1 (FMG/AT 1) retitied and transf. from Financial Investigation Division, Flanning & Administration w.e.f. April 1, 2023.

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### Management Accounts Section

No. of Offices	Office	Classification	Remark
1	Management Accountant	FMG PA 2	New post (# 73563) with effect from April 1, 2023.
1	Budget, Cost Analysis & Asset Specialist	FMG PA 1	New post (# 73562) with effect from April 1, 2023.
2			

## 12 Total - Finance & Accounts Branch

## Financial Crimes Investigation Branch

No. of			
Offices	Office	Classification	Remark
1	Principal Director, Financial Crimes Investigation	GMG SEG 6	Post (# 54477) of Principal Director (GMG/8EG 6) retitled and transf. from Financial investigation Division, Financial Crimes Investigations Unit w.e.f. April 1, 2023.
1	Research, Risk & Reporting Specialist	GMG SEG 2	New post (# 73564) with effect from April 1, 2023.
1	Financial Investigations Support Officer	GMG SEG 1	Post (# 54437) of Administrative Secretary 1 (OP8/AD8 1) retited, reclassified and transf. from Financial Investigation Division, Financial Crimes Investigations Unit w.e.f. April 1, 2023.
1	Administrative Secretary 1	OPS ADS 1	Post (# 54602) of Administrative Secretary 1 (OPS/ADS 1) transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
HE CIVIL SE	ERVICE ESTABLISHMENT (GENERAL) ORDER, 2023		Page 141

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1 Management Report & BI Specialist

1 Accounting Technician 3

1 Administrative Secretary 1

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GMG SEG 2 New post (# 73556) with effect from April 1, 2023.

FMG AT 3 Post # 54719) of Accounting Technician 3 (FMGIAT 3) transf. from Financial Investigation Division, Planning & Administration w.e.f. April

1, 2023. OPS ADS 1 New post (# 73555) with effect from April 1, 2023.

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December 2024

4

Organogram

# Ministry of Finance & the Public Service

## **Financial Investigations Division**

## **Financial Crimes Investigation Branch**

No. of Offices	Office	Classification	Remark
4			
Civil Reco	overy & Financial Forensics Section		
No. of Offices	Office	Classification	Remark
3	Manager, CIVI Recovery & Financial Forensics	FMG PA 5	Three (3) post(s) [#s 54442-44] of Senior Forensic Examiner (FMG/PA 5) retified and transf. trom Financial Investigation Division, Financial Orimes Investigations Unit w.e.f. April 1, 2023.
2	Senior Financial Forensic Analyst	FMG PA 4	Two (2) new post(s) [#s 73570-71] with effect from April 1, 2024.
1	Senior Financial Forensic Analyst	FMG PA 4	New post (# 73569) with effect from April 1, 2023.
6	Senior Financial Forensic Analyst	FMG PA 4	Six (6) post(s) (#s 54468-69, 54471- 72 & 59181-82) of Forensic Examiner (FMG FA 4) retitled and transf. from Financial Investigation Division, Financial Crimes Investigations Unit w.e.f. April 1, 2023.
14	Financial Forensic Analyst	FMG PA 3	Fourteen (14) post(s) [#s 54445-50, 54452-56 & 59183-85] of Assistant Forensic Examiner (FMG/PA 3) retitied and transf. from Financial Investigation Division, Financial Orimes Investigations Unit w.e.f. Apri 1, 2023.
4	Financial Forensic Analyst	FMG PA 3	Four (4) new post(s) [#s 73565-68] with effect from April 1, 2024.
2	Financial Investigations Support Officer	GMG SEG 1	Two (2) post(s) (#s 54439 & 54466) o Senior Secretary (OPS/88 3) retitied, reclassified and transf. from Financial Investigation Division, Financial Ormes Investigations Unit w.e.f. April 1, 2023.
32			
Document	& Case Management Section		
No. of	05	Charles	Presel
Offices 1	Office Director, Document and Case Management	Classification GMG SEG 4	Remark Post # 55701) of Regional Director 1 (RMGTA 7) retited, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
1	Senior Secretary	OPS SS 3	

### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

	y of Finance & the Public Service				
Financia	l Investigations Division				
Financial	Crimes Investigation Branch				
Document	& Case Management Section				
No. of Offices	Office	Classifier	ation		Remark
2					
Document	& Case Management Section - Case Managemen	t Applicati	ion S	upp	ort Unit
No. of					<b>-</b> .
Offices	Office	Classifier			Remark
1	Manager, Case Management Application Support	GMG S	EG .	3	Post (# 58188) of Senior Internal Investigator (RMG/TA 5) retitled, reclassified and transf. from Financia Investigation Division, Internal Investigation w.e.f. April 1, 2023
1	Case Management Application Support Specialist	GMG S	EG :	2	New post (# 73572) with effect from April 1, 2023.
2					
Document	& Case Management Section - Case Managemen	t Support 1	Unit		
No. of					
Offices	Office	Classifier			Remark
1	Manager, Case Management Support	GMG S	EG	3	Post (# 55704) of Senior Internal Investigator (RMG/TA 5) retitled, reclassified and transf. from Financia Investigation Division, Internal Investigation w.e.f. April 1, 2023.
1	Supervisor, Case Data Management Support	GMG S	EG :	2	New post (#73576) with effect from April 1, 2023.
1	Data Entry Clerk	MIS I	T :	2	New post (# 73573) with effect from April 1, 2023.
1	Data Entry Clerk	MIS I	T :	2	New post (# 73574) with effect from April 1, 2023.
1	Data Entry Clerk	MIS I	T :	2	New post (# 73575) with effect from April 1, 2024.
1	Administrative Assistant	GMG A	м :	2	Post (# 56107) of Secretary (OP3/80 2) retitled, reclassified and transf. from Financial Investigation Division Planning & Administration w.e.f. Apr 1, 2023.
6					
Document	& Case Management Section - Financial Crime A	Analysis Ui	nit		
No. of	-				

#### 1 No. of Offices Office Classification Remark 1 Manager, Financial Crime Analysis GMG SEG 3 Post (# 53956) of Regional Director (RMG/TA 7) retited, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023. THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023 Page 143

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Investigation Division, Internal Investigation w.e.f. April 1, 2023.

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

#### Financial Crimes Investigation Branch

#### Document & Case Management Section - Financial Crime Analysis Unit

No. of Offices	Office	Classification	Remark
1	Financial Crime Analyst	GMG SEG 2	New post (# 73577) with effect from April 1, 2023.
1	Financial Crime Analyst	GMG SEG 2	New post (# 73578) with effect from April 1, 2023.
1	Financial Crime Analyst	GMG SEG 2	New post (# 73579) with effect from April 1, 2024.

## 4

## Surveillance Section

No. of Offices	Office	Classification	Remark
1	Surveillance Manager	GMG SEG 3	New post [# 73584] with effect from April 1, 2023.
1	Senior Surveillance Agent	GMG SEG 2	New post (# 73580) with effect from April 1, 2023.
1	Senior Surveillance Agent	GMG SEG 2	New post (# 73581) with effect from April 1, 2024.
1	Surveillance Agent	GMG SEG 1	New post (# 73583) with effect from April 1, 2023.
1	Surveillance Agent	GMG SEG 1	New post (# 73582) with effect from April 1, 2023.
5			

## 55 Total - Financial Crimes Investigation Branch

#### Financial Intelligence Branch

No. of Offices	Office	Classif	fication		Remark
1	Prinipal Director, Financial Intelligence	GMG	SEG	6	Post (# 63179) of Director, Intelligence (GMG 8EG 6) retitled and transf. from Financial Investigation Division, Financial Intelligence Unit w.e.f. April 1, 2023.
1	Data Quality & Help Desk Assistant	GMG	AM	3	Post (# 59191) of Data AnalystiManager (GMG/AM 2) rettled, upgraded and transf. from Financial Investigation Division, Financial Management w.e.f. April 1, 2023.
1	Administrative Secretary 1	OPS	ADS	1	Post (# 54603) of Administrative Secretary 1 (OPS/ADS 1) transf. from Financial Investigation Division, Special Investigation w.e.f. April 1, 2023.
3					
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## LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministr	y of Finance &	& the Pub	lic Service
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# **Financial Investigations Division**

## Financial Intelligence Branch

## Application Support & Data Section

No. of Offices	Office	Classi	ificatio	n	Remark
1	Application Support & Data Manager	MIS	т	7	New post (# 73585) with effect from April 1, 2023.
1	Financial Intelligence Data Analyst	MIS	т	6	New post (# 73586) with effect from April 1, 2023.
2					
inspecial I	Intelligence Analyzic Section				

## Financial Intelligence Analysis Section

No. of Offices	Office	Classification	Remark
1	Senior Director, Financial Intelligence Analysis	GMG SEG 5	Post (# 54474) of Genior Financial Analyst (FMG/PA 4) retitied, reclassified and transf, from Financial Investigation Division, Financial Management w.e.f. April 1, 2023.
2	Senior Financial Intelligence Analysis (Team Lead)	FMG PA 4	Two (2) post(s) [#s 54475-76] of Financial Analyst (FMG/PA 3) retited, upgraded and transf. from Financial Investigation Division, Financial Management w.e.f. April 1, 2023.
4	Financial Intelligence Analyst	FMG PA 3	Four (4) new post(s) [#s 73587-90] with effect from April 1, 2023.
2	Financial Intelligence Analyst	FMG PA 3	Two (2) post(s) [#s 54562-63] of Intelligence Officer (RMG/TA 6) retitied, reclassified and transf. from Financial Investigation Division, Financial Intelligence Unit w.e.f. April 1, 2023.
1	Data Quality & Help Desk Assistant	GMG AM 3	Post (# 59190) of Data AnalystiManager (GMG/AM 2) retitied, upgraded and transf. from Financial Investigation Division, Financial Management w.e.f. April 1, 2023.
1	Administrative Assistant	GMG AM 2	Post (# 56117) of Senior Secretary (OPS 88 3) retitled, reclassified and transf. from Financial Investigation Division, Financial crimes Investigations Unit w.e.f. April 1, 2023.
11			
Financial I	Profiling Section		
No. of			

#### No. of Office Office Classification Remark 1 Director, Financial Profiling GMG SEG 4 Post (# 54545) of Benior Intelligence Officer (RMG/TA 7) retited, reclassified and transf. from Financial Intelligence Unit w.ef. April 1, 2023.

#### THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

## Financial Intelligence Branch

## Financial Profiling Section

No. of Offices	Office	Classif	ficatio		Remark
1	Team Lead, Financial Profiling	GMG	SEG	3	New post (# 73591) with effect from April 1, 2023.
1	Team Lead, Financial Profiling	GMG	SEG	3	Post # 59186) of Manager, Profiling Section (GMG/SEG 2) retitled, upgraded and transf. from Financial Investigation Division, Financial Management w.e.f. April 1, 2023.
3	Financial Profiling Officer	GMG	SEG	1	Three (3) post(s) (#s 55707, 59171 & 56184) of Senior internal investigation (RMG/TA 5) retitied, reclassified and transf. from Financial investigation Division, internal investigation w.e.f. April 1, 2023.
3	Financial Profiling Officer	GMG	SEG	1	Three (3) post(s) [#s 59187-89] of Profile Officer (GMG/AM 4) retitled, reclassified and transf. from Financia Investigation Division, Financia Management w.e.f. April 1, 2023.
1	Administrative Assistant 2	GMG	АМ	2	Post (# 54604) of Senior Secretary (OP8/88 3) retitied, reclassified and transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
10					
26	Total - Financial Intelligence Branch				
ICT Bran	•				
No. of					
Offices	Office	Classic	ficatio		Remark
1	Director, Cyber Forensics & ICT	MIS	п	9	Post (# 54646) of Director (MIS IT 8) retitied, upgraded and transf. from Financial investigation Division, Information Technology w.e.f. April 1 2023.
1	Chief Cyber Security Analyst	MIS	п	7	New post (# 73593) with effect from April 1, 2023.
1	Administative Assistant	GMG	АМ	2	New post (# 73592) with effect from April 1, 2023.
3					
Cyber Sec	urity & Forensics Data Analysis Section				
No. of					
Offices	Office	Classic			Remark
1	Head, Cyber Security & Forensics Data Analysis	MIS	т	8	New post (# 73604) with effect from April 1, 2023.
1	Digital Forensics Examiner	MIS	п	6	New post (# 73603) with effect from April 1, 2023.
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#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

## ICT Branch

#### Cyber Security & Forensics Data Analysis Section

No. of					
Offices	Office	Classi	ficatio	10	Remark
1	Cyber Security Analyst	MIS	IT	6	New post (# 73602) with effect from April 1, 2023.
1	Chief Digital Forensic Examiner	MIS	IT	7	New post (# 73594) with effect from April 1, 2023.
4					
Enterprise	Applications Section				
No. of					
Offices	Office	<b>C 1</b>	ficatio		
	Omce	Class	псав		Remark
1	Head of Enterprise Applications	MIS	IT	8	Kemark Post (# 54460) of information Technology Opecialist (MIB IT 6) retitied, upgraded and transf. from Financial Investigation Division, information Technology w.e.f. April 1, 2023.

## 1 Manager, Business Systems

1	Manager, Database Systems	MIS I	т	7	New post (# 73608) with effect from April 1, 2023.
					April 1, 2023

## 1 Business Intelligence Reporting Specialist

1 Web Administrator

#### 1 Application Developer

# 1 Database Administrator

## 8

No. of

## ICT Operations & Support Section

- Offices Office 1 Head, ICT Operations & Support
- Classification Remark MIS IT 8 Post (# 54459) of Information

#### Technology Specialist (MIS/IT 6) retitied, upgraded and transf. from Financial Investigation Division, Information Technology w.e.f. April 1, 2023.

Analyst/Programmer (MIS IT 4) retitied, upgraded and transf. from Financial Investigation Division, Information Technology w.e.f. April 1,

Administrator (MIS IT 5) transf. from Financial Investigation Division, Information Technology w.e.f. April 1,

MIS IT 7 New post (# 73607) with effect from

April 1, 2023.

April 1, 2023.

MIS IT 6 New post (# 73605) with effect from April 1, 2023.

MIS IT 5 New post (# 73609) with effect from April 1, 2023.

MIS IT 5 Post (# 54650) of

2023.

MIS IT 5 Post (# 54649) of Database

2023.

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

## Ministry of Finance & the Public Service

Financial II	avestigations	Division
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## ICT Branch

## ICT Operations & Support Section

ICT Opera	dous de Support Secuou				
No. of Offices	Office	Classi	ficatio		Remark
1	Manager, User Support & Help Desk	MIS	IT	7	New post [# 73612] with effect from
1	Nanager Curtome Administration	MIS	п	7	April 1, 2023. Post [# 54647] of Network/System
	Manager, Systems Administration	MIS		'	Administrator (MIS/IT 5) retited, upgraded and transf. from Financial investigation Division, information Technology w.e.f. April 1, 2023.
1	Manager, Network Administration	MIS	т	7	New post (# 73611) with effect from April 1, 2023.
1	Systems Administrator	MIS	т	5	New post (# 73610] with effect from April 1, 2023.
1	Network Administrator	MIS	п	5	New post (# 73613) with effect from April 1, 2023.
1	PC Technician	MIS	т	4	New post [# 73614] with effect from April 1, 2023.
1	PC Technician	MIS	п	4	Post (# 54648) of Computer Technician (MIS/IT 3) retitled, upgraded and transf. from Financial Investigation Division, information Technology w.e.f. April 1, 2023.
8					
23	Total - ICT Branch				
Internal I	investigation				
No. of					
Offices	Office	Classi	ficatio	1	Remark
1	Director	RMG	TA	9	Post [# 53952] of Director (RMG/TA 9) transf. from Financial Investigation Division, Internal Investigation w.e.f. April 1, 2023.
1					
1.3	Total - Internal Investigation				
Legal Ser	vices Branch				
No. of					
Offices	Office	Classi	ficatio	8	Remark
1	Senior Director, Legal Services & General Counsel	JLG	LO	5	C.D. Post (# 58190) of Director, Lega Unit (JLG/LO 5) retitled and transf. from Financial Investigation Division, Legal Unit w.e.f. April 1, 2023.
1	Administrative Assistant 3	GMG	АМ	3	Post (# 56118) of Executive Secretar (OPS/88 4) retitied, reclassified and transf. from Financial Investigation Division, Legal Unit w.e.f. April 1, 2023.

### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

## **Financial Investigations Division**

## Legal Services Branch

No. of					
Offices	Office	Classif			Remark
1	Administrative Assistant	GMG			New post (#73616) with effect from April 1, 2023.
1	Administrative Assistant	GMG	AM	2	New post [#73615] with effect from April 1, 2023.
4					
ivil Pros	ecution Section				
No. of			_		
Offices	Office	Classic		-	Remark
1	Director, Civil Prosecution	JLG	LO	4	New post [# 73617] with effect from April 1, 2023.
1	Director, Criminal Prosecution	JLG	LO	4	C.D. Post (# 1623) of Senior Legal Counsel (JLG/LO 4) retitled and transf. from Financial Investigation Division, Legal Unit w.e.f. April 1, 2023.
1	Legal Counsel, Civil Prosecution	JLG	LO	3	C.D. Post (# 63001) of Legal Office (JLG/LO 3) retitled, transf. from Financial Investigation Division, Le Unit w.e.f. April 1, 2023.
1	Legal Counsel, Civil Prosecution	JLG	LO	3	New post (# 73618) with effect from April 1, 2023.
4	Legal Counsel, Civil Prosecution	JLG	LO	3	C.D. Four (4) post(s) (#s 1658, 581 92 & 63000) of Legal Officer (JLG/U 2) retitied, upgraded and transf. fro Financial Investigation Division, Lej Unit w.e.f. April 1, 2023.
1	Paralegal	PLG	LS	4	Post (# 62999) of Paralegal Officer (PLG/LS 4) retitied and transf. from Financial Investigation Division, Le Unit w.e.f. April 1, 2023.
1	Process Server	PLG	LS	2	Post (# 62998) of Process Server (PIDG/RIM 2) reclassified and tran from Financial Investigation Divisio Legal Unit w.e.f. April 1, 2023.
10					
riminal P	Prosecution Section				
No. of					
Offices	Office	Classif	ficatio		Remark
3	Legal Counsel, Criminal Prosecution	JLG	LO	3	Three (3) new post(s) [#s 73619-21 with effect from April 1, 2023.
3	Legal Counsel, Criminal Prosecution	JLG	LO	3	Three (3) new post(s) [#s 73622-24 with effect from April 1, 2023.
1	Paralegal	PLG	LS	4	New post [# 73625] with effect from April 1, 2023.
1	Process Server	PLG	LS	2	New post (# 73626) with effect from April 1, 2023.

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Minist	ry of Finance & the Public Servic	e			
Financi	al Investigations Division				
Legal Ser	wices Branch				
Criminal I	Prosecution Section				
No. of Offices	Office	Class	ificatio	0	Remark
8					
General L	egal Advice Branch				
No. of					
Offices	Office	Class	ificatio		Remark
1	General Legal Advisor	JLG	LO	4	New post (# 73628) with effect from April 1, 2023.
1	General Junior Legal Advisor	JLG	LO	3	New post (# 73627) with effect from April 1, 2023.
2					
24	Total - Legal Services Branch				
197	Total - Financial Investigations Division				
Revenue	e Appeals Division				
No. of					

#### Offices Office Classification Remark 1 Commissioner of Revenue Appeals GMG CTD 1 1 Deputy Commissioner, Revenue Appeals RMG TA 10 1 Deputy Commissioner, Revenue Appeals RMG TA 10 2 Assistant Commissioner, Revenue Appeals RMG TA 8 2 Assistant Commissioner, Revenue Appeals RMG TA 8 8 Assistant Commissioner, Revenue Appeals RMG TA 8 JLG LO 5 C.D. 1 Head of Legal Services JLG LO 4 C.D. 1 Senior Legal Officer 1 Paralegal Officer PLG LS 3 1 Administrative Assistant GMG AM 4 Post (# 53904) of Administrative Secretary 2 (OPS/ADS 2) retitied, reclassified and transf. from Tax Administration Directorate - Taxpayer Appeals Dept. w.e.f. March 15, 2021. GMG AM 2 1 Customer Service/Records Officer 1 Records Officer 1 PIDG RIM 2 1 Office Attendant LMO TS 2 22 Administration No. of Offices Office Classification Remark 2 Senior Assistant Commissioner of Appeals RMG TA 9 1 Director Planning and Administration GMG SEG 3 THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

#### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

## Ministry of Finance & the Public Service

## **Revenue** Appeals Division

## Administration

No. of Offices	Office	Classification	Remark
1	Public Education and Advocacy Officer	GMG SEG 2	
1	Administrative Assistant	GMG AM 3	
1	Administrative Assistant	GMG AM 3	
6			

## 28 Total - Revenue Appeals Division

#### **Posts From The Former Inland Revenue Department**

### Region C

#### Christiana Collectorate

No. of Offices Offi	ice	Classif	ication	1	Remark
1 Cas	shier	FMG	CS	2	Post [# 3910] of Cashler (FMG/C8 2) abolished with effect from November 30, 2022.
1					

## 1 Total - Region C

1 Total - Posts From The Former Inland Revenue Department

#### **Taxation Policy Division**

No. of Offices	Office	Classificati	01	Remark
1	Deputy Financial Secretary	GMG CT	D 1	Post (# 1261) of Deputy Financial Secretary (GMG/SEG 6) reclassified and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Administrative Assistant	GMG AM	3	New post [# 73252] with effect from November 15, 2021.
1	Executive Secretary 1	OPS SS	4	Post (# 1270) of Executive Secretary 1 (OPS/SS 4) transf. from Taxation Policy w.e.f. November 15, 2021.
1	Administrator	GMG AM	4	Post (# 1271) of Senior Secretary (OP8/88 3) retilied, reclassified and transf. from Taxation Policy w.e.f. November 15, 2021; further transf. from Taxation Policy Dept. Branch w.e.f. March 7, 2022.

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# Ministry of Finance & the Public Service

#### **Taxation Policy Division**

## International Relations Branch

No. of Offices	Office	Classification	Remark
1	Senior Director International Trade Relations	GMG SEG 5	Post (# 53577) of Director, International Trade Relations (GMG/8EG 4) retitled, upproved and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Director International Trade Relations	GMG SEG 4	New post [# 73254] with effect from November 15, 2021.
1	Senior International Trade Relations Officer	GMG SEG 2	Post (# 59119) of international Trade Officer (GMG/3EG 1) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	International Trade Relations Officer	GMG SEG 1	New post (# 73255) with effect from November 15, 2021.
4			
4	Total - International Relations Branch		

# Research & Analysis Branch

No. of Office		Classif	ication		Remark
1	Senior Director Research and Analysis	GMG	SEG	5	Post (# 53575) of Director, Research and Analysis (GMG/8EG 4) rettied, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Senior Econometrician	SOG	ST	9	Post (# 53576) of Econometrician (SOG/ST 8) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Senior Research Officer	SOG	ST	8	Post [# 1265] of Economist/Research Officer (SOG/ST 7) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Statistician	SOG	ST	7	Post (# 53579) of Statistician (SOG/ST 7) transf. from Taxation Policy w.e.f. November 15, 2021.
1	Data Analytics Officer	GMG	SEG	2	New post (# 73253) with effect from November 15, 2021.
1	Research Officer	SOG	ST	6	New post (# 73256) with effect from November 15, 2021.
6					
6	Total - Research & Analysis Branch				

### LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

# Ministry of Finance & the Public Service

**Taxation Policy Division** 

## Taxation Policy Development Branch

No. of Offices	Office	Classification	Remark
1	Senior Director Taxation Policy Development	GMG SEG 5	Post (± 1252) of Director, the Taxation Policy Development (GMG/BEG 4) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021; Post of Senior Director Tax Policy Development (GMG/BEG 5) retitled w.e.f. March 7, 2022.
1	Director Policy Review and Development	GMG SEG 4	New post (# 73366) with effect from November 15, 2021.
1	Director Policy Review and Development	GMG SEG 4	Post (# 1263) of Director, Policy Review (GMG/SEG 3) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Taxation Policy Analyst	GMG SEG 3	New post (# 73367) with effect from November 15, 2021; Post of Tax Policy Analyst (GMG/SEG 3) retitied w.e.f. March 7, 2022.
1	Taxation Policy Analyst	GMG SEG 3	Post (# 53578) of Policy Analyst (GMG/8EG 2) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021; Post of Tax Policy Analyst (GMG/8EG 3) retitled w.e.f. March 7, 2022.
1	Administrative Assistant	GMG AM 3	Post (# 1272) of Senior Secretary (OP8/88 3) retited, reclassified and transf, from Taxation Policy w.e.f. November 15, 2021; further transf. from Taxation Policy Division Division w.e.f. March 7, 2022.
c			

## 6

## 6 Total - Taxation Policy Development Branch

## Taxation Relief Branch

No. of Offices	Office	Classification	Remark
1	Director, Taxation Relief	GMG SEG 4	Post (# 1264) of Director, Tax Relief (GMG/0EG 3) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Senior Taxation Relief Analyst	GMG SEG 2	Post (# 1266) of Senior Tax Officer (GMG/BEG 2) retitled and transf. from Taxation Policy w.e.f. November 15, 2021; Post of Senior Tax Relief Officer (GMG/BEG 2) retitled w.e.f. March 7, 2022.

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THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2023

# Ministry of Finance & the Public Service

# **Taxation Policy Division**

## Taxation Relief Branch

No. of Offices	Office	Classif	Fration		Remark
1	Senior Taxation Relief Analyst	GMG			Post #1 1267] of Tax Relief Officer (GMG/8EG 1) retitled, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021; Post of Senior Tax Relief Officer (GMG/8EG 2) retitled w.e.f. March 7, 2022.
1	Taxation Relief Analyst	GMG	SEG	1	Post (# 58189) of Help Desk Supervisor (RMG/TA 4) retitied, reclassified and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Taxation Relief Officer	GMG	AM	4	Post (# 1269) of Tax Administrator (GMG/AM 3) retited, upgraded and transf. from Taxation Policy w.e.f. November 15, 2021; Post of Tax Relief Officer (GMG/AM 4) retited w.e.f. March 7, 2022.
1	Taxation Relief Administrator	GMG	АМ	3	Post (# 1274) of Secretary 2 (OPS/St 2) retitled, reclassified and transf. from Taxation Policy w.e.f. November 15, 2021.
1	Taxation Relief Administrator	GMG	АМ	3	New post (# 73257) with effect from November 15, 2021.
7					
7	Total - Taxation Relief Branch				
27	Total - Taxation Policy Division				
1103	Total - Ministry of Finance & the Public Service				