



Office of the Services Commissions

(Central Government)

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Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Finance and the Public Service**:

1. **Principal Director, Governance Coordination and Analysis (GMG/SEG 6) (Vacant)**, salary \$9,871,912 per annum.
2. **Senior Strategic Workforce Planning Officer- HR Strategy & Implementation (GMG/SEG 3) (Vacant)**, salary \$5,457,937 per annum.
3. **Senior Strategic Workforce Planning Officer- HR Analytics (GMG/SEG 3) (Vacant)**, salary \$5,457,937 per annum.
4. **Manager, Asset Sales & Auctions (GMG/SEG 3) (Vacant)**, salary \$5,457,937 per annum.
5. **Director, Monitoring & Evaluation (GMG/SEG 3) (Vacant)**, salary \$5,457,937 per annum.
6. **Strategic Workforce Planning Officer- HR Analytics (GMG/SEG 2) (Vacant)**, salary \$4,479,584 per annum.
7. **Public Education and Advocacy Officer (GMG/SEG 2) (Vacant)**, salary \$4,479,584 per annum.
8. **Electronic Support Officer (GMG/SEG 1) (Vacant)**, salary \$3,676,602 per annum.
9. **Assistant Talent Management Officer- Bonding (GMG/SEG 1) (Vacant)**, salary \$3,676,602 per annum.
10. **Asset Monitoring Officer (GMG/SEG 1) (Vacant)**, salary \$3,676,602 per annum.
11. **International Trade Relations Officer (GMG/SEG 1) (Not Vacant)**, salary \$3,676,602 per annum.
12. **Senior Secretary (OPS/SS 3) (Vacant)**, salary \$1,796,613 per annum.

1. **Principal Director, Governance Coordination and Analysis (GMG/SEG 6)**

Job Purpose

Under the general direction of the Deputy Financial Secretary, the Principal Director, Public Bodies Governance, Coordination and Analysis has the responsibility to:

- Lead and manage the continual review and development of the governance framework for public bodies towards strengthening the framework and facilitating alignment with an evolving operating environment. This while facilitating awareness of, compliance with and understanding by relevant stakeholders in relation to the various elements of the governance framework for public bodies. This should result in greater probity, transparency and efficiency in the function of public bodies.
- Lead and manage the co-ordination, risk assessment and reporting systems of specialised financial and other data/information (including budget) relating to the operations of self-financing public bodies to facilitate: feedback/reports to internal and external stakeholders; and the production and/or tabling of budget documents.

- Lead and manage the operational planning, budgeting and performance monitoring of the Public Enterprises Division and Branch in an effort to facilitate their efficient and effective performance.

Key Responsibilities

Technical/Professional

- Leads and manages the following as part of the optimisation of the governance framework for public bodies:
 - Continual reviews, as well as appropriate research and investigation,
 - Collaborations and consultations (Attorney General's Chamber, Chief Parliamentary Counsel, Senior Legal Officer, public bodies, Private sector Organisation of Jamaica, technical working groups and other stakeholders)
 - Necessary amendments and development of the various elements of the governance framework for public bodies;
 - other activities required to facilitate or expedite c. above including meeting with the Cabinet and Legislation Committee
- Prepares, reviews and comments on Cabinet Submissions/Notes/briefs and ad hoc reports in respect of legislative, policy and other PB governance initiatives and oversees (as applicable) the implementation of ensuing Cabinet decisions;
- Keeps abreast of international best practices in corporate governance, as well as evidence-based data and reports from stakeholders (including the Auditor General) towards providing appropriate guidance to stakeholders and effecting changes to the governance framework for PBs;
- Identifies governance issues consequent to and recommend/pursue corrective actions as necessary;
- Leads and manages the reviews of/adjustments to the Corporate Governance Implementation Plan and prioritises the various elements to be developed;
- Leads the development and implementation of an annual Communication Plan, as well as consultation strategies for the Branch;
- Provides policy advice in respect of the interpretation and application of the elements of the governance framework for public bodies and ad hoc documents.
- Leads the process for reviewing and providing advice on rationalisation and creation of Public Bodies, as well as certification for exclusion from the specified public sector;
- Guides the preparation, reviews, tracking and reporting of/on compliance data for SFPBs and Executive Agencies, including but not limited to (as applicable): ordinary and special distributions; reporting submissions; statutory payments; audit committee functionality; and annual reporting;
- Prepares/reviews non-compliance template, as well as policy awareness letters to public bodies and responsible ministries, as applicable;
- Leads the planning for the Corporate Governance Awards and/or other incentive/recognition programmes for public bodies;
- Leads the coordination and risk assessment of budget data towards the provision of information for Cabinet's retreat, preparation of the Public Bodies Estimates of Revenue and Expenditure, as well as supplementary budgets for SFPBs;
- Guides/prepares contributions to other budget documents including Cabinet Submission, Ministry Paper, Fiscal Policy Paper (annual and interim), issues paper, debt data; Public Sector Investment Programme data; Consolidated Estimates of Expenditure; planned transfers to and from the GOJ, and others as required;
- Leads the coordination and risk assessment of specialised and other financial, operational and compliance data/information for SFPBs;
- Facilitates/reviews the monitoring and reporting on financial compliance of SFPBs and Executive Agencies with regard to, inter alia, ordinary and special distributions; reporting submissions; and statutory payments;
 - Guides the process for monthly, quarterly, annual or as required reporting to internal and external stakeholders including international development partners. This includes updates to the reporting format as necessary
- Guides the monitoring (in comparison with the budgets) of actual financial performance data received from SFPBs and collated monthly, quarterly, annually or as required and reporting thereon;
- Facilitates/prepares appropriate and expeditious resolution/responses to complaints and enquiries from stakeholders including the Parliament, Cabinet and public bodies, other Divisions and international development partners
 - Attends as necessary, meetings of the Parliament, Cabinet, Legislation Committee to offer technical advice;
- Reviews/updates the Division's Procedural Manual periodically;
- Identifies and reports to the DFS on entities within the PB sector which may pose a fiscal risk to the Government's economic programme and flag to DFS-PED; and
- Identifies, develops and maintains key stakeholder relationships.

Management/Administrative:

- Participates in the Ministry's Strategic Planning and Review meetings in order to assist the development and reporting of the Divisions Plans and performance;
- Participates in negotiation and review meetings with multilaterals as required;
- Guides/Leads the coordination of the Divisional & Branch's corporate/operational planning, budgeting processes;
- Monitors and evaluates the performance of the Branch and individuals in relation to planned programmes of the Division to ensure that targets are being met;
- Offers advice as a member of public body boards, sub-committees and other specialised teams;
- Conducts annual and semi-annual performance appraisal of direct reports and makes recommendations on their training and development needs;
- Prepares individual work plan and facilitate sign off of work plans for staff within the Branch;
- Provides effective supervision to staff in the Branch, reviews the progress of tasks and take corrective action/s where necessary;
- Facilitates the availability of sufficient and appropriate physical resources to undertake Branch related operations efficiently and effectively.

Required Knowledge, Skills and Competencies**Core**

- Leadership – Possess good leadership skills
- Planning and Organising – Excellent planning and organization skills.
- Problem Solving & Analysis - Logical problem solving and analytical skills.
- Communication - Possess excellent written and oral communication skills.
- Initiative & Judgment - Ability to exercise initiative and sound judgment.
- Integrity/Ethics - Possess and exercise high integrity and ethical standards.
- Interpersonal Skills - Possess excellent interpersonal skills.
- Quality of Output - Deliver output of a consistently high quality.
- People Management – Possess excellent people management skills.
- Teamwork - Be a team player.

Technical

- Excellent knowledge of the governance framework for Public Bodies in Jamaica
- Expert knowledge on issues and concepts in Corporate Governance, Policy analysis, development and approval
- Skills in conducting/leading financial analyses
- Expert knowledge on policy analysis and development techniques/process
- Excellent knowledge of GoJ budgeting and planning processes, including for SFPBs
- Knowledge of accrual accounting;
- Ability to lead multiple projects simultaneously
- Knowledge of the machinery of government
- Excellent knowledge of Microsoft applications
- Results oriented and strategic in mind-set
- Strong presentation skills

Minimum Required Qualification and Experience

- Master's Degree in Finance, Accounting, Management, Public Policy, Governance or related disciplines or professional certification in related disciplines.
- Five (5) years' relevant working experience in developing public policies, governance structures and processes and conducting financial analyses, with a minimum of three (3) years at the senior management level.

OR

- Bachelor's Degree in Finance, Accounting, Law, Management, Public Policy, Governance, or related discipline.
- Eight (8) years relevant working experience in developing public policies, governance structures and processes and conducting financial analyses, with a minimum of five (5) years at a senior management level.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- May be required to work outside of the normal working hours/days

2. Senior Strategic Workforce Planning Officer- HR Strategy & Implementation (GMG/SEG 3)

Job Purpose

Under the direction of the Director Strategic Workforce Planning, the Senior Strategic Workforce Planning Officer – HR Strategy & Implementation, collaborates with varied professionals within and without the MOFPS to recommend, develop and implement frameworks, programmes and practices which support workforce planning mechanisms at numerous levels within the Civil and Public Services.

The incumbent conducts appropriate research in order to analyse, forecast and plan workforce supply and demand, while assessing gaps, in order to determine targets and talent management interventions to ensure that the GOJ and the MOFPS have the right people with the right skills in the right places at the right time, and by so doing, fulfil their mandates and strategic objectives.

With the use of analytical tools such as PESTLE, he or she monitors any macro-environmental factors which may have a profound impact on the performance and output of the Jamaican Civil and Public Services. By so doing, the incumbent is able to forecast workforce demand and workforce supply while planning interventions and implementing capacity building mechanisms.

The Senior Workforce Planning Officer – HR Strategy & Implementation delivers his or her responsibilities by confirming that the appropriate research, analyses and studies are conducted while maintaining positive and appropriate relationships with partners and alliances while ensuring that deliverables are realized based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Management/Administrative

- Contribute to the Section's Strategic and Operational Plan as well as its Budget;
- An individual Work Plan is prepared, is aligned to the Section's Plan and presented accordingly;
- Is a member of appropriate, professional institutions and organizations, make presentations as needed and participate in workshops, seminars and conferences, as required;
- Is up to date with professional development requirements.

Technical/Professional

- Participates in designing and implementing Workforce Planning methods, frameworks and processes which support alignment to the Government of Jamaica's (GOJ's) business strategies;
- Supports and develops holistic approaches which will assess and analyse internal business drivers as well as external, environmental development and their impact on GOJ's business goals;
- Utilizes the PESTEL framework to analyse and monitor the macro-environmental factors (external environment factors), which could impact the GOJ's business goals;
- Identifies any threats and weaknesses in a SWOT analysis;
- Researches and evaluate the leadership, culture and strategies of MDA's to discern and document their future, workforce capabilities;
- Participates in designing and implementing, effective and timely quantitative and qualitative, data capture mechanisms, which will inform potential and future workforce risks, by predicting possible viable alternatives;
- Conduct additional workforce research, which serves to provoke insights in local and international trends in the labour market, by identifying critical job roles, impact to families and the capabilities required to meet GOJ's goals, within the near future;
- Researches, analyse and identify any persistent workforce issues and or trends;
- Recommends any appropriate strategies which will obviate any future impact within the GOJ;
- Examines various functions of the GOJ such as technologies, processes, assets, structures, roles and skills in order to understand operational models, to determine which will best apply;
- Utilizes workforce planning tools / data-driven instruments, to analyse current capabilities to determine the future needs with respect to headcounts, other workforce needs and their effect on the overall labour force budgets;
- Monitors and evaluates workforce planning interventions to determine if appropriate actions were taken and determine whether said actions, have had the desired effect;

- Develops, implement and monitor work force plans and performance indicators for MDAs, to ensure that they are aligned with the GOJs Competency Framework as well as its medium and long-term requirements;
- Works closely with HR Business Partners, GOJ Senior Executives and the Talent Management Section to support and implement a workforce planning approach to talent acquisition and management;
- Develops strong, workforce planning linkages across all functions and entities, such as Departments and Agencies, reporting to any Ministry;
- Creates, build and sustain partnerships and alliances with significant stakeholders such as:
 - Senior Executives;
 - HR Business Partners;
 - Employee Federations;
 - Educational Institutions; and
 - Appropriate representatives of Thinktank Entities.
- Collaborates with the Human Resource Policy Branch through reviewing and presenting recommendations with respect to new and or existing policies which have Workforce Planning implications;
- Collaborates with The Principal Director and Senior Directors in SHRMD, on matters related to structure, staffing, compensation, employee relations and industrial relations;
- Is a member of internal and external committees and represents the GOJ's interests as follows:
 - Identify Workforce Planning Matters; and
 - Recommend, develop and implement strategies which support the GOJ's objectives.
- Develops and share capacity building practices with HR Business Partners, GOJ Executives and Managers, who have interest in the topic of Workforce Planning, as required;
- Measures and evaluate the outcome of Workforce Planning and Capacity Building initiatives, share data with the appropriate participants;
- Manages change and improvement by sharing the appropriate guidelines and methodologies which clarify purpose and benefits of continuous improvement;
- Is current in changes / updates in Legislation and Policies, which are related to Workforce Planning and any other similar initiatives.

Customer Service

- Upholds established customer service principles, standards and deliverables;
- Perform any other related function as assigned by the Director Strategic Workforce Planning.

Required Knowledge, Skills and Competencies

Core

- Is a competent user of personal computers with knowledge of relevant software.
- Strong interpersonal skills and able to work as part of a team.
- Excellent oral and written communications skills with time management.
- Strong leadership and decision-making skills.
- Able to apply good judgement, exercise initiative and cope well under pressure.
- Is analytical with strong research and problem-solving skills.
- Able to work independently and make sound and reasoned decisions.
- Excellent planning and organizing skills, able to inspire and motivate.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Willing to work co-operatively and collaboratively with stakeholders, able to establish and maintain good working relationships.

Technical

- Excellent knowledge of Human Resource Management functions, policies and regulations of the Public Sector.
- Excellent knowledge of Workforce Planning Practices in complex organizations.
- Very good experience designing and delivering coaching, mentoring, learning and development programmes.
- Good knowledge of HR Information Systems such as: MYHR+, People Soft, Success Factors and or any other related solutions.
- Advanced skills with respect to software such as PowerPoint, Outlook, Word and Excel.
- A very good understanding of the machinery of Government and political processes.
- Knowledge of and able to create or revolutionize and implement continuous improvement initiatives.

Minimum Required Qualification and Experience

- A Bachelor's Degree in Human Resource Management OR Management Studies OR Public Business Administration OR equivalent. AND
- Four (4) years of related working experience in the field of Human Resource Management.

3. Senior Strategic Workforce Planning Officer- HR Analytics (GMG/SEG 3)

Job Purpose

Under the direction of the Director, Strategic Workforce Planning, the Senior Workforce Planning Officer – HR Analytics, is responsible for gathering, organizing and analysing data, which is related to HR Functions such as; recruitment, talent management, employee engagement, performance and retention, in order to ensure optimum decision making as well as planning for the future, in all of the above described areas.

The incumbent uses wide-ranging HR software and technology for data analysis, and by so doing, creates a considerable quantity of data each day. However, his or her objective, hence the use of HR Analytics, is to make sense of said data and convert it into valuable insight, to guide and positively impact, the current and future needs of the GOJ.

He or she is kept abreast of the needs and priorities of the GOJ, with respect to staffing / workforce requirements and ensures that the appropriate research, business intelligence and analyses are exploited and applied in order to realize the appropriate data which will adequately inform future needs and or any issues which may arise.

The Senior Workforce Planning Officer – HR Analytics, through research and analysis, identifies changes in the business needs of the GOJ, which could have an unexpected, future impact, on the required experience, knowledge, skills and other important qualities of the workforce and by so doing, serves to support achieving strategic objectives, other initiatives and performance targets. Additionally, he or she ensures that deliverables are realized based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Management/Administrative

- An appropriate contribution is provided to the Section's Strategic and Operational Plan as well as its Budget;
- An individual Work Plan is prepared, is aligned to the Section's Plan and presented accordingly;
- Is a member of appropriate, professional institutions and organizations, makes presentations when needed and participates in workshops, seminars and conferences as required;
- Maintains professional relevance by being current with any and all changes and updates related to the profession.

Technical/Professional

- Utilizes valid forecasts obtained through research and analysis, in order to drive organizational and occupational research, which will contextualize and forecast the GOJ's workforce;
- Develops and implement a robust, scalable, configurable HR Analytic platform which supports MyHR+ and in addition, has the capacity to positively, impact workforce planning, talent management, talent acquisition, succession planning, scholarships / grants and other Human Resource Management initiatives;
- Is guided by those strategies which will impact HR analytics, systems, processes and workflows;
- Identifies HR data models used for core activities and apply them to HRM policies, in order to ensure that critical job roles are recognized and that capabilities required to meet future GOJ goals are available;
- Manages and update workforce planning systems which is used to identify gaps in certain skills, the number of persons required to satisfy an immediate need, any appropriate recruitment strategies and also, ascertain the cost of training;
- Explores, implement and monitor, on a continuous basis, those HR business metrics and measurements used;
- Develops appropriate metrics to be used, to measure the outcome of plans made and applied to Workforce and Talent Management;
- Creates and manage HR Analytic Dashboards with aligned monitoring and evaluating data, which support business goals;

- Uses MYHR+ and other HRIS software as well as consultations, in order to produce accurate and insightful data which support corporate goals;
- Analyses HR data, high light any critical areas and predict trends; share the results to be discussed with the Workforce Planning and Talent Management teams;
- Applies a suite of HRIS, including MyHR+ and HR Dashboards, to assess a number of workforce factors and subfactors, such as;
 - The number of staff in posts and staff movements;
 - Their current skills, capabilities and attributes;
 - Their talent profile; and
 - Any available, information related to the external labour market.
- Produces accurate, recurrent and ad hoc HR data reports, metrics and dashboards as required;
- Monitors and collate HR data for benchmarking purposes;
- Collaborates closely with the Talent Management team and HR Business Partners to create new analytical tools and dashboards;
- Participates in designing and implementing effective and timely quantitative and qualitative, data capture mechanisms, which will inform any potential, and future, workforce risks, by predicting possible alternatives;
- Is a participant in designing and implementing Workforce Planning processes, systems, procedures, frameworks, and mechanisms which supports alignment to the Government of Jamaica's (GOJ's), business strategies;
- Assists in developing wholistic approaches, not only to assess and analyse internal, business drivers, but also, any other event within the external environment which may have an impact on GOJ's business goals;
- Manages those projects which are related to HR analytics, starting with the design, to implementation and deployment;
- Collaborates with the Human Resource Policy Branch, by reviewing and making recommendations, with respect to new and / or existing policies, which have implications for Workforce Planning and Talent Management;
- Represents the GOJ's interests, by serving on internal and external committees, which are dedicated to identifying and resolving any Workforce Planning and Talent Management issues;
- Makes recommendations which will serve to educate and train managers and executives in the areas of Workforce Planning and Talent Management;
- Evaluates the outcome of recommended education and training in Workforce Planning and HR Analytics;
- Is current with any changes in legislations and policies which affect Workforce Planning, Talent Management and any other, related area;
- Applies Change Management initiatives to champion new developments in People / HR Analytics, across the GOJ HR landscape.

Customer Service

- Upholds established customer service principles, standards and deliverables;
- Performs any other, related duties which may be assigned, by the Director Strategic Workforce Planning.

Required Knowledge, Skills and Competencies

Technical

- Expert knowledge of the suite of HR Information Systems, including MyHR+, People Soft, Success Factors and HR Dashboards.
- Advanced skills with respect to software such as PowerPoint, Outlook, Word and Excel.
- Expert knowledge of HR Analytic systems and able to manage related projects from the design stage to deployment.
- Is knowledgeable and current in legislations and policies in areas such as Workforce Planning and Talent Management.
- Possess the capacity to identify and design those elements which comprise frame works and mechanisms which guarantee alignment to GOJ's business strategies.
- Able to assess and analyse internal business drivers against external, environmental developments and determine their impact on GOJ's business goals.
- Expert knowledge in Workforce Planning and Talent Management issues.
- Is knowledgeable in Legislations and policies related to Workforce Planning, Talent Management and other associated areas.
- -Superior analytical acumen and strong attention to details.
- Sound intellectual curiosity and creativity with good risk management skills.
- Strong ability to identify, collect, analyse and evaluate data.
- Strong leadership and decision-making skills.

- Good knowledge of the Public Service's Human Resource Management functions, policies and regulations.
- Able to innovate, create and implement valid, continuous, improvement initiatives.
- Able to work independently while making sound and reasoned decisions.
- Possess high ethical conduct as well as good understanding of the machinery of Government and related political processes.
- Is willing to work co-operatively and collaboratively with stakeholders and able to establish and maintain good working relationships.

Minimum Required Qualification and Experience

- A Bachelor's Degree in Management Studies OR Business Administration OR Economics with Statistics OR Computer Science OR A comparable, analytical discipline, from a recognized Tertiary Institution. AND
- Training in HRIS Solutions and other analytical tools
- Four (4) years post qualification experience, in a comparable Human Resource Management environment.

Special Condition Associated with the Job

- This is a typical office environment with standard office equipment and specialized software, with no adverse working conditions.
- The incumbent may be required to travel, to attend conferences, seminars and meetings, within Jamaica and overseas, as an integral part of this position.
- There can be stress due to working in a fast-paced environment, which includes interacting with varied stakeholders while meeting multiple and tight deadlines.
- Extended working hours are expected.

4. Manager, Asset Sales & Auctions (GMG/SEG 3)

Job Purpose

Under the general leadership and direction of the Director, Asset Management and Disposal Services, the Manager, Asset Sales & Auctions, will lead the design and transformation of the asset sales function in the GOJ. The postholder will be an integral strategic team leader who will identify and implement innovative sales and marketing strategies to aid the disposal of obsolescence state assets to align with the GOJ goals and objectives.

Key Responsibilities

Technical/Professional

- Participates in the development of a comprehensive operational Asset Disposal Management Strategy for the entire GOJ to ensure compliance with legislative, statutory and industry requirements;
- Participates in the design/review and implementation of strategies and pricing thresholds to facilitate asset sales to public sector workers and the public by way of retail/fixed price sales, internet and live auctions, bids, et.al;
- Provides systematic Asset Sales and Auction advice, guidance, and business support to all MDAs;
- Creates, implements and monitors effective asset sales strategies and programmes towards the achievement of GOJ asset disposal goals and objectives;
- Identifies new and existing business opportunities to increase the growth of the GOJ asset disposal sales function by promoting strong customer/stakeholder engagement, retention and attraction strategies;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Establishes and directs a structured multi-channel sales framework and service level agreements across MDAs in the GOJ with a focus on building a high-performance sales culture;
- Directs the planning and execution of the quarterly auction for high value assets approved for disposal by the Asset Monitoring Section and in accordance with the Sale Framework and SLAs;
- Designs and implements mechanisms to manage the organisation exhibitions and opportunities to showcase the stock pool of GOJ assets to be disposed by virtual (online shop/auctions) and physical means;

- Formulates, implements and revise systems to collect, maintain, analyze and make available data, metrics and statistics on Asset Sales and Auctions in the GOJ to support planning and performance measurement;
- Directs the collection, reconciliation and remittance all funds received via regular retail sales and auctions to the Consolidated Fund or designated fund;
- Reviews and approves Monthly Financial Reports from internal asset sales transactions, as well as transactions administered under the sales framework and SLAs by MDAs;
- Generates overall financial management reporting and sales forecasting statistics and metrics for the GOJ asset disposal function;
- Acts as the point of escalation for emerging queries and issues that arise in MDAs regarding the asset sales business processes and systems;
- Works in partnership with the Managers of Asset Monitoring and Asset Custody & Warehousing to enable organisational objectives are achieved in an efficient manner;
- Directs the monitoring and formulation of recommendations for MDAs compliance with the Asset Sales accountabilities to ensure all relevant legal and statutory requirements are met;
- Develops business relationships and partnerships with customers and key stakeholder using knowledge of the sector and trends in the market;
- Develops and implements competencies and processes required to create an effective and efficient asset sales culture and practice in the GOJ;
- Devises approaches that ensures asset sales & auction officers and MDA functionaries receive adequate training and induction to perform their sales roles in accordance with sales framework and SLAs;
- Assists Asset Sales & Auction Officers and MDAs functionaries with organisational skills, account strategies, and administrative responsibilities to ensure a high level of customer satisfaction is maintained;
- Collaborates with the Director and Corporate Communications & PR Branch – MoFPS in devising marketing and promotional strategies to support the asset sales function;
- Provides leadership through effective communication of vision, active coaching and development whilst matching sales results to goals and taking appropriate action to address this when necessary;
- Keeps up to date with trends and activities in the sector, being aware of market forces to remain ahead of the curve;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to asset management as needed.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

Customer Service

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

- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Sound knowledge sales and marketing principles and practices;
- Strong commitment to delivering a high level of customer service;
- Sound knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Five (5) years' experience in a Private, NGO or Public Sector Management environment, working within Sales and Marketing principles and practices.

Special Conditions Associated With The Job

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

5. Director, Monitoring & Evaluation (GMG/SEG 3)

Job Purpose

Under the direction of the Senior Director, Workforce Planning & Improvement Branch, the Director, Monitoring and Evaluation is responsible for managing the information generated from the workforce planning and improvement policy implementation strategies through the monitoring and evaluation system and ensuring the integrity of the data collected. This includes developing and implementing M&E tools systems and frameworks, and reporting on all output and outcome indicators for the Branch.

Key Responsibilities

Technical/Professional:

- Provides leadership and direction on M&E to ensure the Branch achieves its goals and corresponding objectives and target;
- Oversees the development and implementation of the Performance Monitoring Plan (PMP) to capture performance and results, including routine service delivery data reporting, baseline and end line assessments, and all monitoring for process and outcome evaluations;
- Develops and oversees data flow pattern, to ensure timely data collection and reporting;
- Ensures high-quality implementation, consistent with monitoring and evaluation guidelines, protocols, information and reporting systems;
- Leads strategic collaboration activities with key stakeholders to gather data and adapt interventions as appropriate;
- Responsible for providing technical assistance, developing and setting up systems for the timely collection, management, analysis, and reporting of valid and reliable data that meet donor reporting requirements;
- Leads efforts to utilize training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and recordkeeping;
- Uses data to contribute towards strategic decision-making and programme planning with the leadership;
- Oversees and/or conduct targeted evaluations and operations research, including design, data collection, management and analysis;
- Ensures quality of data through data verification procedures including routine data quality audits and that these are routinely carried out;
- Cultivates strategic M&E relationships and alliances in public and professional circles through meetings, conferences, and presentations;
- Promotes and supports the dissemination of information among the Branch's team;
- Works with key stakeholders to prepare and track progress of programmes and associated activities;
- Works closely with programme heads to co-design monitoring tools, select indicators, and determine field monitoring responsibilities.
- Works to ensure tool compatibility and coordination within the M&E framework as well as consistency with national and donor requirements;
- Coordinates all M&E capacity-building activities with staff, implementing partners and other key stakeholders;
- Ensures protection of participants data and confidentiality during M&E process and implementation.

Management/Administrative

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required;
- Prepares and delivers related presentations as needed.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Branch/Section for the Orientation/Onboarding programme in the MoFPS.

Customer Service

- Maintains customer service principles, standards and measurements;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Strong innovative skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of the Human Resource Management functions, policies and regulations in the Public Sector
- Good knowledge of Talent Management and Acquisition practices in complex organisations
- Good knowledge of Succession Planning initiatives for complex organisations
- Good Experience in designing and delivering coaching/mentoring, learning and development programmes
- Knowledge of HR Information Systems (MyHR+, People Soft, Success Factors or related solutions)
- Ability to innovate, create and implement continuous improvement initiatives
- Strong Leadership and decision-making skills
- Ability to work independently and make sound and reasoned decisions
- Good understanding of the machinery of Government and political processes
- Advanced IT skills in relation to Word, PowerPoint, Outlook and Excel

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences, Economics or related discipline ;
- Advanced Training in Monitoring and Evaluation Systems and tools;
- Four (4) years' experience in a similar environment, with at least two (2) years in a management capacity.

OR

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences;, Economics or related discipline;
- Advanced Training in Monitoring and Evaluation Systems and tools;
- Six (6) years' experience in a similar environment with at least three (3) years in a management capacity.

Special Conditions Associated with the Job

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

6. Strategic Workforce Planning Officer- HR Analytics (GMG/SEG 2)

Job Purpose

Under the direction of the Director Strategic Workforce Planning Officer – HR Analytics, the Strategic Workforce Planning Officer – HR Analytics is responsible for gathering, organizing and analysing data, and clearly presents data and other information so as to identify significant trends or key issues, provides recommendations and makes presentations on trends, forecasts, supplies and predicts future potentials.

He or she is kept abreast of the needs and priorities of the GOJ, with respect to staffing / workforce requirements and ensures that the appropriate research, business intelligence and analyses are exploited and applied in order to realize the appropriate data which will adequately inform future needs and or any issues which may arise.

The Strategic Workforce Planning Officer – HR Analytics, through research and analysis, identifies changes in the business needs of the GOJ, which could have an unexpected, future impact, on the required experience, knowledge, skills and other important qualities of the workforce and by so doing, serves to support achieving strategic objectives, other initiatives and performance targets.

Key Responsibilities

Management/Administrative

- Contributes to the development Section's Strategic and Operational Plan as well as its Budget;
- Prepares individual Work Plan is prepared, is aligned to the Section's Plan and presented accordingly;
- Participates in workshops, seminars and conferences as required;
- Maintains professional relevance by being current with any and all changes and updates related to the profession.

Technical/Professional:

- Conducts research and analysis, the findings of which will contextualize and forecast the GOJ's workforce;
- Contributes to the development and implementation of a robust, scalable, configurable HR Analytic platform which supports MyHR+ and in addition, has the capacity to positively, impact workforce planning, talent management, talent acquisition, succession planning, scholarships / grants and other Human Resource Management initiatives;
- Develops and implements strategies which will impact HR analytics, systems, processes and workflows;
- Interrogates HR data models used for core activities and apply them to HRM policies, in order to ensure that critical job roles are recognized and that capabilities required to meet future GOJ goals are available;
- Updates workforce planning systems which is used to identify gaps in certain skills, the number of persons required to fill these gaps, and any appropriate recruitment strategies and possible projected costs;
- Explores, implements and monitors, on a continuous basis, those HR business metrics and measurements used;
- Identifies appropriate metrics to be used, to measure the outcome of plans made and applied to Workforce and Talent Management;
- Develops and implements HR Analytic Dashboards with aligned monitoring and evaluating data, which support business goals;
- Utilizes MYHR+ and other HRIS software as well as consultations, in order to produce accurate and insightful data which support strategic objectives;
- Analyses HR data, highlight any critical areas and predict trends; share the results to be discussed with the Workforce Planning and Talent Management teams.
- Utilizes a suite of HRIS, including MyHR+ and HR Dashboards, to assess a number of workforce factors and subfactors, such as;
 - The number of staff in posts and staff movements;
 - Their current skills, capabilities and attributes;
 - Their talent profile; and
 - Any available, information related to the external labour market.
- Prepares accurate, recurrent and ad hoc HR data reports, metrics and dashboards as required;
- Monitors and collates HR data for benchmarking purposes;
- Collaborates closely with the Talent Management team and HR Business Partners to create new analytical tools and dashboards;

- Designs and implements effective and timely quantitative and qualitative, data capture mechanisms, which will inform any potential, and future, workforce risks, by predicting possible alternatives;
- Designs and implements Workforce Planning processes, systems, procedures, frameworks, and mechanisms which supports alignment to the Government of Jamaica's (GOJ's), business strategies;
- Assists in developing holistic approaches, not only to assess and analyse internal, business drivers, but also, any other event within the external environment which may have an impact on GOJ's business strategies;
- Collaborates with the Human Resource Policy Branch, by reviewing and making recommendations, with respect to new and / or existing policies, which have implications for Workforce Planning and Talent Management;
- Evaluates the outcome of recommended education and training in Workforce Planning and HR Analytics;
- Keeps abreast changes in legislations and policies which affect Workforce Planning and Talent Management;
- Participates in Change Management initiatives to champion new developments in People/HR Analytics, across the GOJ HR landscape;
- Performs any other, related duties which may be assigned, by the Director, Strategic Workforce Planning.

Required Knowledge, Skills and Competencies

Core

- Superior analytical acumen and strong attention to details.
- Sound intellectual curiosity and creativity with good risk management skills.
- Strong ability to identify, collect, analyse and evaluate data.
- Strong leadership and decision-making skills.
- Good knowledge of the Public Service's Human Resource Management functions, policies and regulations.
- Able to innovate, create and implement valid, continuous, improvement initiatives.
- Able to work independently while making sound and reasoned decisions.
- Possess high ethical conduct as well as good understanding of the machinery of Government and related political processes.
- Is willing to work co-operatively and collaboratively with stakeholders and able to establish and maintain good working relationships.

Technical

- Expert knowledge of the suite of HR Information Systems, including MyHR+, People Soft, Success Factors and HR Dashboards.
- Advanced skills with respect to software such as PowerPoint, Outlook, Word and Excel.
- Expert knowledge of HR Analytics methodologies and able to manage related projects from the design stage to deployment.
- Knowledgeable and current in legislations and policies in areas such as Workforce Planning and Talent Management.
- Possess the capacity to identify and design those elements which comprise frame works and mechanisms which guarantee alignment to GOJ's business strategies.
- Ability to assess and analyse internal business drivers against external, environmental developments and determine their impact on GOJ's business goals.
- Expert knowledge in Workforce Planning and Talent Management issues.
- Is knowledgeable in Legislations and policies related to Workforce Planning, Talent Management and other associated areas.

Minimum Required Qualification and Experience

- An Undergraduate Degree in Management Studies OR Business Administration OR Economics with Statistics OR Computer Science OR A comparable, analytical discipline, from a recognized Tertiary Institution. AND
- Training in HRIS Solutions and Data Analysis
- Two (2) years post qualification experience, in a comparable Human Resource Management environment.

Special Conditions Associated With The Job

- This is a typical office environment with standard office equipment and specialized software, with no adverse working conditions.
- The incumbent may be required to travel, to attend conferences, seminars and meetings,

- There can be stress due to working in a fast-paced environment, which includes interacting with varied stakeholders while meeting multiple and tight deadlines.
- Extended working hours are expected.

7. Public Education and Advocacy Officer (GMG/SEG 2)

Job Purpose

The Public Education and Advocacy Officer is responsible and accountable for: increasing the Public Awareness of RAD, engaging with Revenue Authorities in the promulgation and dissemination of public education to Taxpayers and the advocacy to key decision makers in support of the RAD, achieving its mandate in a manner which is sustainable. In so doing, the incumbent supports a stable macro economy, by engendering trust and confidence in the Tax System, as well as facilitating cordiality and agreement between Taxpayers and Revenue Authorities.

He or she, through the research process, provides valuable, accurate and timely information, which is used in decision making throughout the organization. In addition, he or she is responsible for effective and efficient market research.

The incumbent is accountable to and supportive of the Director Planning and Administration, in achieving the Unit's overall, strategic objectives and initiatives in accordance with agreed timelines, targets, expense and revenue goals, with special emphasis in engagement, advocacy and public education. In addition, the Officer ensures that deliverables are realized based on the tenets of the Centre of Excellence of the MOFPS.

Key Responsibilities

Technical/Professional:

- Support and achieve the strategic objectives of the Unit, in accordance with agreed targets and established performance measures;
- Is an active participant in increasing public awareness of RAD, building and maintaining key stakeholder relationships;
- Sustain the RAD's Engagement process with the Revenue Authorities.
- Ensures that recommended changes are implemented which will improve the understanding and relationships with Taxpayers;
- Supports the Advocacy process and key decision-makers.
- Ensures that recommended changes are implemented which will not only improve the understanding and relationships between Revenue Authorities and Taxpayers but will also simplify tax laws and calculations;
- Researches the impact of appeal process on public perception of tax administration and improve Public Education and Awareness of the Appeal Process with a view of positively influencing tax behaviour;
- Provides advice, information and support on any and all related matters, within the purview of the post;
- Performs any other related duties which may be assigned by the Director Administration.

Customer Service

- Shares and implement agreed customer service principles, standards and deliverable
- Implement, review and report on customer evaluations as part of all processes;
- Is a member of any related Committees.

Required Knowledge, Skills and Competencies

- Excellent decision making and problem solving, with time management skills and pays attention to details.
- Advocacy and negotiation skills.
- Strong selling and marketing skills.
- Strong interpersonal, oral and written communication skills.
- Possess high ethical conduct, confirmed integrity and is open to change.
- Competent in the use of relevant computer hardware and software applications.
- Skilled in the use of appropriate social media platforms.
- Knowledge of the strategic goals and objectives of the MOFPS and the RAD.
- Knowledge of Public Administration systems and Operations Management practices.
- Working knowledge of the GOJ Tax System.

Minimum Required Qualification and Experience

- A Bachelor's Degree, from a recognized Tertiary Institution, preferably in Public Relations/Communication/Marketing OR equivalent. AND
- Three (3) years of related experience in a similar position.

Special Conditions Associated With The Job

- This is a typical office environment, with no adverse working conditions however, travelling is an integral part of this position, which can be 30% of the time, to sites distributed island wide.
- There can be stress due to the demands of Stakeholders.
- Extended working hours can be expected.

8. Electronic Support Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Director Talent and Knowledge Management, the Electronic Content Support Officer is responsible for providing high standard of support to the Branch by producing and maintaining all digital content, conducting data analysis/reports, handle enquires and troubleshoot problems for internal staff and external customers.

Additionally the incumbent is responsible for monitoring, updating and make recommendations regarding the ECM System and participates in bonding activities in keeping with the established Bonding Policy of the GOJ and existing Standard Operating Procedures

Key Responsibilities

Technical/Professional

- Assists with the preparation of standard operating procedures and navigating the Electronic Content Management System;
- Assists with the implementation of new software updates and training of internal staff on how to use the system as well as customers;
- Responds to user queries and troubleshoot system/software issues for both internal and external customers; assist in diagnosing bugs and gathering requirements for the Electronic Content Management system features;
- Conducts systems' tests/evaluations periodically and make recommendations where necessary;
- Determines the feasibility, cost, time and compatibility requirements of new updates or enhancements for ECM;
- Participates in off-site bonding activities based on request from other entities;
- Monitors and controls day-to-day usage of the database system in collaboration with the Information Communication Technology (ICT) Branch. This includes:
 - setting and approving user access and permission levels;
 - ensuring conformance to established policies and procedures.
- Monitors and evaluates relevant work items within the ECM/IBPS and indicates required action; Prepares files for use online, such as images, PDFs and presentations;
- Ensures that all issues from both help desk and internally are logged and dispatched to the relevant desk officers for further action;
- Manages the data collection by ensuring that all relevant correspondents received from the public and MDA's are properly scanned and uploaded to the ECM solution;
- Supports the entering of back log information from files on the ECM/IBPS Solution;
- Generates statistical reports upon requests;
- Assists with the verification of documents submitted through the ECM System;
- Assists Directors and other officers in the preparation of input documents and files for the ECM/IBPS;
- Assists members of the Branch in using the ECM/IBPS Solutions;
- Assists in the document verification process for the Scholarship Application, Grants Application and Bonding process in relation to ECM/IBPS Solution;
- Advises or addresses concerns made by customers with regards to their application or escalate to relevant officer;
- Reports and follow up on errors/ discrepancies being experienced using ECM/IBPS and the portal to the relevant Unit;
- Makes recommendations regarding improvements within the ECM/IBPS;

- Acts as a support for external sensitization sessions hosted in the MDAs;
- Assists with the monitoring of workflows that are initiated/submitted to the Branch;

Management/Administrative

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports as required;
- Prepares and delivers training programme presentations as needed.

Human Resources

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;

Customer Service

- Maintains customer service principles, standards and measurements;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Good innovative skills
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of the Human Resource Management functions, policies and regulations in the Public Sector
- Good knowledge of the Branch's functions, ECM/IBS platform
- Knowledge of HR Information Systems (MyHR+, People Soft, Success Factors or related solutions)
- Sound knowledge of database management trends and standards;
- Sound knowledge of established database management policies and procedures;
- Ability to innovate, create and implement continuous improvement initiatives;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint, Outlook and Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, Information Technology or related social sciences;
- Two (2) years' experience in a similar work environment.

Special Conditions Associated with the Job

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

9. Assistant Talent Management Officer- Bonding (GMG/SEG 1)

Job Purpose

Under the direction of the Senior Talent Management Officer – Bonding & Compliance, the Assistant Talent Management Officer - Bonding, is responsible for ensuring the effective administration of the National Bonding Policy which ensures compliance with practice and policy, providing support to ensure that scholars/recipients are compliant with the terms and conditions in bonding policies and procedures.

The incumbent works closely with the Talent Management Officer Scholarship and Assistance section to determine the total award per recipient per scholarship.

The Assistant Talent Management Officer - Bonding will ensure that the appropriate information is provided to all clients and guarantors, general clients.

Key Responsibilities

Technical/Professional

- Collaborates with and maintains good working relationships with key stakeholders including tertiary education institutions, international donor agencies, ministries, departments and agencies and applicants to the programmes;
- Provides advice on bonding policies to stakeholders including awardees, guarantors, donor agencies, and attorneys;
- Provides advice to various stakeholders on the development of bonding policies;
- Develops and maintains appropriate partnerships with stakeholder officials, e.g. tertiary level institutions, MDAs, donor agencies, unions and staff associations to discuss and make decisions regarding bonding issues;
- Administers and implements the Government of Jamaica's Bonding strategies and provides advice to MDAs, overseas missions and donor agencies on bonding policies and procedures;
- Manages the bonding process for recipients of awards for training at tertiary institutions on the advice of sponsoring bodies and the approval of the Office of the Services Commission and/or MDAs with delegated authority;
- Prepares bonding documents for signing by participants and guarantors;
- Explains the procedures and policies to scholarship awardees regarding rights and obligations;
- Conducts interviews with scholarship awardees and their guarantors;
- Ensures Bonding documents are appropriately signed by all relevant parties including a Justice of the Peace and the Financial Secretary or his/her designate;
- Administers requests for waivers, suspensions, and appeals against service;
- Maintains computer database records;
- Ensures the proper management of bonding records;
- Responds to queries (phone and in person) regarding bonding and offer advice;
- Provides advice on bonding policies, procedures and guidelines as required;
- Reviews, monitors and reports on the performance of the bonding programmes and makes recommendations on existing policies and procedures with a view to improving their performance;
- Participates in the ongoing reviews of the Standard Operating Procedures (sops);
- Prepares weekly/quarterly/annual reports;
- To collaborate with and maintain good working relationships with key stakeholders including tertiary education institutions, international donor agencies, ministries, departments and agencies and applicants to the programmes.
- Provides guidance on bonding policies to stakeholders including awardees, guarantors, donor agencies, attorneys;
- Provides advice to various stakeholders on the development of bonding policies;
- Develops and maintains appropriate partnerships with stakeholder officials, e.g. tertiary level institutions, MDAs, donor agencies, unions and staff associations to discuss and make decisions regarding bonding issues;
- Prepares individual work plans;
- Conducts performance evaluation on staff supervised;
- Represents the Unit at meetings, conferences and other fora as directed;
- Evaluates performance against overall unit objectives to ensure that those are achieved;
- Participates in the ongoing analysis and review of the Bonding policy;
- Prepares weekly/quarterly/annual reports.

Customer Service

- Upholds established customer service principles, standards and deliverables;
- Perform any other related function as assigned.

Required Knowledge, Skills and Competencies

- Strong management, leadership and decision-making skills.
- Strong interpersonal, oral and written communication and research skills.
- Strong analytical and problem-solving skills.
- Excellent planning and organizing skills with strong skills in customer relations.
- Excellent judgement and decision-making skills.
- Is a competent user of computers with knowledge of varied software applications.
- Knowledge of the provisions of the bonding policy
- Experience in conducting interviews
- Knowledge of the Staff Orders and Public Service Regulations
- Experience in administering bonding agreements
- Excellent customer service skills
- Ability to prepare and present oral and written reports and recommendations concisely, completely, logically and convincingly.
- Computer literate in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Bachelors Degree in Public Administration, Human Resource Management or Business Administration from a recognized tertiary institution.
- Post graduate level training in Human Resource Management & Development.
- At least Two (2) years' work experience in Bonding and Compliance or a similar working environment.

Specific Knowledge & Skills

- Knowledge of the provisions of the bonding policy
- Experience in conducting interviews
- Knowledge of the Staff Orders and Public Service Regulations
- Experience in administering bonding agreements
- Excellent customer service skills
- Ability to prepare and present oral and written reports and recommendations concisely, completely, logically and convincingly.
- Computer literate in Microsoft Office Suite.

10. Asset Monitoring Officer (GMG/SEG 1)

Job Purpose

Under the general supervision of the Senior Asset Monitoring Officer, the Asset Monitoring Officer works as a part of a team supporting the operational Asset Assessment and Disposal business processes, procedures, and systems in the GOJ.

Key Responsibilities

Technical/Professional

- Participates in the development and implementation of operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ assets in keeping with implemented strategies and systems;
- Receives and assesses requests from MDAs in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options for assessed assets in accordance with operational policies and procedures;
- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialized commodities in MDAs, et al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;

- Escalates emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Compiles quantitative and qualitative monitoring results for operational asset management and disposal functions relating to MDAs;
- Develops Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Reinforces effective use of an asset management ICT systems to strengthen effectiveness and efficiency;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/Public Accounts Committee (PAC), meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Asset Sales and Auctions presentations related to asset management as needed.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of Asset & Inventory Management principles and practices;
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations;
- Good knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;

- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Accounting or a related discipline;
- Two (2) years' experience in a Private, NGO or Public Sector Management environment, working with Asset Management principles and practices.

Special Conditions Associated with the Job

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

11. International Trade Relations Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director International Trade Relations, the International Trade Relations Officer has the responsibility, to conduct research and administer the system of relief provided for under the CARICOM Trade Agreement whilst ensuring that revenue is safeguarded.

Key Responsibilities

Technical

- Examines and actions decisions made by the Council for Trade and Economic Development (COTED);
- Reviews policies, submissions, documents, Free trade Agreements etc.;
- Makes recommendations based on sound research;
- Provides advice to Customs and other appropriate clients;
- Analyzes requests for waiver of additional import duties;
- Makes the necessary recommendation through the Director for consideration;
- Prepares letters advising applicants and the relevant Revenue Department of the decision and where required convey decision by phone also;
- Receives requests for information, conducts research and provide same;
- Discusses with Director where necessary for direction;
- Conducts research to provide the Director with the information to facilitate preparation of reports, briefs and policy papers;
- Provides accurate and timely information to members of the Public, Public and Private sector entities, on matters relating to the CET and additional stamp duty;
- Ensures that all requests for information/reports/documents are produced and disseminated to various clients within the time and with the quality specified;
- Ensures that clients of the Branch are politely and courteously dealt with via telephone, email or by any other means of communication;
- Participates in meetings;
- Liaises with the different stakeholders;
- Ensures the flow of information is maintained both internally and externally;
- Keeps abreast as to environmental developments;
- Develops and maintains a database of applicants receiving CET Suspensions;
- Prepares monthly reports.

Management/Administrative

- Prepares individual work plans;
- Assists in ensuring that the Branch has sufficient and appropriate physical resources to enable the staff to perform their duties efficiently and effectively;
- Participates in regular staff meetings and ad-hoc meetings, as necessary to discuss task scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies**Technical**

- Problem Solving and Analysis – Possess the ability to identify and analyses work related problems and generate innovative or appropriate solutions
- Communication – Possess excellent written and oral communication skills
- Initiative – Ability to exercise initiative and sound judgment
- Integrity – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner.
- Interpersonal Skills – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the government and tax space
- Time Management – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.
- Pressured working conditions with numerous critical deadlines
- Managing multiple complex assignments
- Required to work abnormal working hours
- May be required to travel both locally and overseas on official work related business
- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- A sound working knowledge of multilateral and bilateral trade agreements to which Jamaica is signatory
- Strong knowledge of direct and indirect taxes as well as emerging taxes
- Working knowledge in Human Resource Management practices.
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus

Minimum Required Qualification and Experience

- BSc. Degree in Economics, International Relations or International Trade or equivalent
- One (1) years' experience in Foreign Affairs/Trade or other related areas.

Special Conditions of the Job

- Pressured working conditions with numerous critical deadlines
- Managing multiple complex assignments
- Required to work abnormal working hours
- May be required to travel both locally and overseas on official work related business

12. Senior Secretary (OPS/SS 3)**Job Purpose**

To provide efficient and effective secretarial and administrative support services to the Unit and to customers, so as to ensure the efficiency and effectiveness of the Unit and its staff.

Key Responsibilities

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

- Take shorthand dictation and reproduce confidential and other correspondence;
- Typing all necessary correspondence for despatch;
- Composing letters and memos based on general instructions;

- Recording all mail received;
- Arranging for the printing, photocopying, binding, dispatch etc of documents produced by the Head of the Unit;
- Helping design and maintain an effective filing system;
- Dealing with urgent correspondence, faxes and emails in the absence of a Unit official;

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

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

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

- Managing the Unit's physical resources, such as printers, computers, phones etc and arranging for the prompt repair or replacement of faulty equipment;
- Ordering and securing supplies of stationery and other supplies.

Administrative support to the Director.

- Maintaining the diaries of the senior managers;
- Keeping track of the movements of all Unit staff;
- Arranging meetings, workshops, conferences etc, including the location, agenda, relevant documents;
- Taking action minutes at meetings where directed to do so and circulating them as required.
- Arranges interviews for all short listed applicants
- Notifies successful and unsuccessful applicants of results of interviews

Required Knowledge, Skills and Competencies

- Job Attitude – Possess a positive job attitude
- Communication – Excellent written and oral communication skills
- Initiative – Ability to exercise initiative
- Customer Relations – Maintain good internal and external customer relations
- Official Conduct – Demonstrate proper official conduct
- Interpersonal Skills – Excellent interpersonal skills
- Quality of Output – Delivery of consistently high quality output
- An understanding of Personnel functions.
- Strong interpersonal, time management and communication (oral and written) skills and be a team player.
- Competent in Microsoft Word, Excel, Power Point, Publisher

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND); proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

OR

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

OR

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

Applications accompanied by résumés should be submitted **no later than Monday, 9th November, 2026 to:**

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

Email: hrapplications@mof.gov.jm

Please note that only shortlisted applicants will be contacted.

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

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal line extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer**