

MINISTRY OF FINANCE & THE PUBLIC SERVICE (MOFPS) ORGANIZATION STRUCTURE

Organisational Charts for the Approved Establishment for the Ministry of Finance and the Public Service as at April 2022

*Prepared by the Strategic Organizational
Development & Change Management Branch-
Corporate Planning & Administration Division*

CONTENTS

ABBREVIATIONS	2
NOTES	4
I] THE MOFPS EIGHT (8) PROGRAMMES	7
II] TOTAL NUMBER OF POSTS PER DIVISION	11
1. MINISTRY OF FINANCE AND THE PUBLIC SERVICE – HIGH LEVEL STRUCTURE	13
2. MINISTRY OF FINANCE AND THE PUBLIC SERVICE – FUNCTIONAL PROFILE	14
3. THE EXECUTIVE OFFICE	15
4. THE CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – TOP STRUCTURE	16
4.1 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	17
4.2 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – OFFICE SERVICES & FLEET MANAGEMENT PROCUREMENT PROPERTY, SECURITY & EMERGENCY MANAGEMENT	18
4.3 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – STRATEGY INFORMATION MANAGEMENT	19
5. THE ECONOMIC MANAGEMENT DIVISION (EMD) – TOP STRUCTURE	20
5.1 ECONOMIC MANAGEMENT DIVISION (EMD) – DEBT MANAGEMENT [NEW]	21
5.2 ECONOMIC MANAGEMENT DIVISION (EMD) – DEBT MANAGEMENT [OLD]	ERROR! BOOKMARK NOT DEFINED.
5.3 ECONOMIC MANAGEMENT DIVISION (EMD) – FISCAL POLICY MANAGEMENT	23
5.3 ECONOMIC MANAGEMENT DIVISION (EMD) – INTERNATIONAL PROGRAMME MANAGEMENT	24
6. THE FINANCE AND ACCOUNTS DIVISION (FAD)	25
7. THE FINANCIAL INVESTIGATION DIVISION (FID) – TOP STRUCTURE	26
7.1 FINANCIAL INVESTIGATION DIVISION (FID) – LEGAL INFORMATION TECHNOLOGY PLANNING AND ADMINISTRATION	27
7.2 FINANCIAL INVESTIGATION DIVISION (FID) – FINANCIAL CRIMES INVESTIGATION FINANCIAL INTELLIGENCE FINANCIAL MANAGEMENT	28

7.3	FINANCIAL INVESTIGATION DIVISION (FID) – INTERNAL INVESTIGATION SPECIAL INVESTIGATION ASSET RECOVERY	29
8.	THE FINANCIAL REGULATION DIVISION (FRD)	30
9.	THE INTERNAL AUDIT DIVISION (IAD)	31
10.	THE LEGAL SERVICES DIVISION (LSD)	32
12.	THE PUBLIC ENTERPRISE DIVISION (PED)	33
13.	THE PUBLIC EXPENDITURE DIVISION (PEX) – TOP STRUCTURE	34
13.1	PUBLIC EXPENDITURE DIVISION (PEX) – PUBLIC EXPENDITURE	35
13.2	PUBLIC EXPENDITURE DIVISION (PEX) – CASH MANAGEMENT PROJECTS	36
14.	THE PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – TOP STRUCTURE	37
14.1	PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – ASSET MANAGEMENT INTERNAL AUDIT DIRECTORATE	38
14.2	PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – FINANCIAL SYSTEMS AND PROCEDURES LEGAL AND PUBLIC SECTOR REFORM OFFICE OF THE PUBLIC PROCUREMENT POLICY	39
15.	THE REVENUE APPEALS DIVISION (RAD)	42
16.	THE REVENUE PROTECTION DIVISION (RPD)	43
17.	THE STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD)	45
17.1	STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – OFFICE OF THE DFS/CTD	456
17.2	STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – CORPORATE MANAGEMENT AND ESTABLISHMENT	467
17.3	STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – ALL OTHER BRANCHES	478
19	THE TAXATION POLICY DIVISION (TPD)	49
APPENDIX:	THE CIVIL SERVICE ESTABLISHMENT ACT EXTRACT S – APPROVED ESTABLISHMENT FOR THE MINISTRY	50

ABBREVIATIONS

AGD Accountant General's Department
CPAD Corporate Planning and Administration Division
CSEO Civil Service Establishment (General) Order, 2018

MDAs Ministries, Departments and Agencies
MOFPS Ministry of Finance and the Public Service
PAID Public Accountability Inspectorate Division

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

CSEO(A) Civil Service Establishment (General) (Amendment) Order, 2018

CTD Chief Technical Director

DFS Deputy Financial Secretary

EMD Economic Management Division

FAD Finance and Accounts Division

F&A Finance and Accounts

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

PB Public Body

PED Public Enterprise 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

NOTES

LEGISLATIVE AUTHORITY FOR MINISTRY STRUCTURE

1. 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 15 March 2021** (See [Appendix A](#)). Thus, the organograms in this Report are consistent with the approved Establishment for the Ministry as constituted in the **Civil Service Establishment Act, The Civil Service Establishment (General) Order, 201 (Vol. CXLI, No. 26A) of Thursday, 22 March 2018 (CSEO)**, as amended by the **Civil Service Establishment Act, The Civil Service Establishment (General) (Amendment) Order, 2018 (Vol. CXLI, No. 138E) of Thursday, 06 December 2018 [CSEO (A)]**.
2. 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.

PARALLEL STRUCTURE

3. Further, **the Ministry has been undergoing its own corporate transformation to a Centre of Excellence**, even as some Ministry Departments and/or Agencies (such as the AGD, TAJ) are engaged in separate organisational transformations. **Consequently, specific Divisions operate with concurrent approved Establishments to accommodate posts that have been red-circled for abolishment when vacant.** This is particularly consistent with the representations for the ***Economic Management Division (EMD)*, *Public Expenditure Policy Coordination Division (PXPC)* and *Strategic Human Resource Management Division (SHRMD)*, formerly *Public Service Establishment Division (PSED)***. It is for this reason that there are two organograms for SHRMD: SHRMD and PSED.

REPORT LIMITATIONS

4. **Any changes to the Establishment of the Ministry which have occurred after 06 December 2018 are therefore not included.**
5. **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]¹ are not included in this Report.
6. It is noted that the **Ministry may be operating other posts which may not be captured in this Report** [e.g., contractual engagements for positions in the Minister's Office or the Public Sector Transformation Implementation Unit (PSTIU)] as these fall outside the approved Establishment.

¹ See Government of Jamaica (03 April 2018), *Government of Jamaica Assignment of Subjects and Departments, Agencies and Other Public Bodies*, pp. 12 – 13.

7. The Report captures the posts as listed on the approved Establishment as per CSEO and CSEO (A) only. However, **the posts may not actually be utilised across the Ministry as shown in the Report, but as determined by approved administrative arrangements.**
8. Additionally, the Ministry's Establishment may **not reflect the removal of posts which are in abeyance and/or abolished of resulting from the Special Early Retirement Programme (SERP).** These need to be identified and reconciled against human resource and pensions records of the Ministry, after which the Establishment can be amended accordingly.

SPECIAL CIRCUMSTANCES

9. Where possible, explanatory notes per Division structure are provided as necessary for clarity and completeness.
10. 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. a listing of several posts under **General Administration** (see **CSEO, p. 34**), 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.
 - b. no '**Planning and Administration Division**' (see **CSEO, p. 55**), and the post of Legal Officer (JLG/LO 2) listed therein are actually established under the Legal Services Division (LSD).
 - c. no '**Financial Management Division**' or '**Budget Preparation and Administration Division**' (see **CSEO, p. 42**), and the posts listed therein are actually established under the Public Expenditure Division (PEX).
 - d. an anomaly in the reporting relationship for Senior Director, Pensions (GMG/SEG 5) reporting to the Principal Director, Compensation Management and Implementation (GMG/SEG 6) (see **CSEO, p. 64**), where the post in practice reports directly to the DFS SHRMD.
 - e. a post titled Chief Work Force Planning Officer, Strategic HR Policy Development (GMG/SEG 4) (see **CSEO, p. 64**), which should read Chief Work Force Planning Officer (GMG/SEG 4) instead.
 - f. a single post of Telephone Operator A (OPS/TO 2), Pensions Branch, Public Service Establishment Division (PSED), slated to be abolished when vacant is listed on **p. 69, CSEO**, and not on **pages 58 – 62** with all other posts under subsisting under PSED.

- g. 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.
11. The **SHRMD** currently comprises all existing posts established under the **former Public Service Establishment Division (PSED)** – Benefits Administration/ Employee Relations; Compensation; Human Resource Policy and Planning; Human Resource Policy, Training and Development; Industrial Relations; Pension Administration, Superannuation [**seven (7) Branches; 111 posts**] – and the **recently established SHRMD (primarily its top management structure)** as shown under Section 17 of this Report [**five (5) Branches, 63 posts**]. It is for this reason that the posts under PSED are presented separately in Section 18 of this Report, all ultimately reporting to the DFS SHRMD.
- a. As the Division continues to transition to final structure as part of the wider Ministry Corporate Transformation, executive decision will be 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.
 - b. 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 in **Section 18 only**.
12. 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).

I] THE MOFPS SIX (8) PROGRAMMES

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

- | | | |
|--|--|--|
| <i>1. Executive Direction and Administration</i> | <i>4. Public Service Management and Administration</i> | <i>6. Treasury Planning and Management</i> |
| <i>2. Macro-Fiscal Policy and Management</i> | <i>5. Integrated Development Planning</i> | <i>7. Domestic Tax Administration</i> |
| <i>3. Management of Public Finances</i> | | <i>8. Customs Management</i> |

Aligned to these priorities, the corporate strategy of the Ministry as reflected in the corporate and operational plans for FY 2018/2019² is summarised as below.

MOFPS VISION STATEMENT

A Centre of Excellence that enables sustainable growth and development through sound policy, planning and quality service delivery

MOFPS Mission Statement

We combine professionalism and expertise in pursuit of sound socio-economic and financial policies for achievement of sustainable growth and development

THE MINISTRY'S KEY OUTCOMES AND STRATEGIC OBJECTIVES

MoFPS' Key Outcomes	Strategic Objectives
NATIONAL OUTCOME: A STABLE MACRO ECONOMY	
A STABLE MACRO ECONOMY	<ol style="list-style-type: none"> <i>To enable sound monetary and fiscal policies</i> <i>To reduce and maintain the national debt at sustainable levels</i> <i>To create an efficient, simple and equitable tax system</i>
EFFECTIVELY REGULATED MDAS AND FINANCIAL INSTITUTIONS	<ol style="list-style-type: none"> <i>To ensure effective regulation of Ministries, Departments and Agencies (MDAs) and financial institutions</i> <i>To prevent and manage incidents of financial crimes and financing of terrorism</i> <i>To effectively investigate and prosecute incidents of corruption and revenue fraud</i>
NATIONAL OUTCOME: EFFECTIVE GOVERNANCE	
EFFECTIVELY MANAGED PUBLIC FUNDS	<ol style="list-style-type: none"> <i>To strengthen the HR Management Capacity throughout the Public Sector to facilitate an enabling environment</i> <i>Improved Public Financial Management towards a higher level of transparency and compliance</i> <i>To create a more efficient, effective, responsive and service oriented Ministry</i>

² See *MOFPS Corporate and Operational Plans for FY 2018/2019*.

The Corporate Strategy is executed under the **Ministry's eight (8) programmes**, namely:

PROGRAMME	DIVISION AND/OR AGENCY OF THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE
1. EXECUTIVE DIRECTION AND ADMINISTRATION	<p>EXECUTIVE OFFICE (MOFPS)</p> <p>CORPORATE PLANNING AND ADMINISTRATION (CPAD) 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 modernise the internal business processes and communication systems through the application of actionable and innovative and information technologies.</p> <p>FINANCE AND ACCOUNTS DIVISION (FAD) 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&A) portfolio, and ultimately, a more efficient, effective and responsive service oriented Ministry.</p> <p>INTERNAL AUDIT UNIT (IAU) 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.</p> <p>LEGAL SERVICE UNIT (LSU) 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</p>
2. MACRO-FISCAL POLICY AND MANAGEMENT	<p>ECONOMIC MANAGEMENT DIVISION: 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.</p>

PROGRAMME	DIVISION AND/OR AGENCY OF THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE
	<p data-bbox="506 193 915 220">TAXATION POLICY DIVISION (TPD)</p> <p data-bbox="506 264 926 292">REVENUE APPEALS DIVISION (RAD) 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.</p> <p data-bbox="506 513 1005 540">FINANCIAL REGULATIONS DIVISION (FRD) 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.</p> <p data-bbox="506 656 1031 683">FINANCIAL INVESTIGATIONS DIVISION (FID) 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.</p>
<p data-bbox="186 873 468 933">3. MANAGEMENT OF PUBLIC FINANCES</p>	<p data-bbox="506 873 1268 901">PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) Develop and promote 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.</p> <p data-bbox="506 1122 957 1149">PUBLIC EXPENDITURE DIVISION (PEX) Allocate public resources in a manner consistent with macroeconomics constraints and reflective of public expenditure policy priorities towards realistic, achievable, policy-oriented budgets facilitating efficient delivery of public services. Effectively managed public funds.</p> <p data-bbox="506 1300 936 1328">PUBLIC ENTERPRISE 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</p>

PROGRAMME	DIVISION AND/OR AGENCY OF THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE
	<p>practices in the public sector. Rationalise the Public Sector Entities.</p> <p>REVENUE PROTECTION DIVISION (RPD) Protect revenue by minimising corruption; reducing fraud; improving compliance; and, improving the efficiency of revenue collection towards a Stable macro economy. 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.</p> <p>PUBLIC ACCOUNTABILITY INSPECTORATE DIVISION (PAID) Promote accountability, transparency, integrity and cost-effectiveness in public offices through the conduct of reviews, inspections and follow-ups and help guide the formulation of financial and operational policies, regulations and procedures towards Effectively Managed Public Funds. Improve financial and operational effectiveness in MDAs and PBs in order to achieve and maintain fiscal discipline.</p>
4. PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION	<p>STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) 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.</p>
5. INTEGRATED DEVELOPMENT PLANNING	<p>PLANNING INSTITUTE OF JAMAICA (PIOJ) Initiate and coordinate the development of policies, plans and programmes for the sustainable development Advise on economic; environmental and social policy</p> <p>STATISTICAL INSTITUTE OF JAMAICA (STATIN) Collect, compile and analyse statistical information to promote and develop integrated social and economic statistics.</p>
6. TREASURY PLANNING AND MANAGEMENT	<p>ACCOUNTANT GENERAL'S DEPARTMENT (AGD) Develop a modern and optimally functional treasury system that supports the achievement of Government policy objectives.</p>
7. DOMESTIC TAX ADMINISTRATION	<p>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</p>

PROGRAMME	DIVISION AND/OR AGENCY OF THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE
8. CUSTOMS MANAGEMENT	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.

II] 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 organisation chart.

1. CORPORATE PLANNING & ADMINISTRATION DIVISION (CPAD)	177	7. INTERNAL AUDIT DIVISION (IAD)	29	
2. ECONOMIC MANAGEMENT DIVISION (EMD)	71	8. LEGAL SERVICES DIVISION (LSD)	5	14. REVENUE PROTECTION DIVISION (RPD) 48
3. EXECUTIVE OFFICE (EO)	12	10. PUBLIC ENTERPRISES DIVISION (PED)	41	15. STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) [including posts from the former Public Service Establishment Division (PSED)] 175
4. FINANCE AND ACCOUNTS DIVISION (FAD)	50	11. PUBLIC EXPENDITURE DIVISION (PEX)	54	
5. FINANCIAL REGULATIONS DIVISION (FRD)	6	12. PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC)		
6. FINANCIAL INVESTIGATIONS DIVISION (FID)	102	13. REVENUE APPEALS DIVISION (RAD)	33	16 TAXATION POLICY DIVISION (TPD) 19
TOTAL ESTABLISHED POSTS FOR THE MINISTRY AS AT 25 MARCH 2021				903
TOTAL ESTABLISHED POST PUBLISHED IN THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2021				935
TOTAL TEMPORARY ESTABLISHED POSTS AS AT 25 MARCH 2021				12

Of the 903 Established positions, included are those approved after the publishing of the Civil Service Establishment (General) Order, 2019.

Temporary Posts are indicated below:

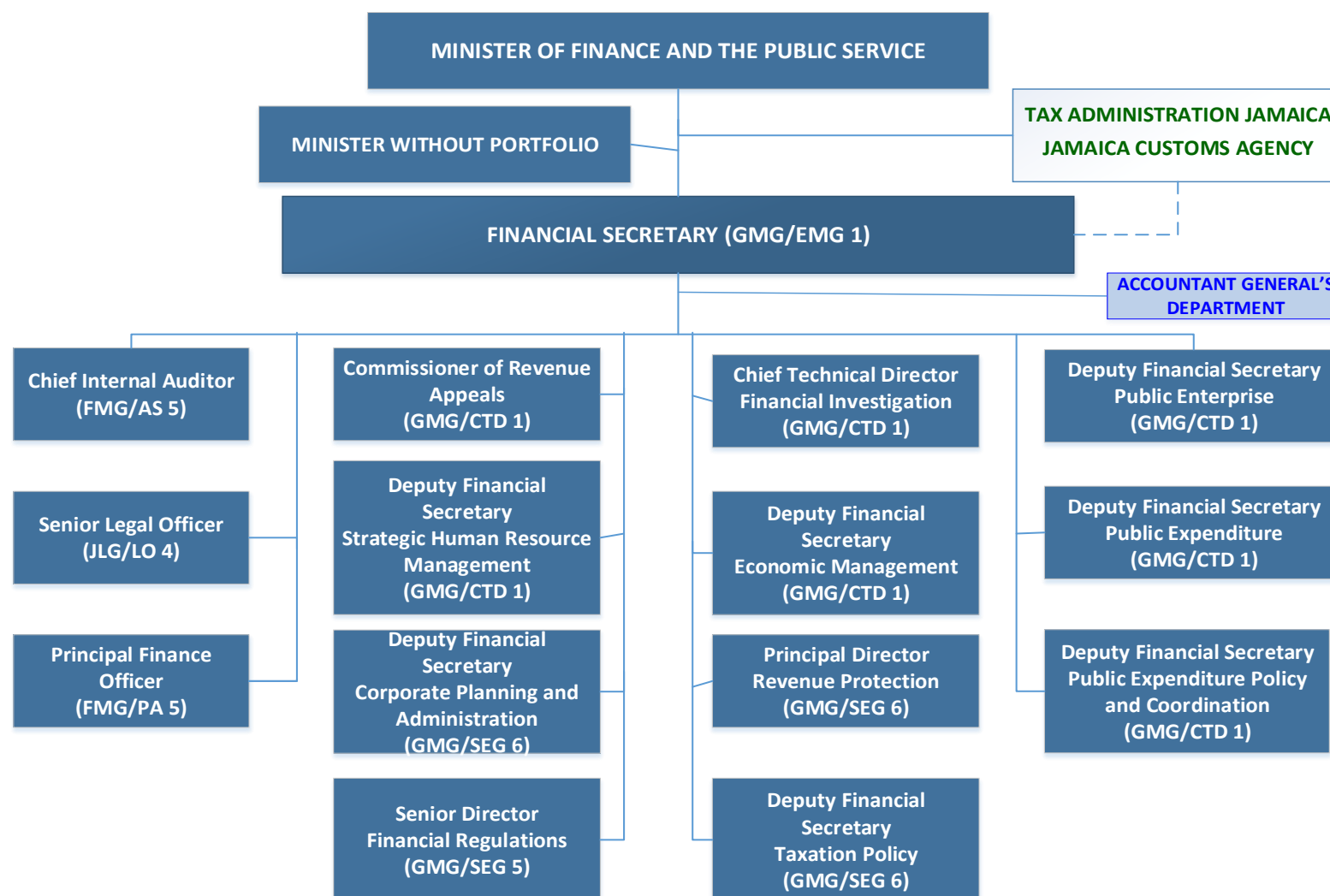
CORPORATE PLANNING & ADMINISTRATION DIVISION (CPAD)	
1. Director, Knowledge Management & Data Analyst (Post Number:TMP11719CG)	

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

AS OF AUGUST 23, 2022

1. MINISTRY OF FINANCE AND THE PUBLIC SERVICE – HIGH LEVEL STRUCTURE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE HIGH LEVEL STRUCTURE



2. MINISTRY OF FINANCE AND THE PUBLIC SERVICE – FUNCTIONAL PROFILE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) FUNCTIONAL STRUCTURE

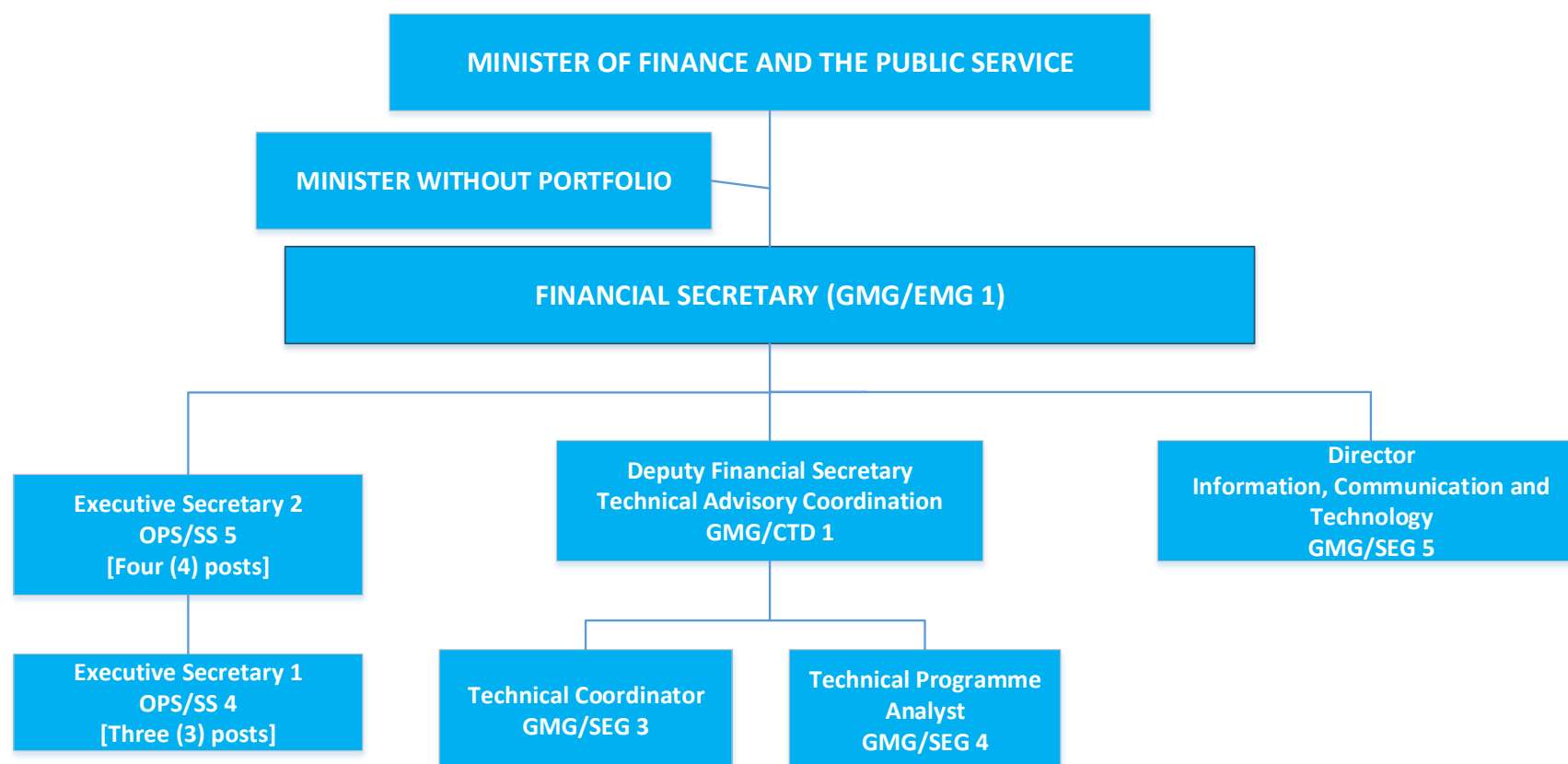
[CENTRAL MINISTRY OPERATIONS ONLY]



MOFPS Programme Colour Code	CORPORATE SERVICES	ECONOMIC MANAGEMENT	ENFORCEMENT, REGULATION AND COMPLIANCE	FINANCIAL MANAGEMENT	STRATEGIC HUMAN RESOURCE MANAGEMENT	TAX MANAGEMENT
-----------------------------	--------------------	---------------------	--	----------------------	-------------------------------------	----------------

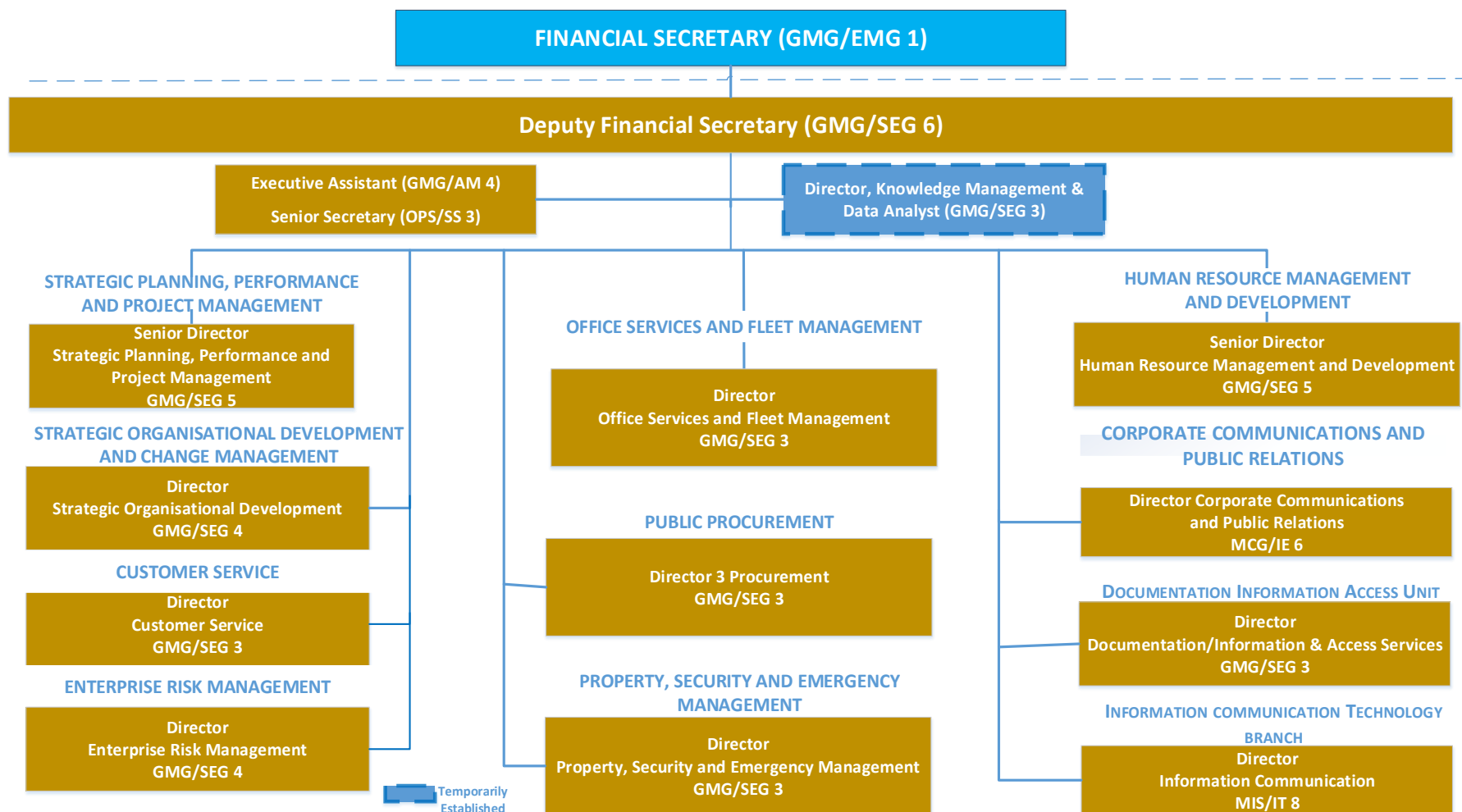
3. THE EXECUTIVE OFFICE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE EXECUTIVE OFFICE



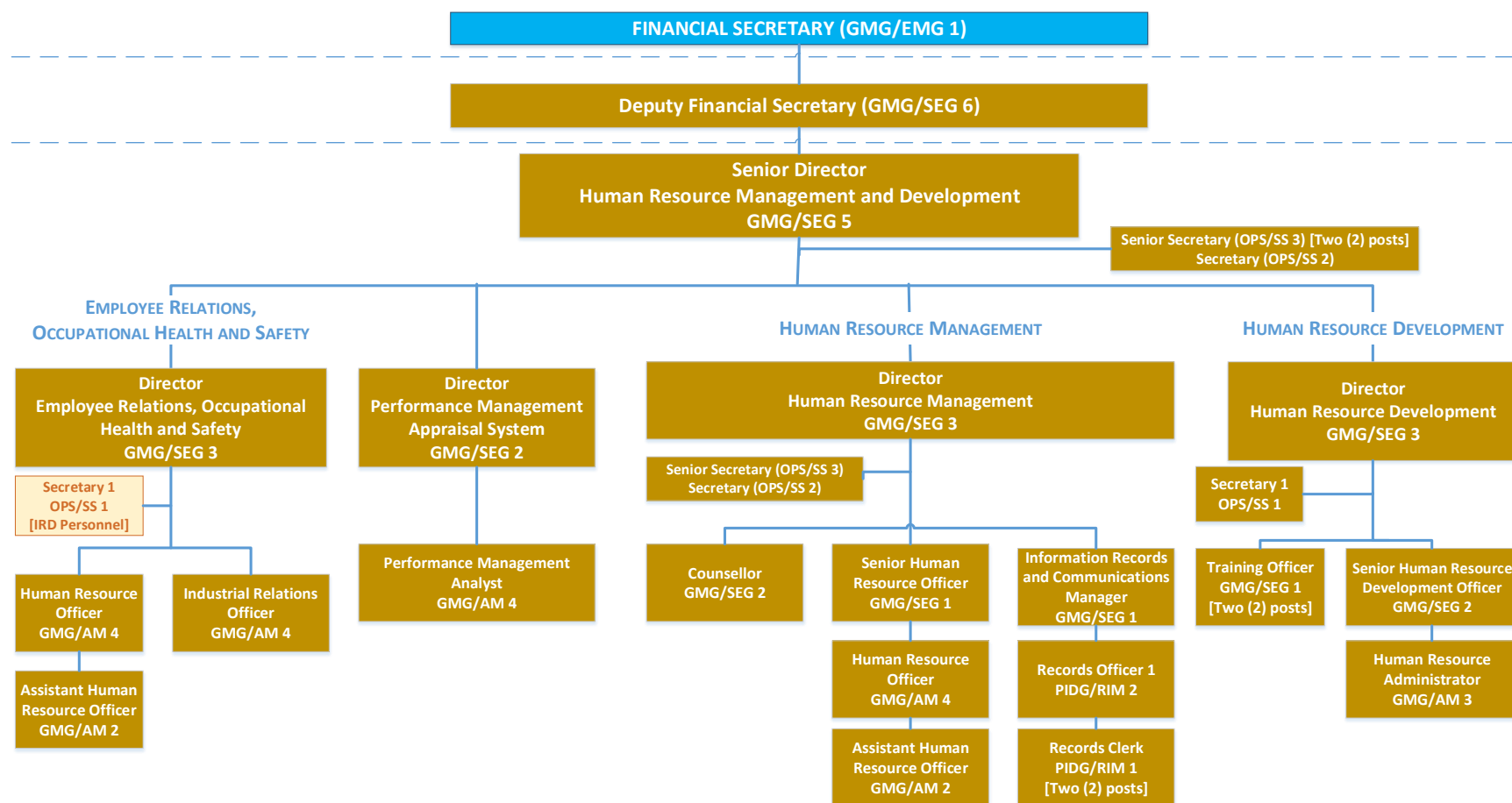
4. THE CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – TOP STRUCTURE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE CORPORATE PLANNING AND ADMINISTRATION DIVISION - TOP STRUCTURE



4.1 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD)
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT BRANCH (HRMD)



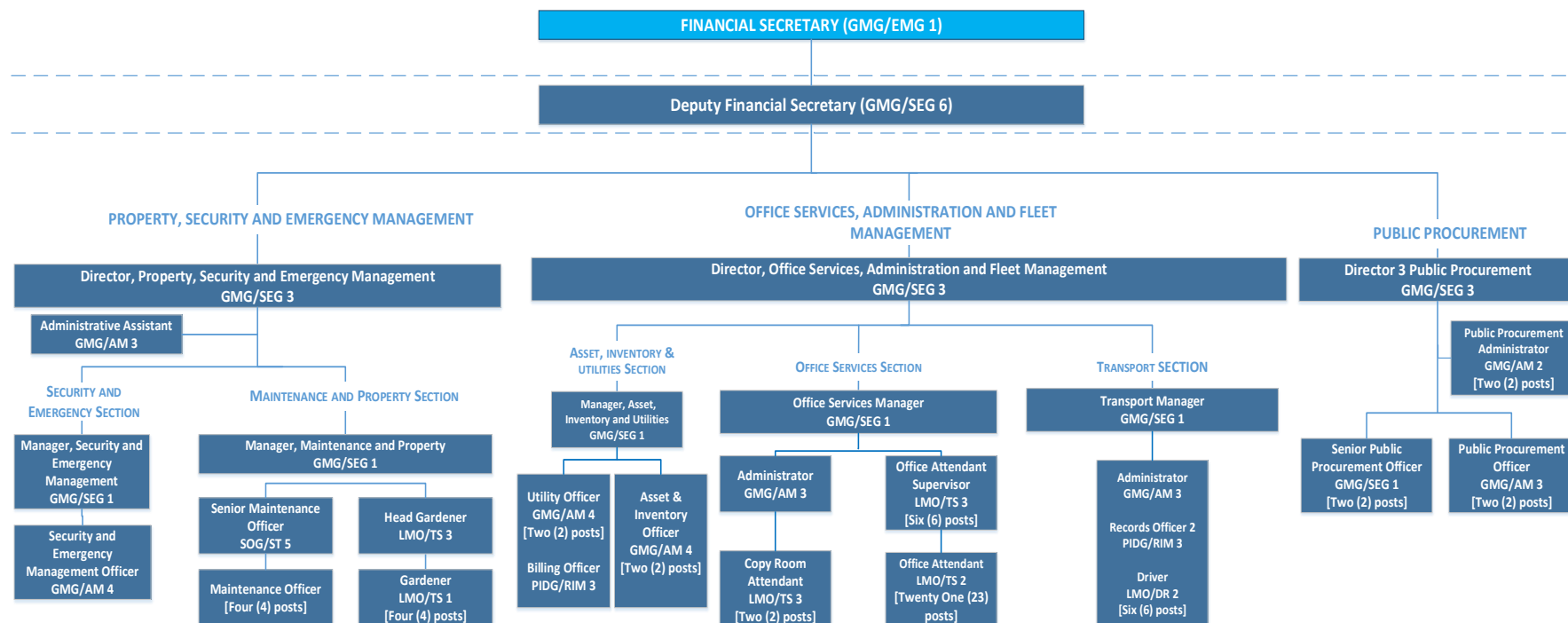
KEY:

Posts transferred from the Former Inland Revenue Department (IRD)

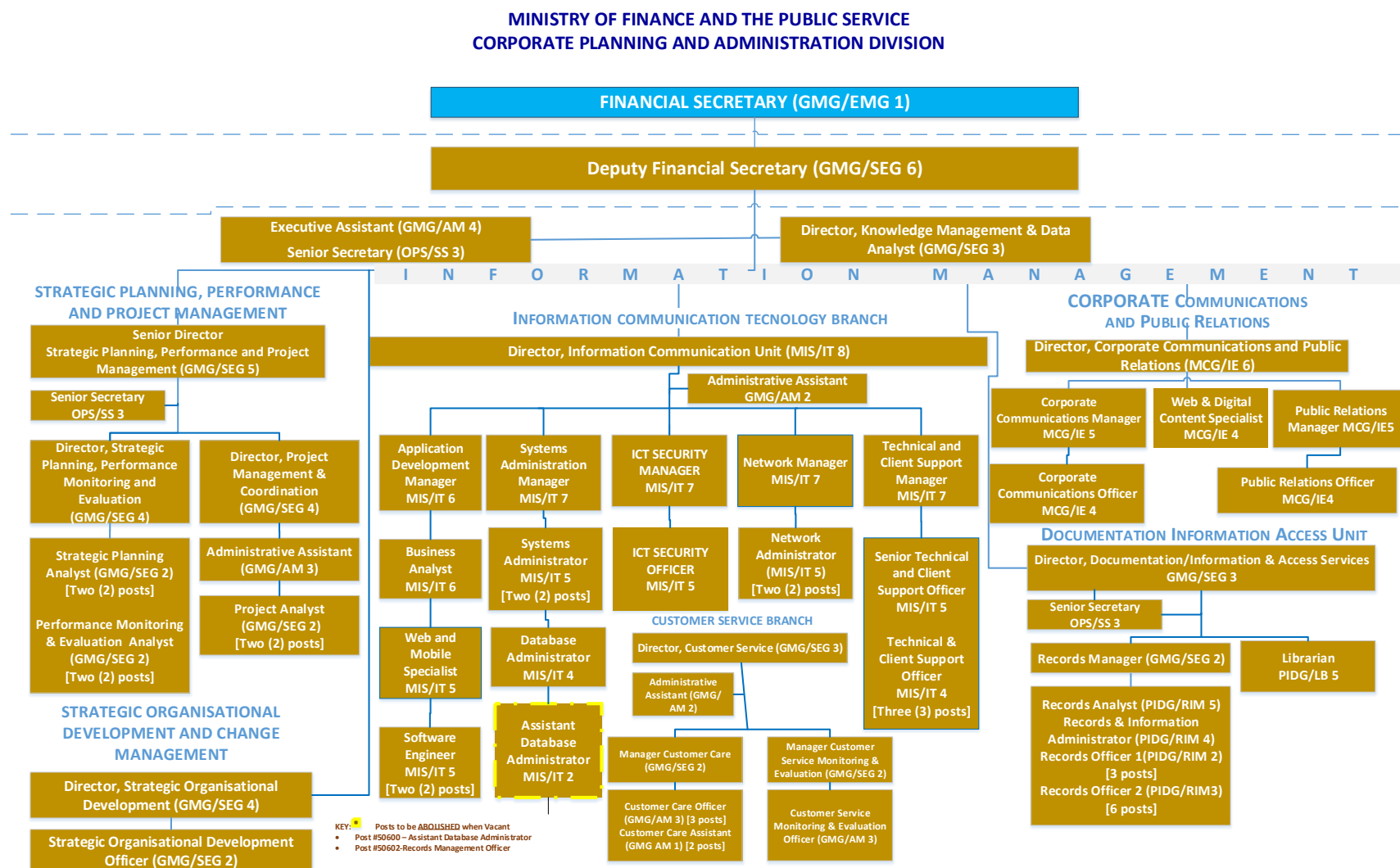
4.2 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – OFFICE SERVICES, ADMINISTRATION & FLEET MANAGEMENT | PROCUREMENT | PROPERTY, SECURITY & EMERGENCY MANAGEMENT

Posts transferred from the Security Fleet and Emergency Management Branch, and, the Procurement, Property and Office Service Branch as at 25 June 2018

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
CORPORATE PLANNING AND ADMINISTRATION DIVISION
OFFICE SERVICES ADMINISTRATION & FLEET MANAGEMENT BRANCH | PROCUREMENT BRANCH | PROPERTY, SECURITY & EMERGENCY MANAGEMENT BRANCH

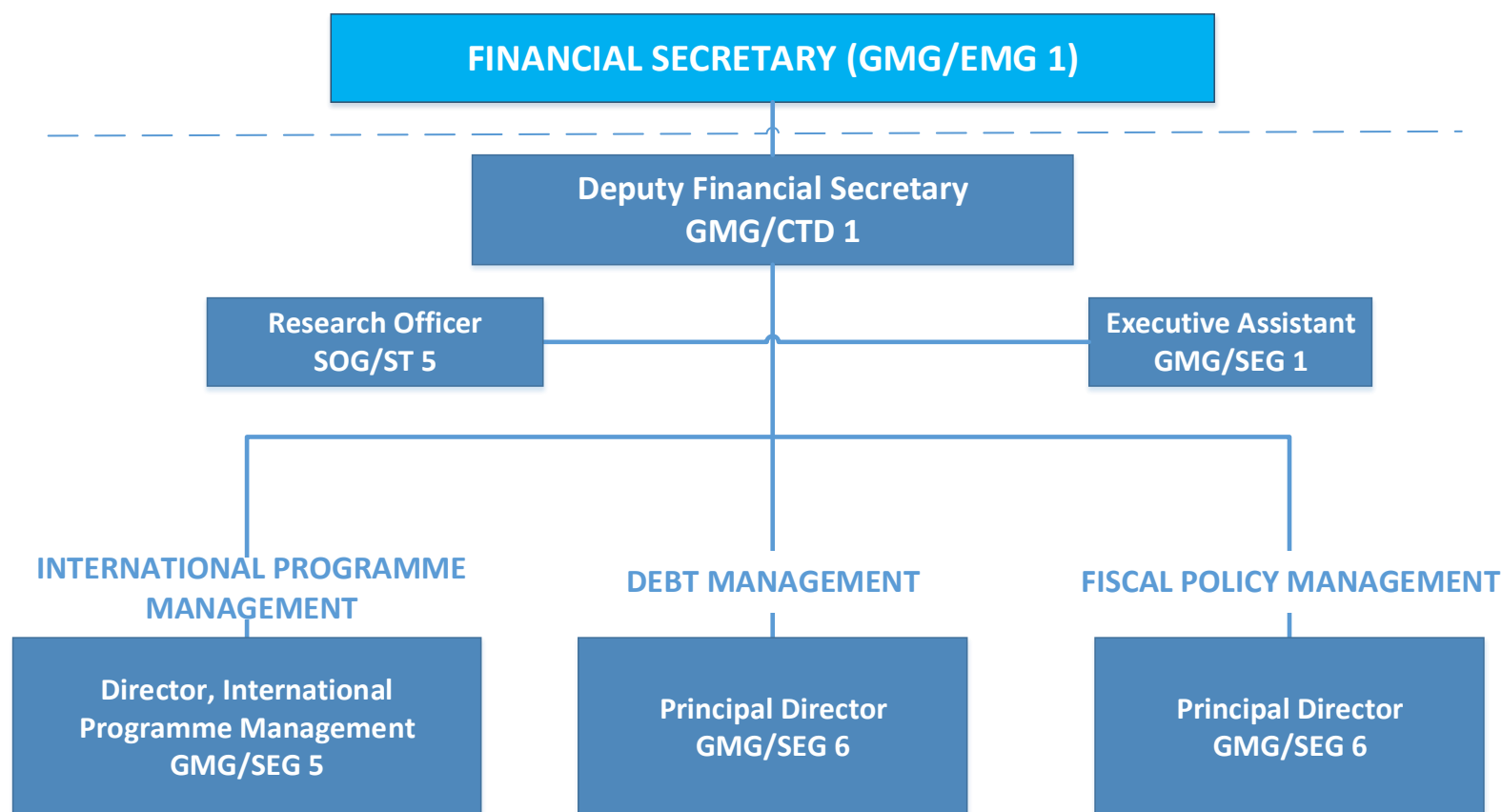


4.3 CORPORATE PLANNING AND ADMINISTRATION DIVISION (CPAD) – STRATEGY | INFORMATION MANAGEMENT

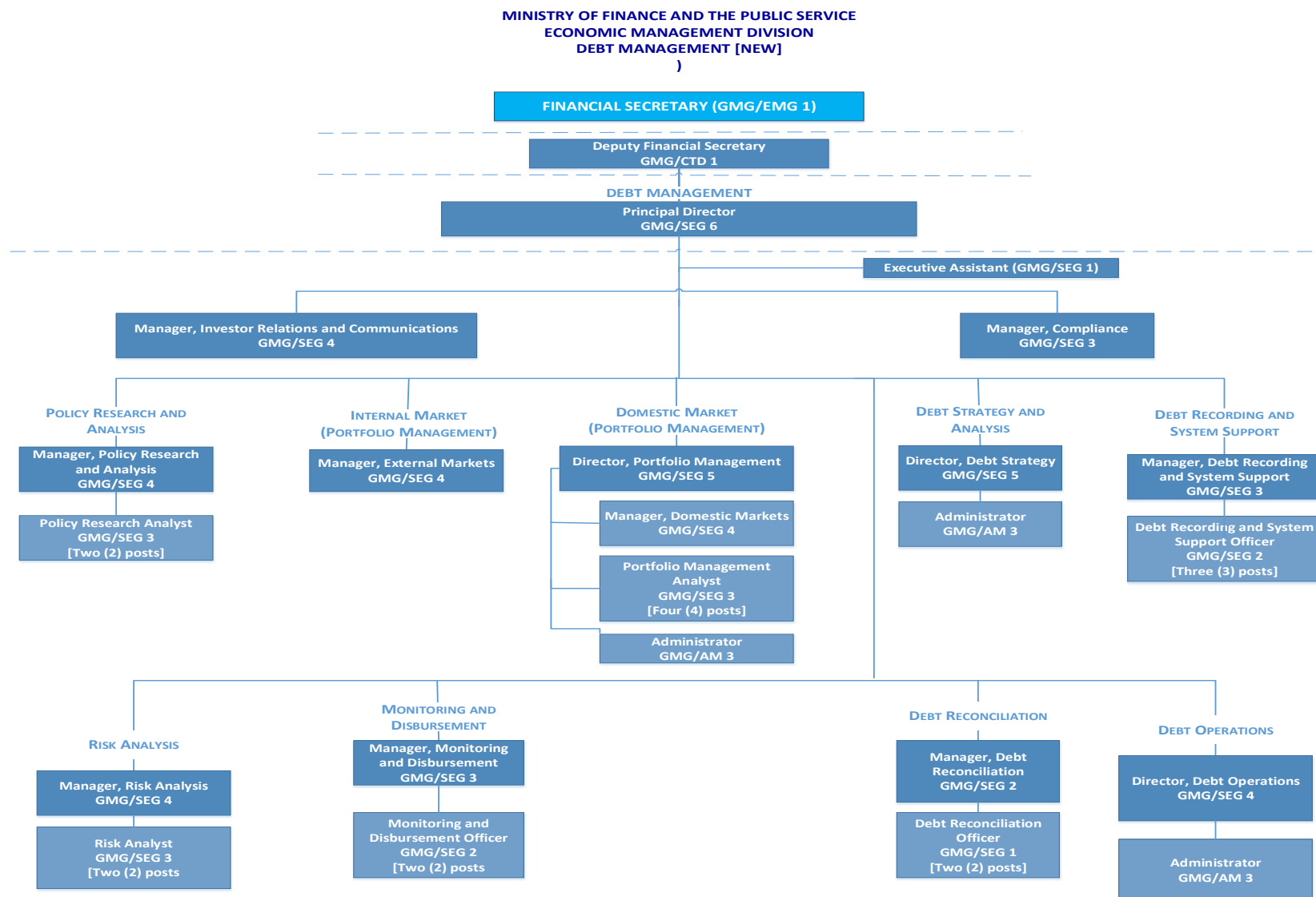


5. THE ECONOMIC MANAGEMENT DIVISION (EMD) – TOP STRUCTURE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE ECONOMIC MANAGEMENT DIVISION – TOP STRUCTURE



5.1 ECONOMIC MANAGEMENT DIVISION (EMD) – DEBT MANAGEMENT [NEW]



CORE MINISTRY POSTS ONLY IN THIS CHART.

Posts transferred to Debt Management Branch from the Accountant General's Department are displayed separately.

**SUMMARY: POSTS IN DEBT MANAGEMENT TRANSFERRED TO THE FINANCE ACCOUNTS DIVISION
TO BE ABOLISHED WHEN VACANT**

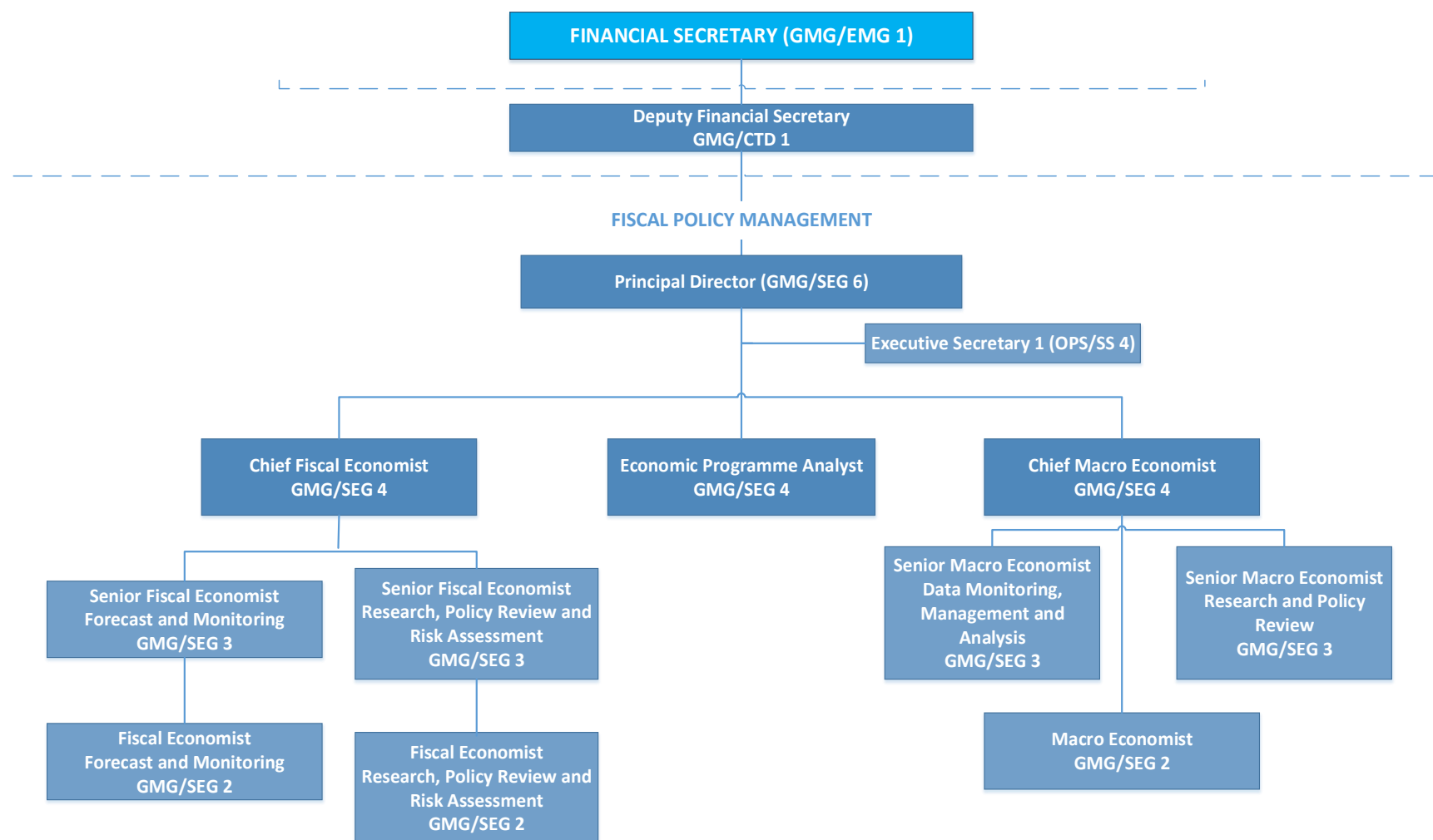
**POSTS TRANSFERRED FROM ECONOMIC MANAGEMENT DISVISION-DEBT MANAGEMENT
(8 posts)**

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
-

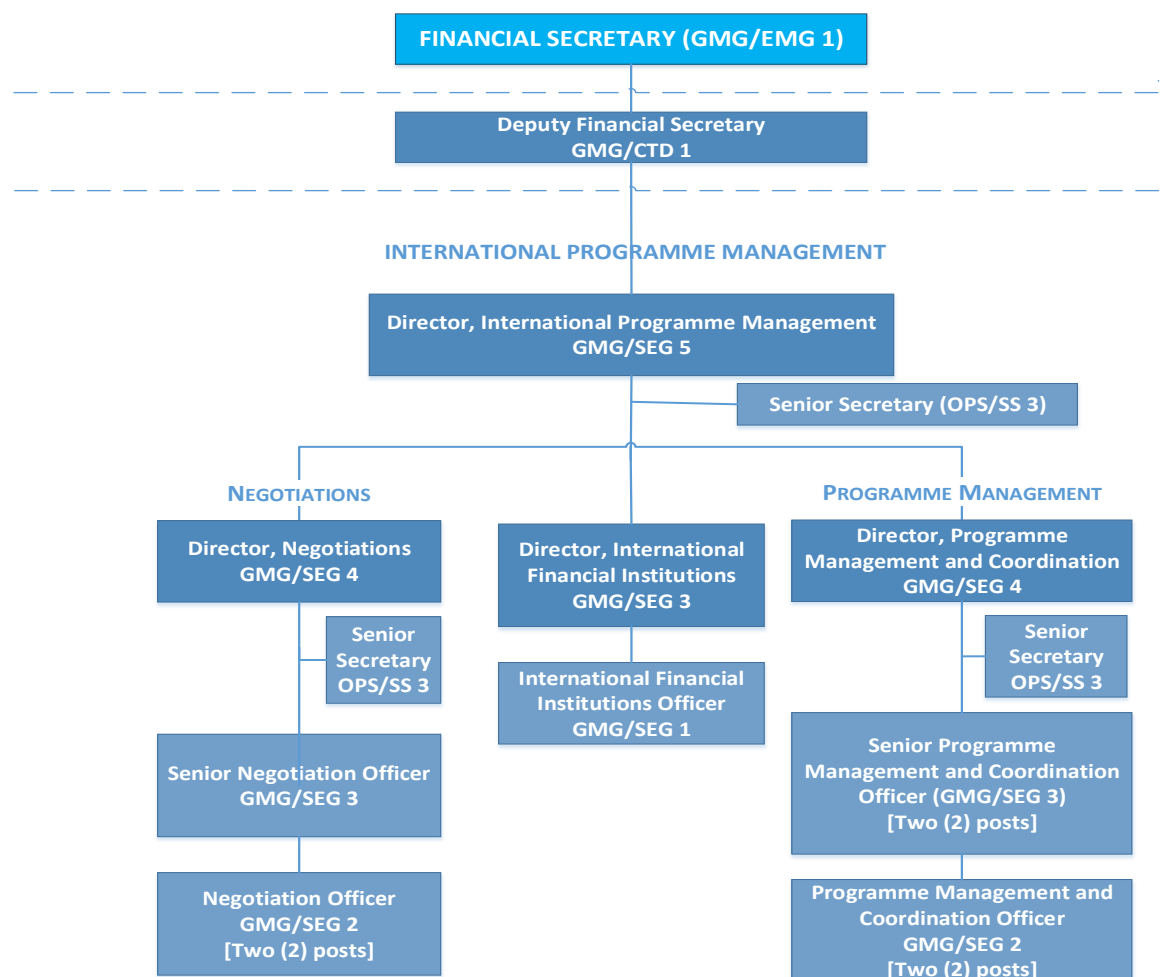
5.2 ECONOMIC MANAGEMENT DIVISION (EMD) – FISCAL POLICY MANAGEMENT

MINISTRY OF FINANCE AND THE PUBLIC SERVICE ECONOMIC MANAGEMENT DIVISION – FISCAL POLICY MANAGEMENT

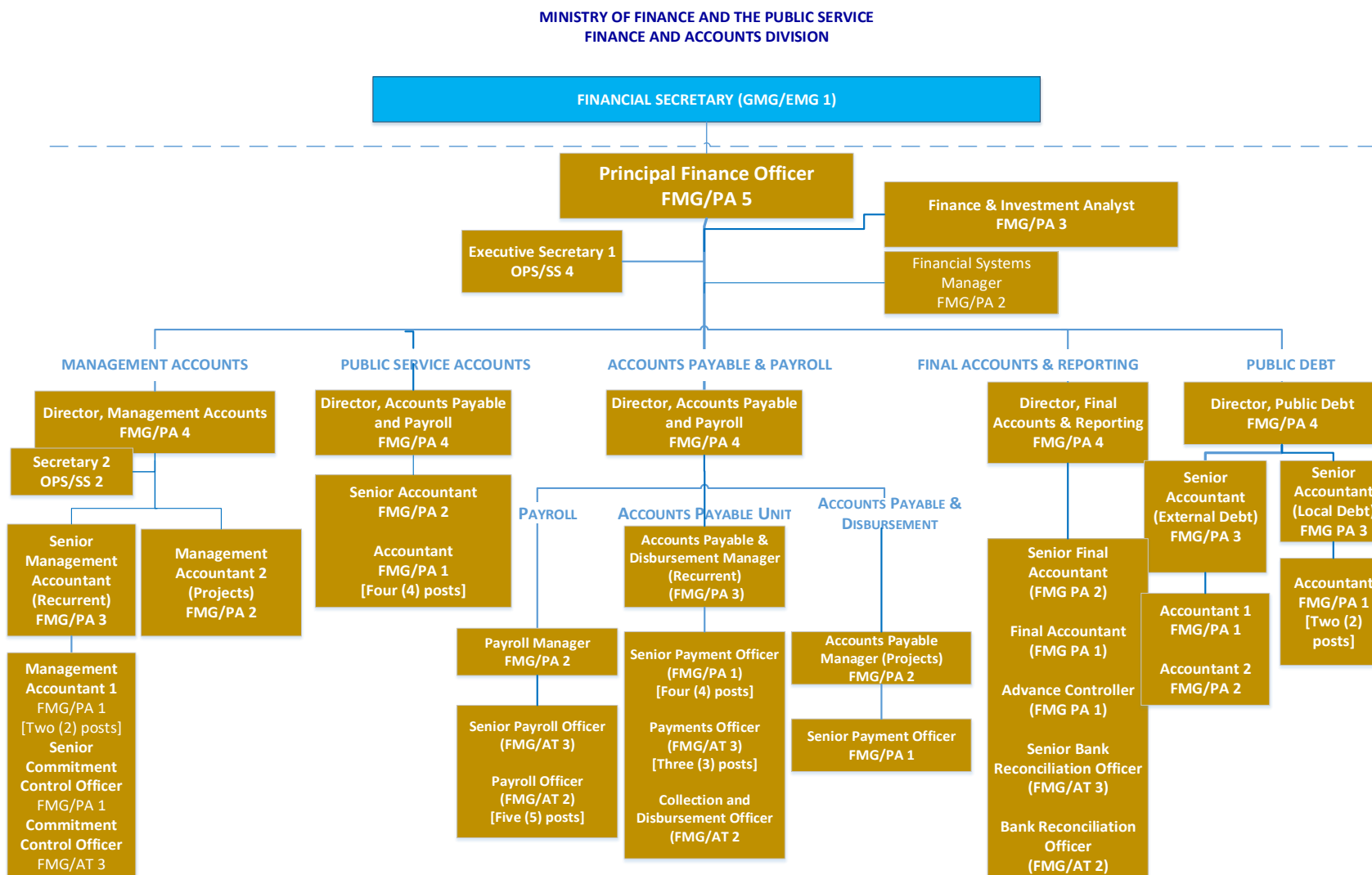


5.3 ECONOMIC MANAGEMENT DIVISION (EMD) – INTERNATIONAL PROGRAMME MANAGEMENT

MINISTRY OF FINANCE AND THE PUBLIC SERVICE ECONOMIC MANAGEMENT DIVISION - INTERNATIONAL PROGRAMME MANAGEMENT

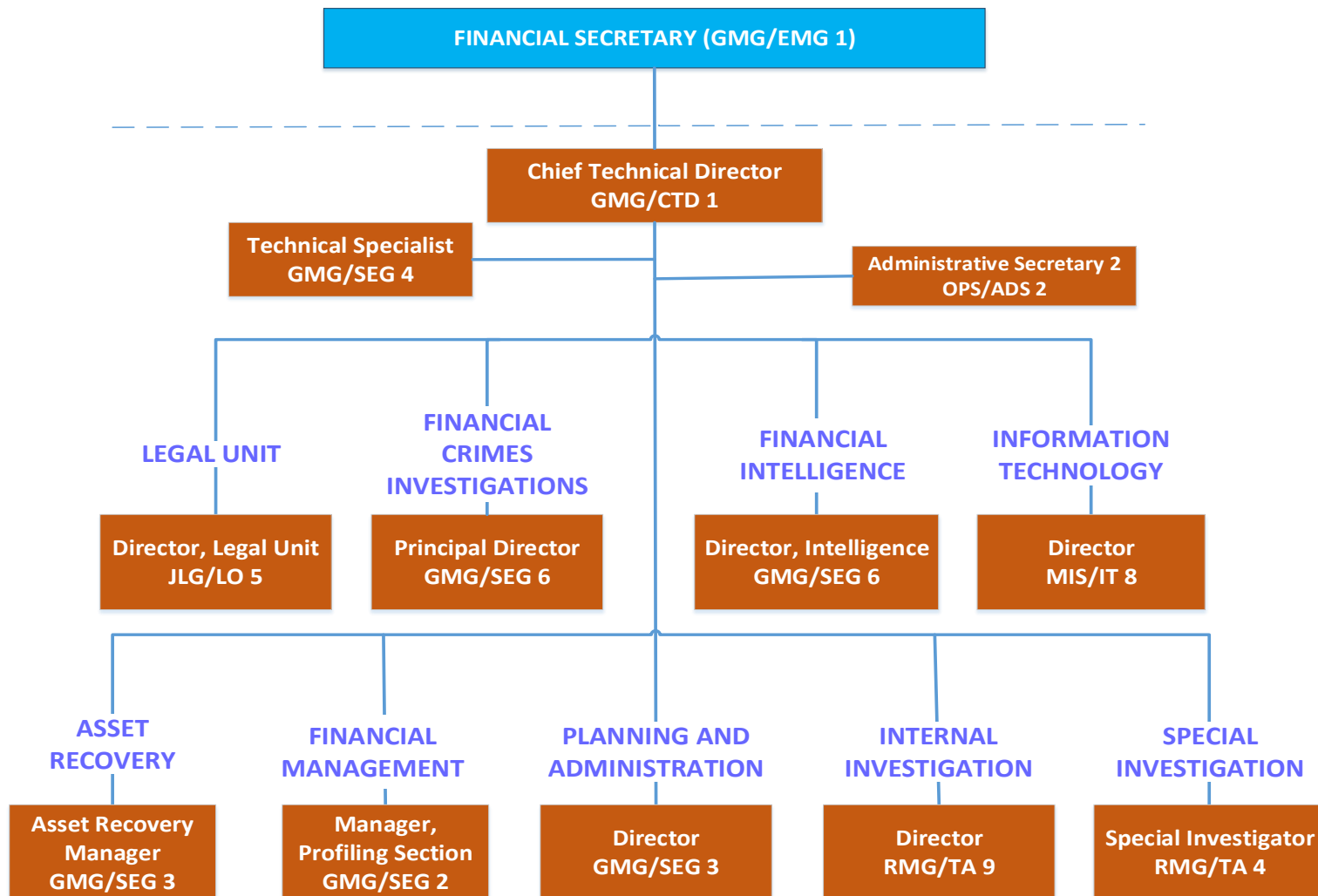


6. THE FINANCE AND ACCOUNTS DIVISION (FAD)

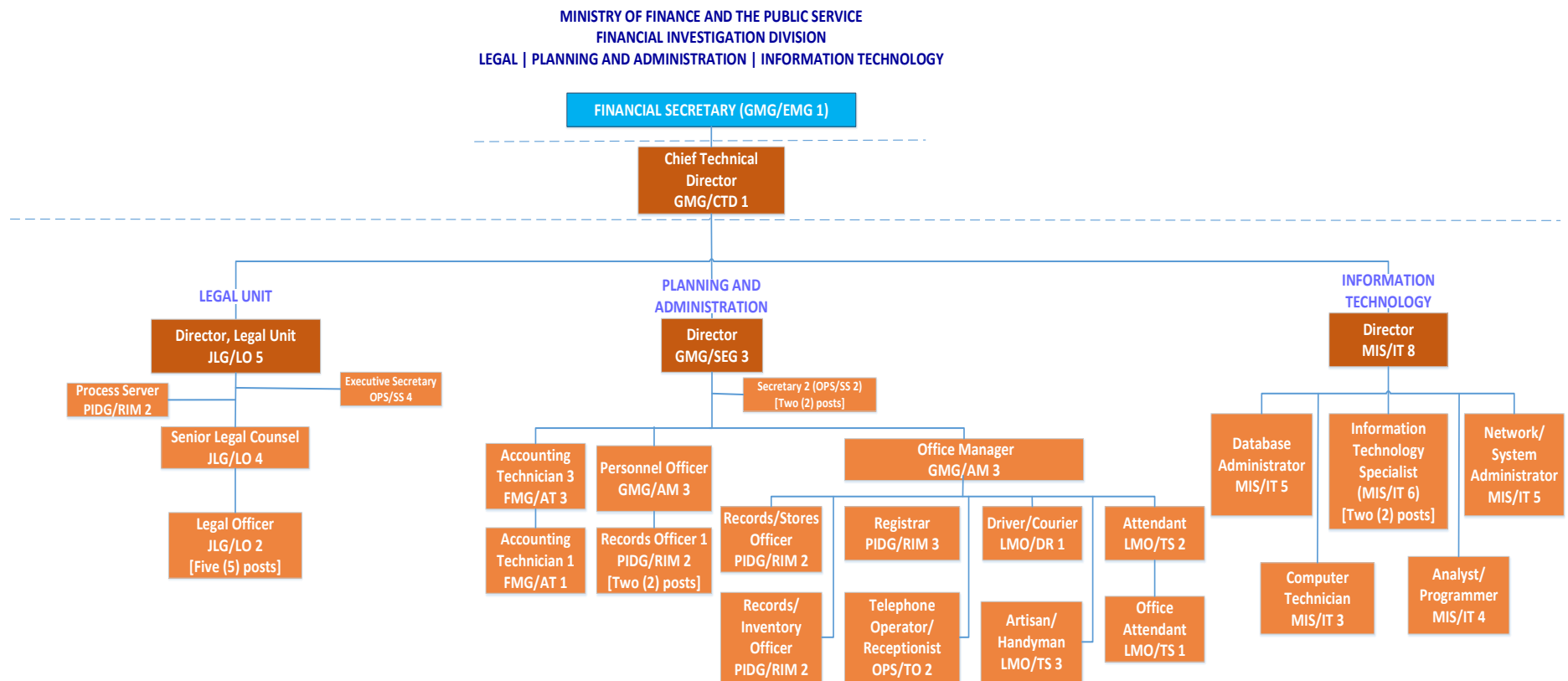


7. THE FINANCIAL INVESTIGATION DIVISION (FID) – TOP STRUCTURE

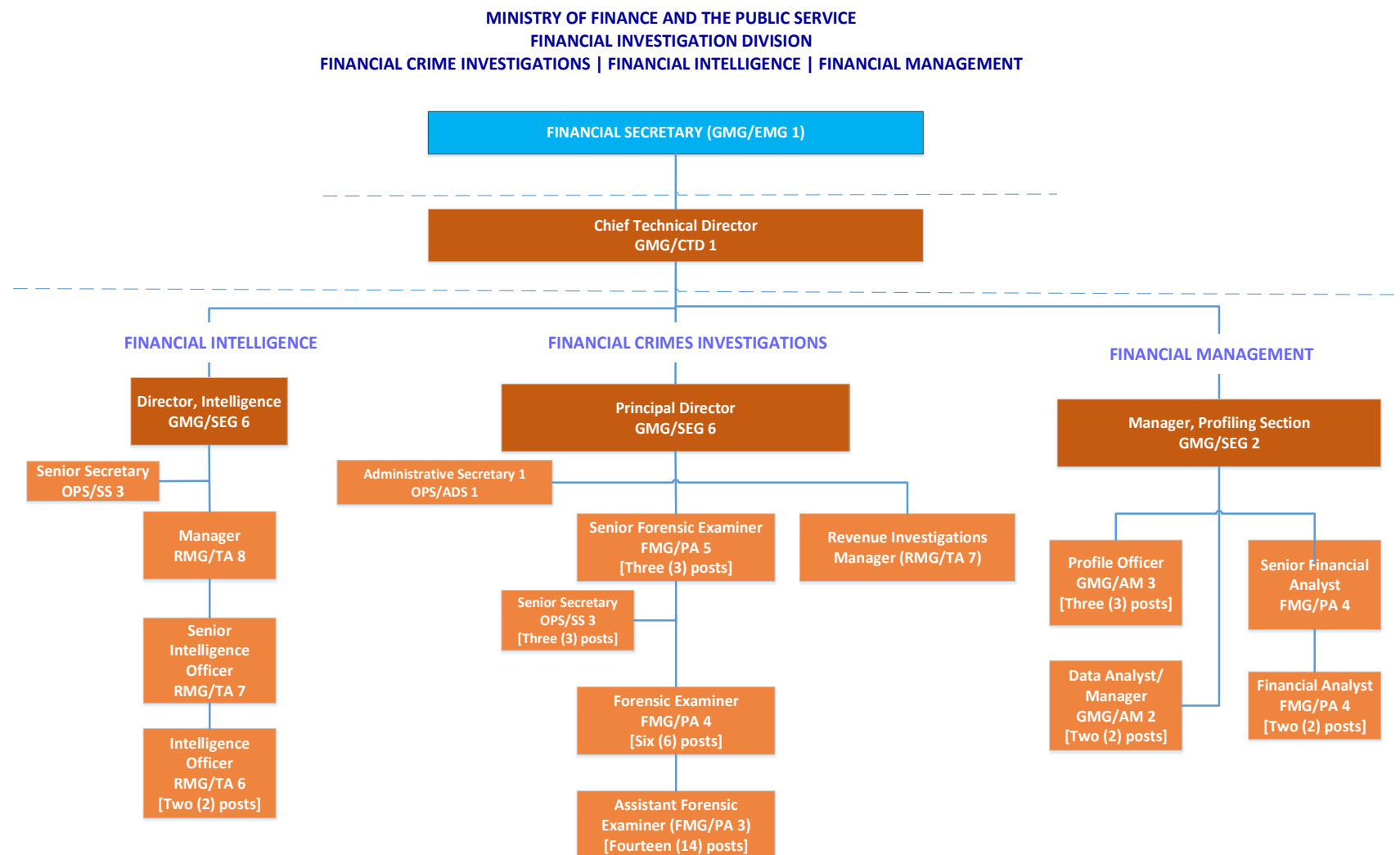
MINISTRY OF FINANCE AND THE PUBLIC SERVICE FINANCIAL INVESTIGATION DIVISION – TOP STRUCTURE



7.1 FINANCIAL INVESTIGATION DIVISION (FID) – LEGAL | INFORMATION TECHNOLOGY | PLANNING AND ADMINISTRATION

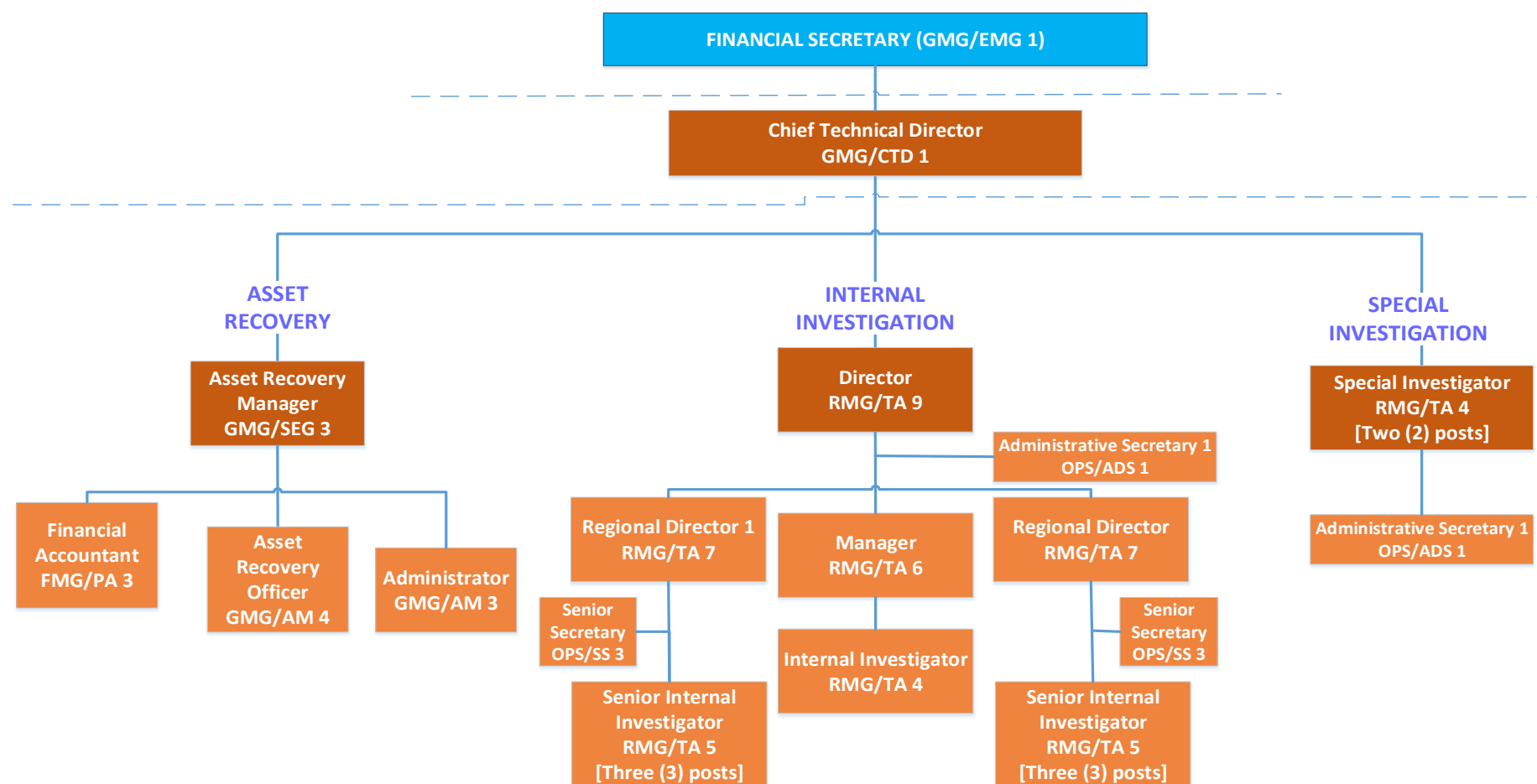


7.2 FINANCIAL INVESTIGATION DIVISION (FID) – FINANCIAL CRIMES INVESTIGATION | FINANCIAL INTELLIGENCE | FINANCIAL MANAGEMENT



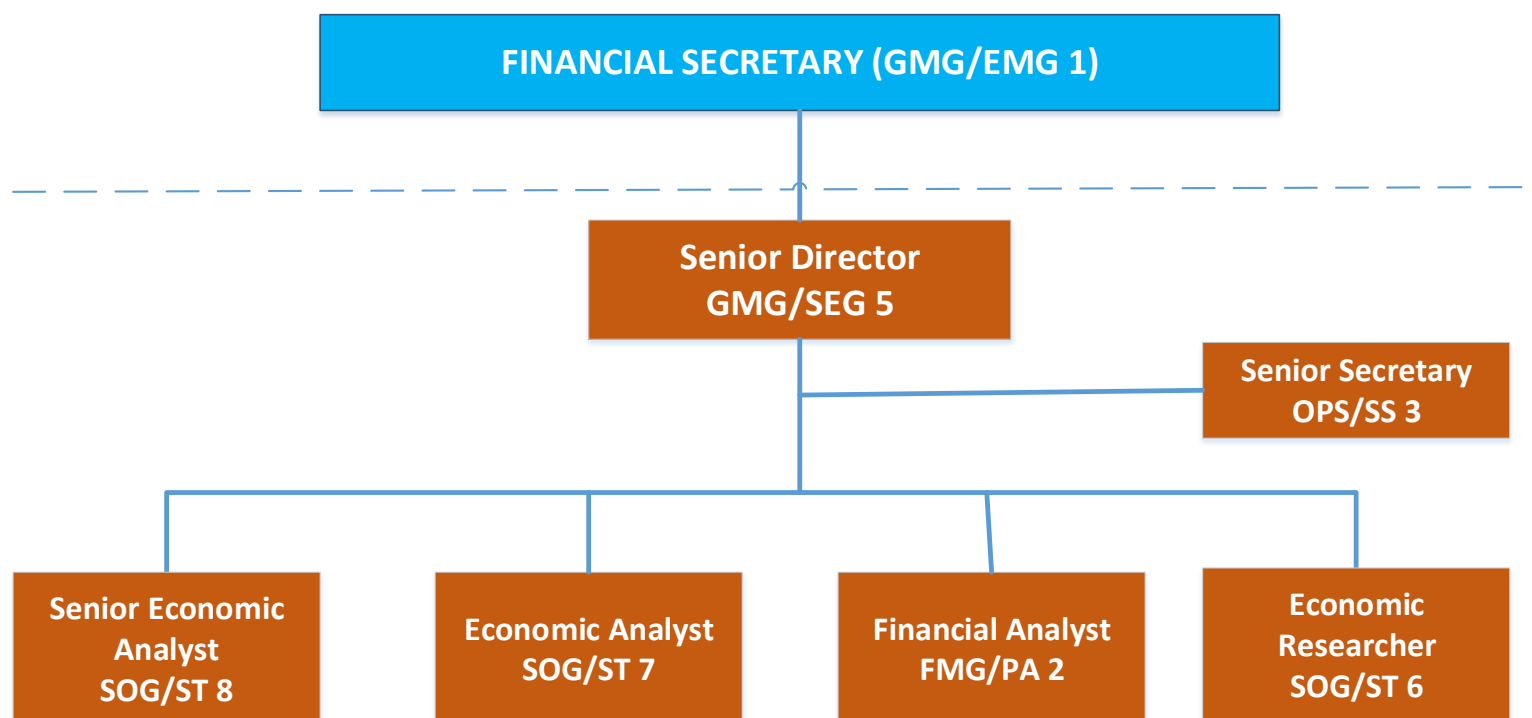
7.3 FINANCIAL INVESTIGATION DIVISION (FID) – INTERNAL INVESTIGATION | SPECIAL INVESTIGATION | ASSET RECOVERY

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
FINANCIAL INVESTIGATION DIVISION
ASSET RECOVERY | INTERNAL INVESTIGATION | SPECIAL INVESTIGATION

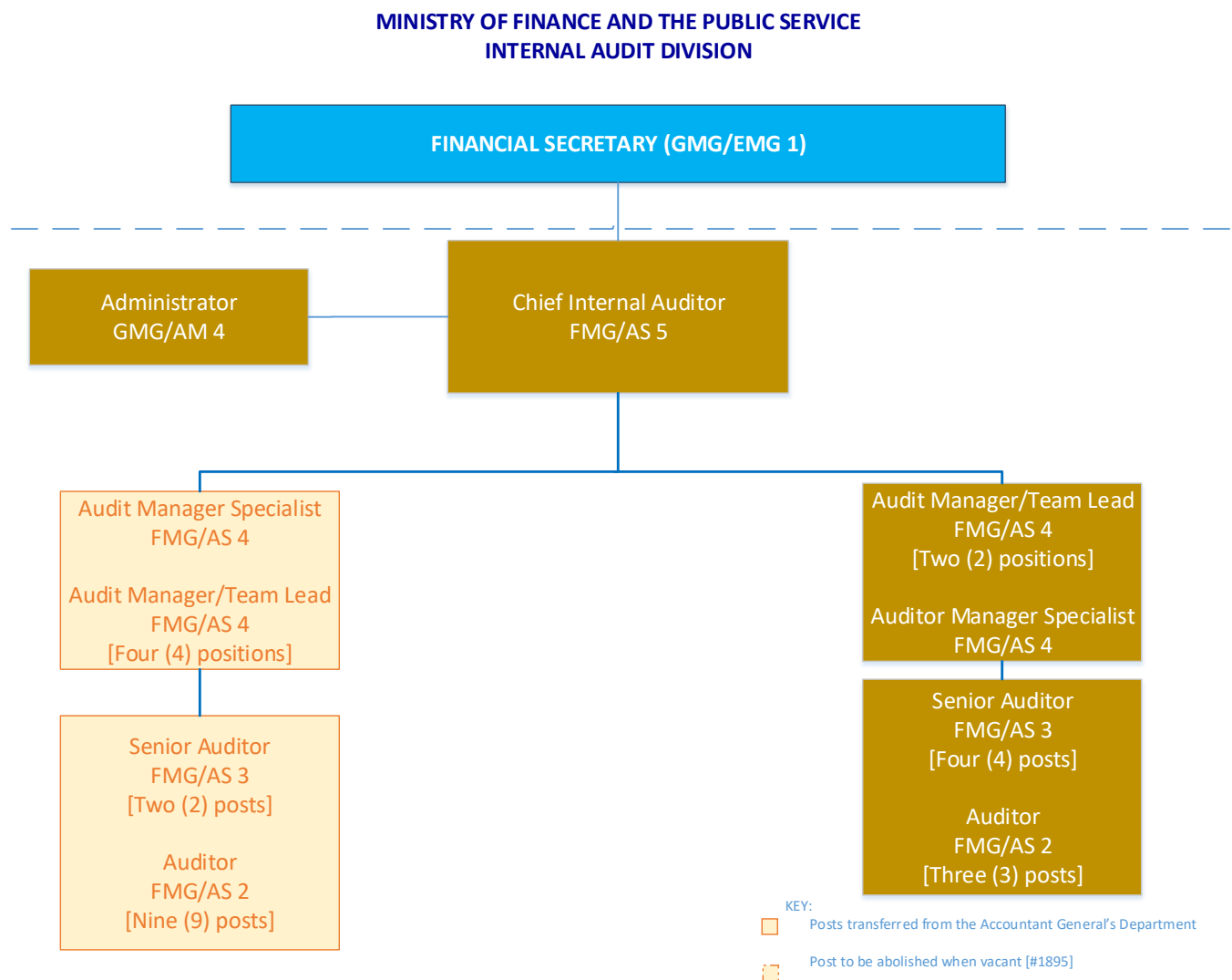


8. THE FINANCIAL REGULATION DIVISION (FRD)

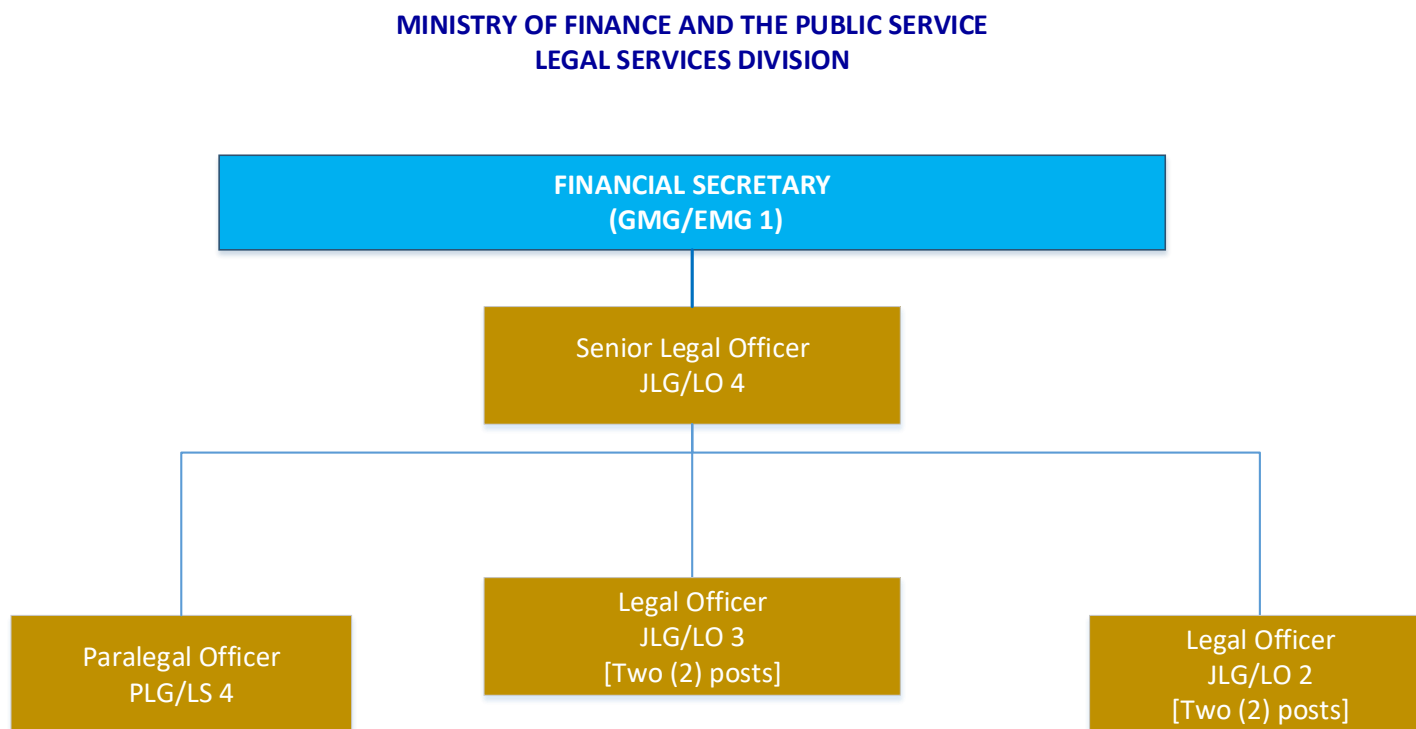
MINISTRY OF FINANCE AND THE PUBLIC SERVICE FINANCIAL REGULATIONS DIVISION



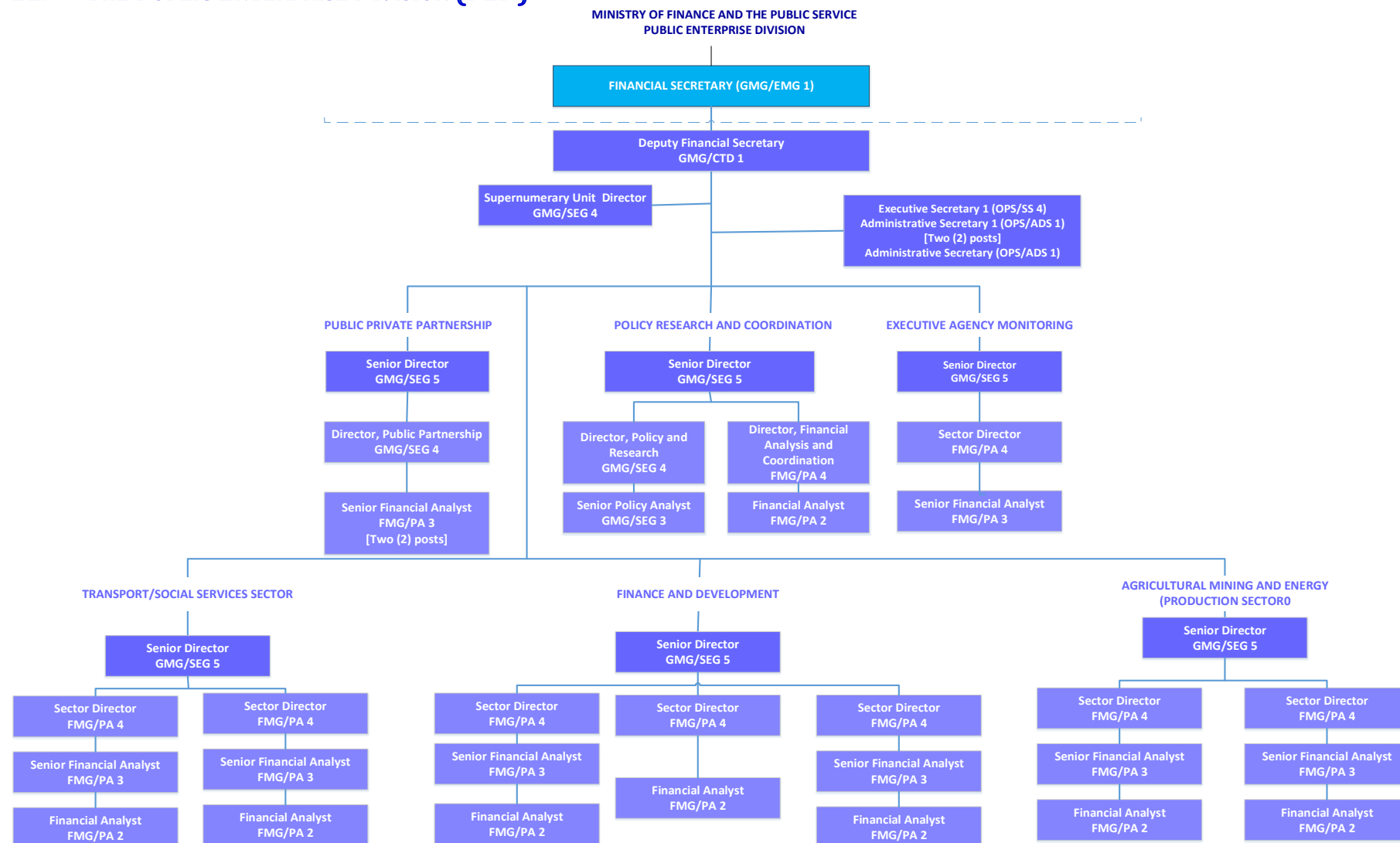
9. THE INTERNAL AUDIT DIVISION (IAD)



10. THE LEGAL SERVICES DIVISION (LSD)



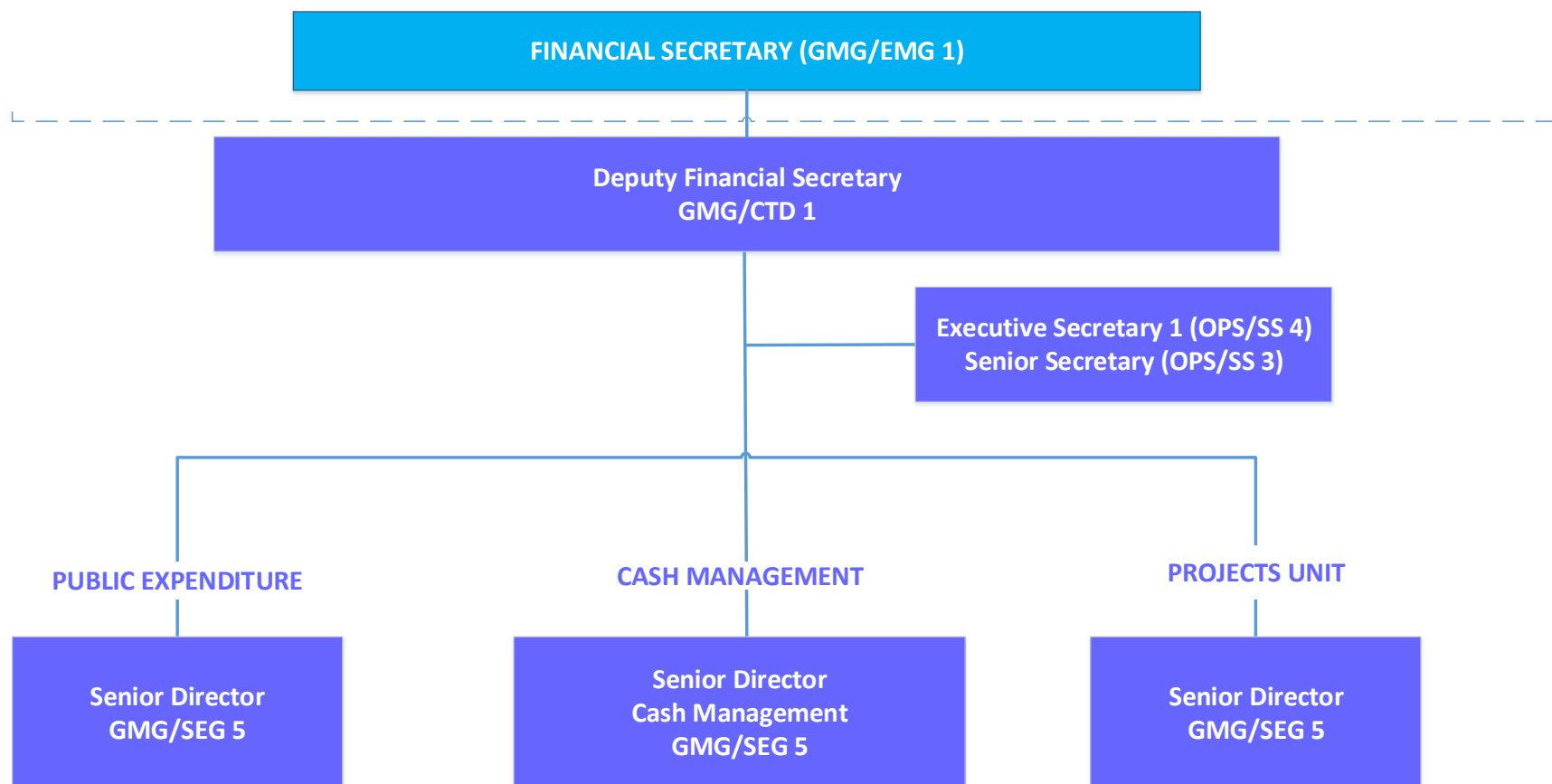
11. THE PUBLIC ENTERPRISE DIVISION (PED)



12. THE PUBLIC EXPENDITURE DIVISION (PEX) – TOP STRUCTURE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

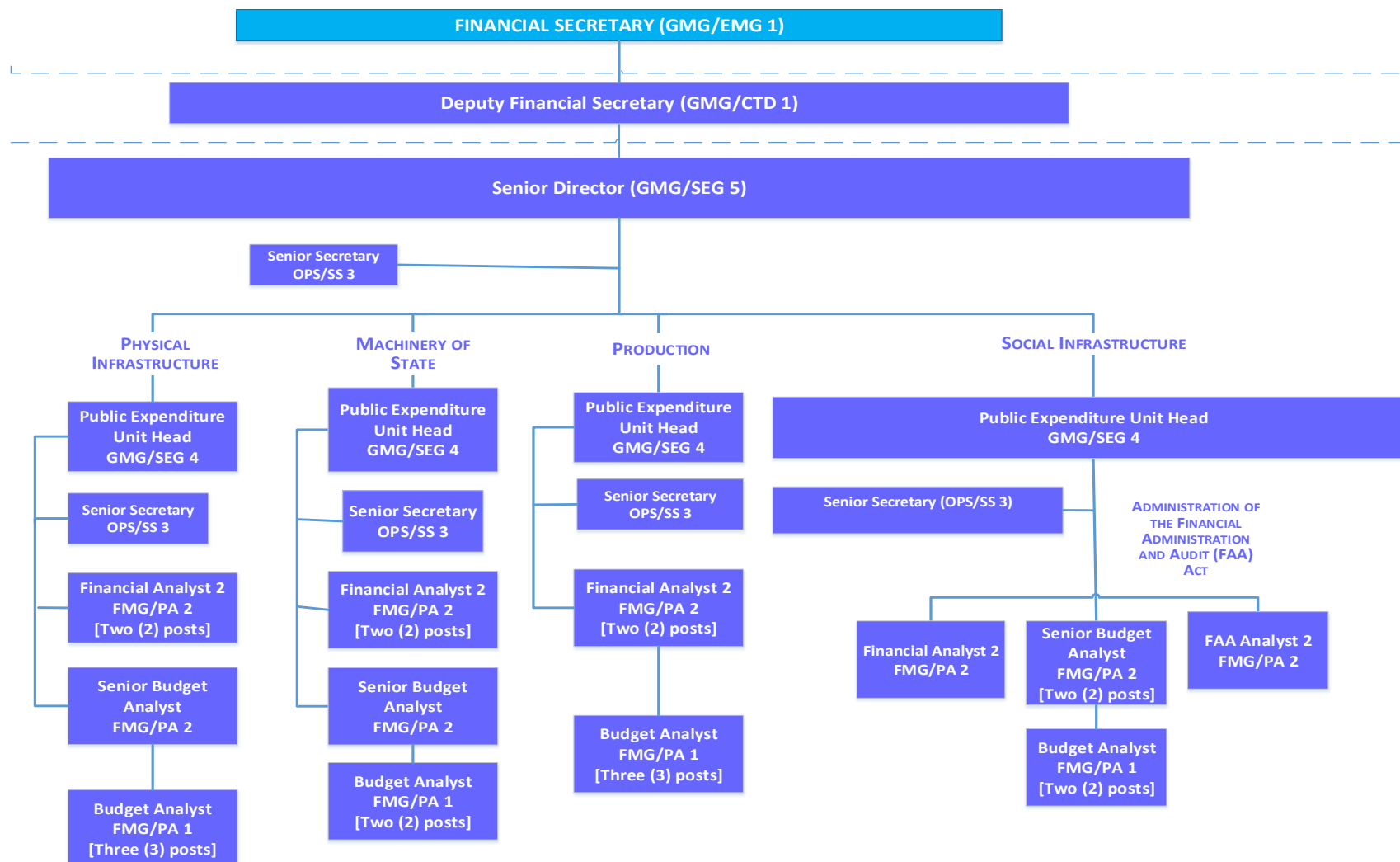
(March 2021)



59 Posts | See CSEO 2018, pp. 42 – 4

12.1 PUBLIC EXPENDITURE DIVISION (PEX) – PUBLIC EXPENDITURE

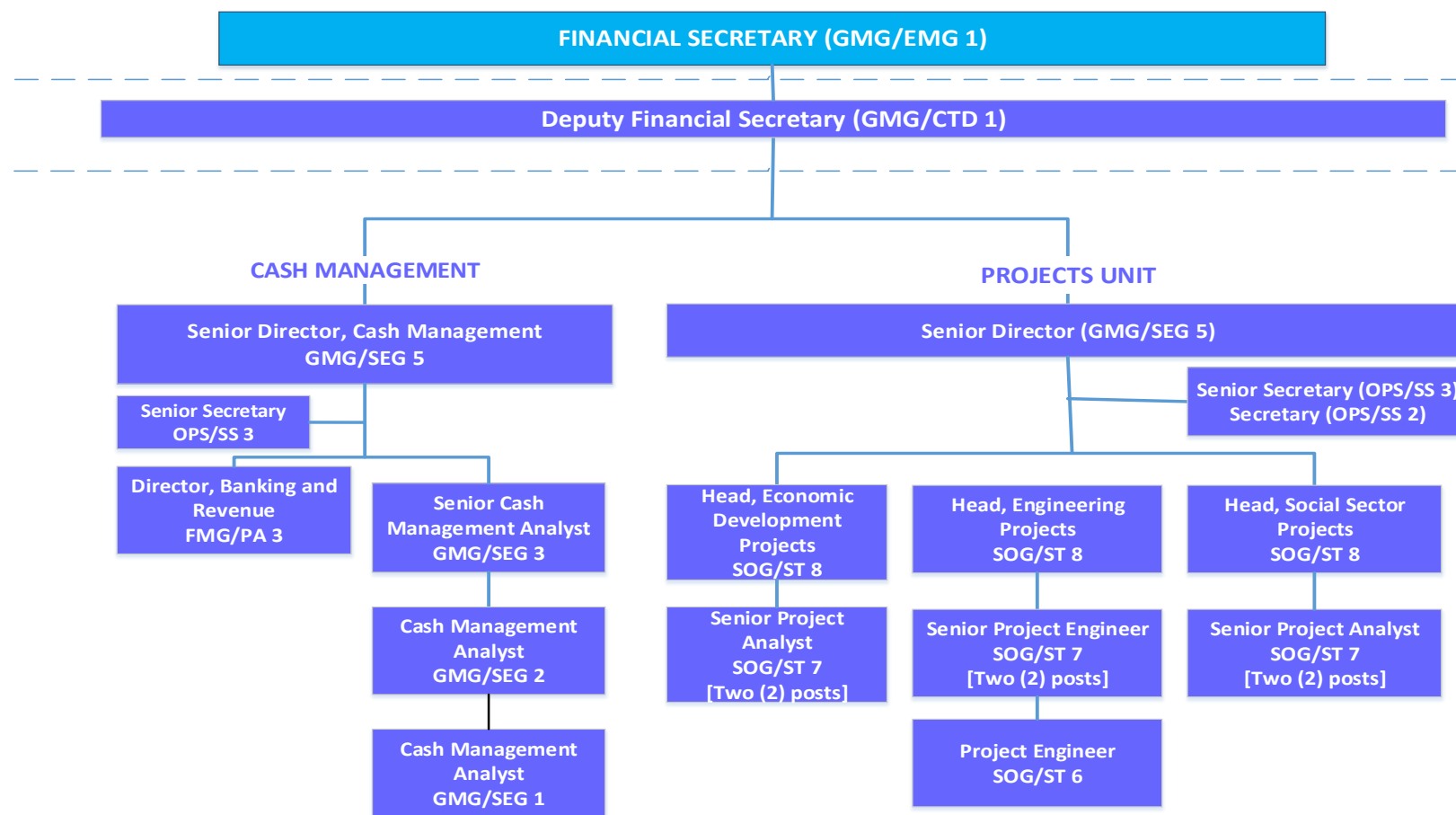
MINISTRY OF FINANCE AND THE PUBLIC SERVICE
PUBLIC EXPENDITURE DIVISION – PUBLIC EXPENDITURE
(March 2021)



59 Posts | See CSEO 2018, pp. 42 – 4

12.2 PUBLIC EXPENDITURE DIVISION (PEX) – CASH MANAGEMENT | PROJECTS

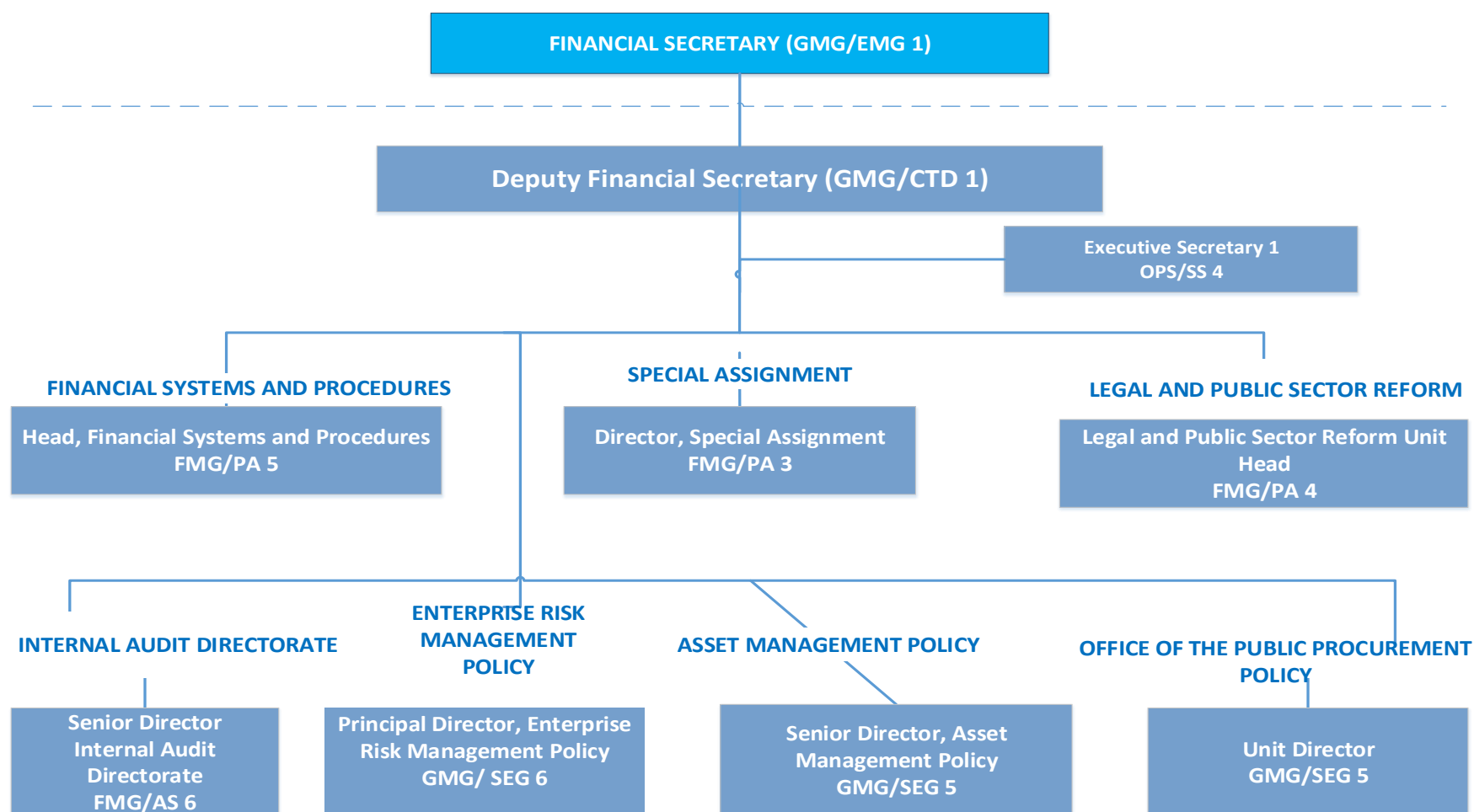
MINISTRY OF FINANCE AND THE PUBLIC SERVICE
PUBLIC EXPENDITURE DIVISION – CASH MANAGEMENT | PROJECTS
(March 2021)



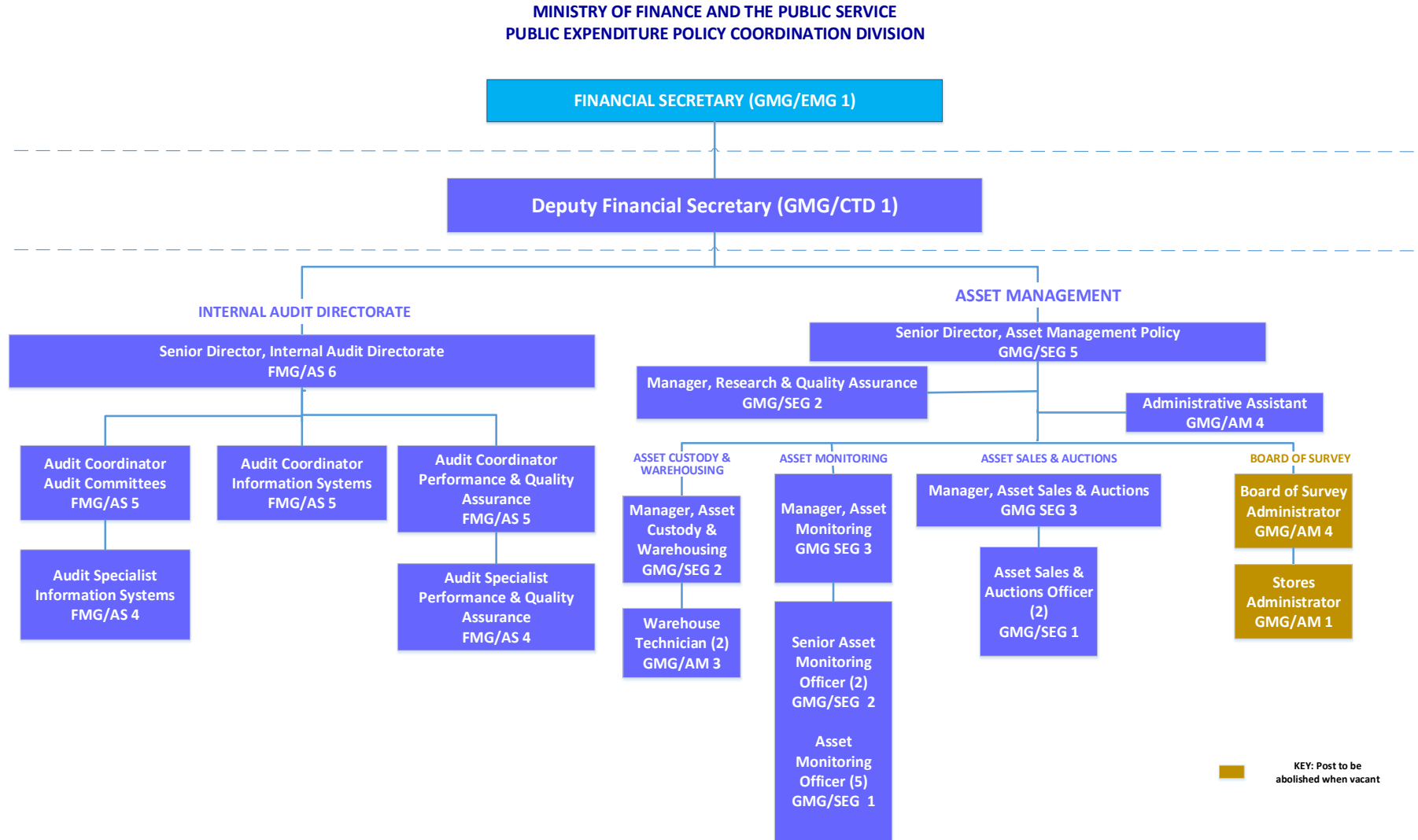
59 Posts | See CSEO 2018, pp. 42 – 4

13. THE PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – TOP STRUCTURE

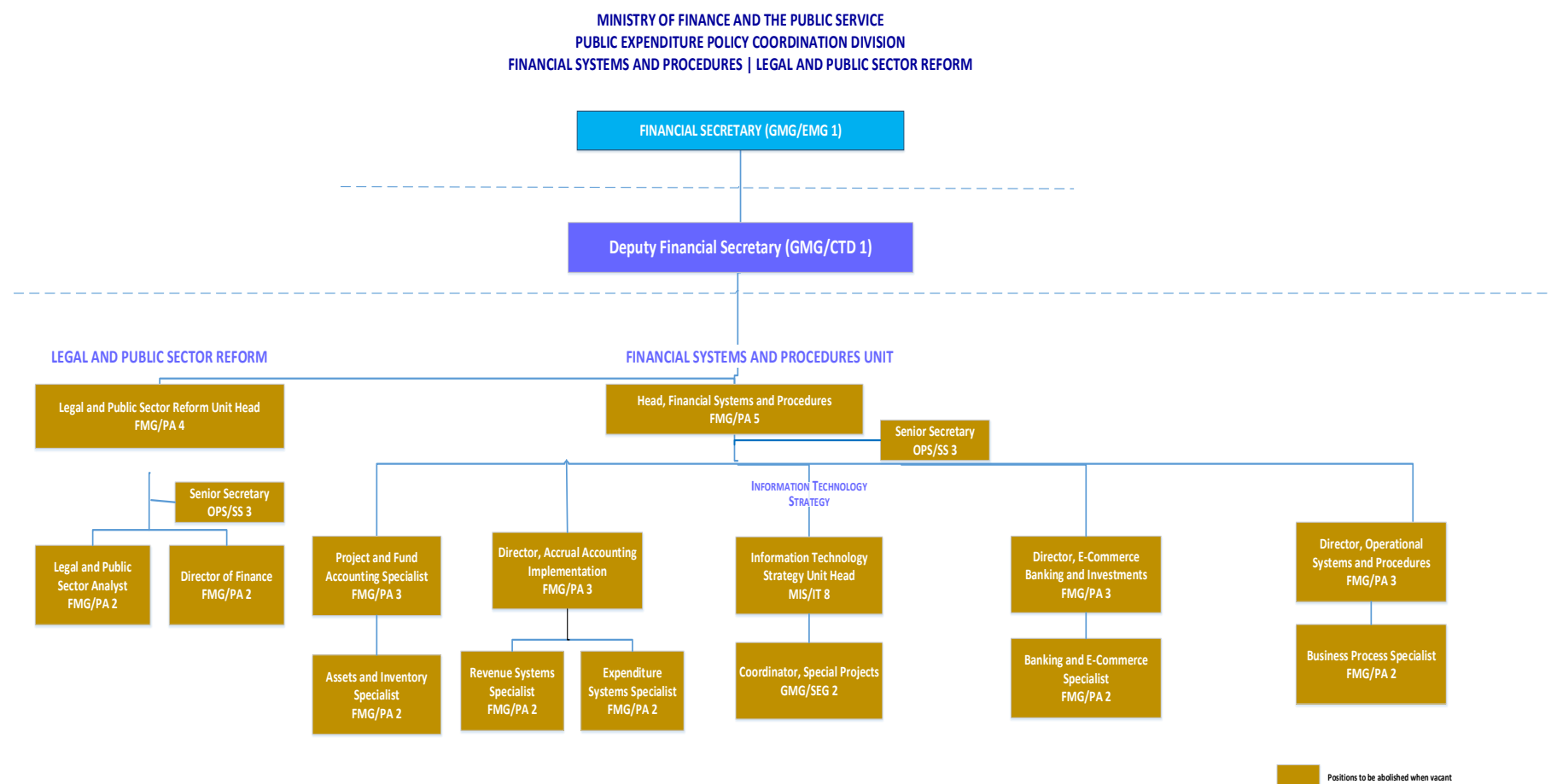
MINISTRY OF FINANCE AND THE PUBLIC SERVICE
PUBLIC EXPENDITURE POLICY COORDINATION DIVISION
TOP STRUCTURE



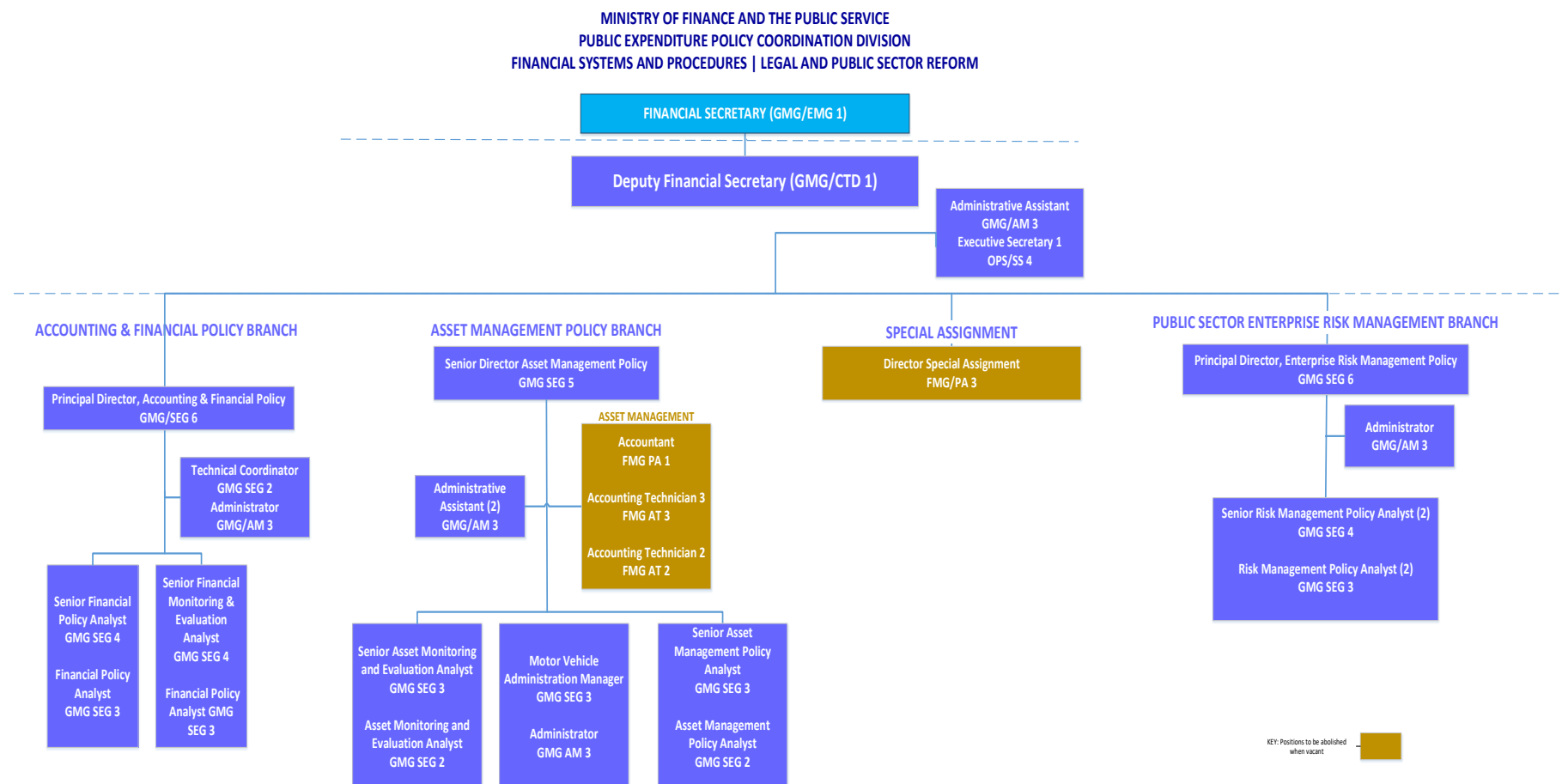
13.1 PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – ASSET MANAGEMENT & DISPOSAL SERVICES | INTERNAL AUDIT DIRECTORATE



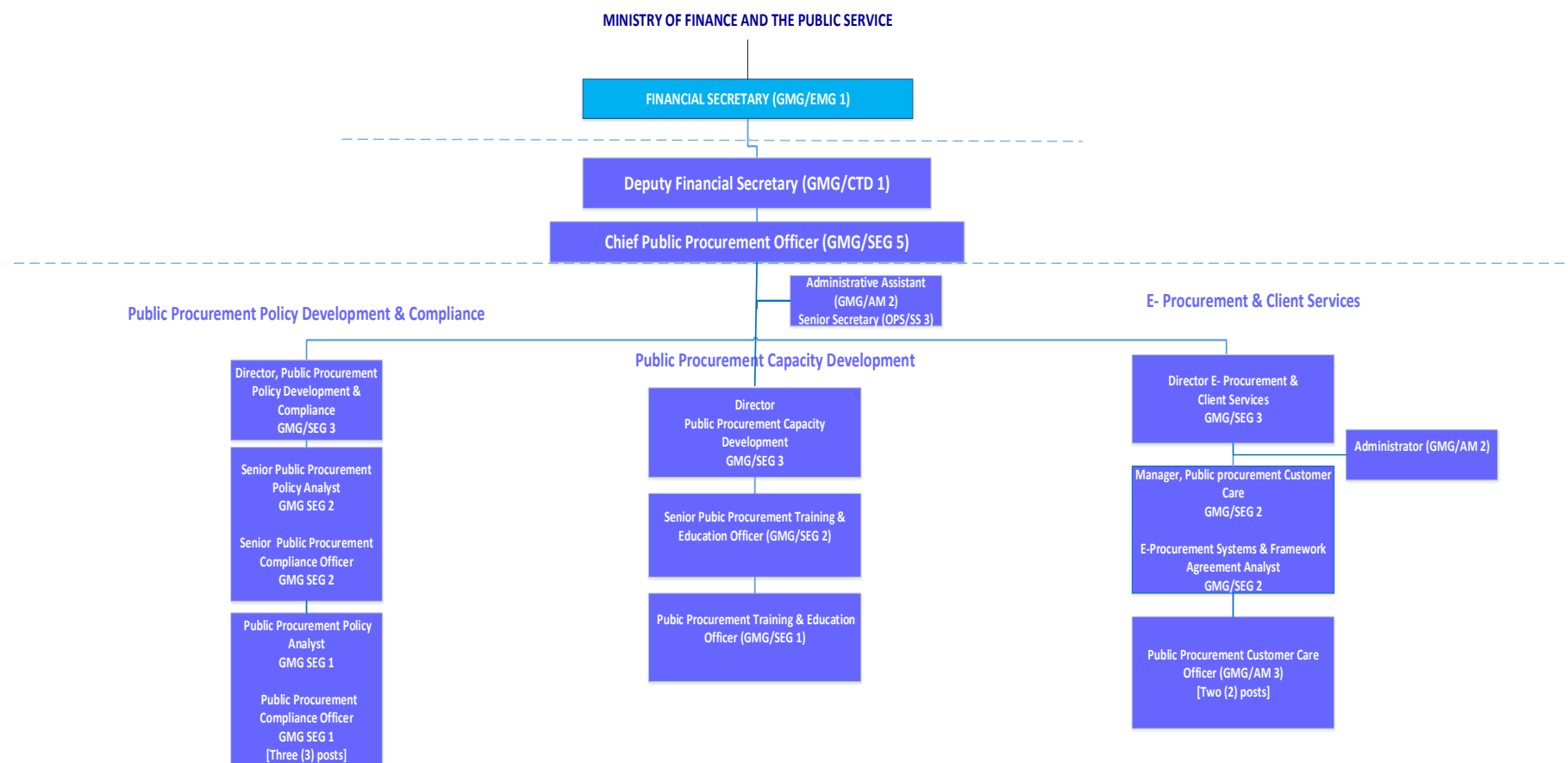
13.2 PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – FINANCIAL SYSTEMS AND PROCEDURES | LEGAL AND PUBLIC SECTOR REFORM | PROCUREMENT AND ASSET POLICY



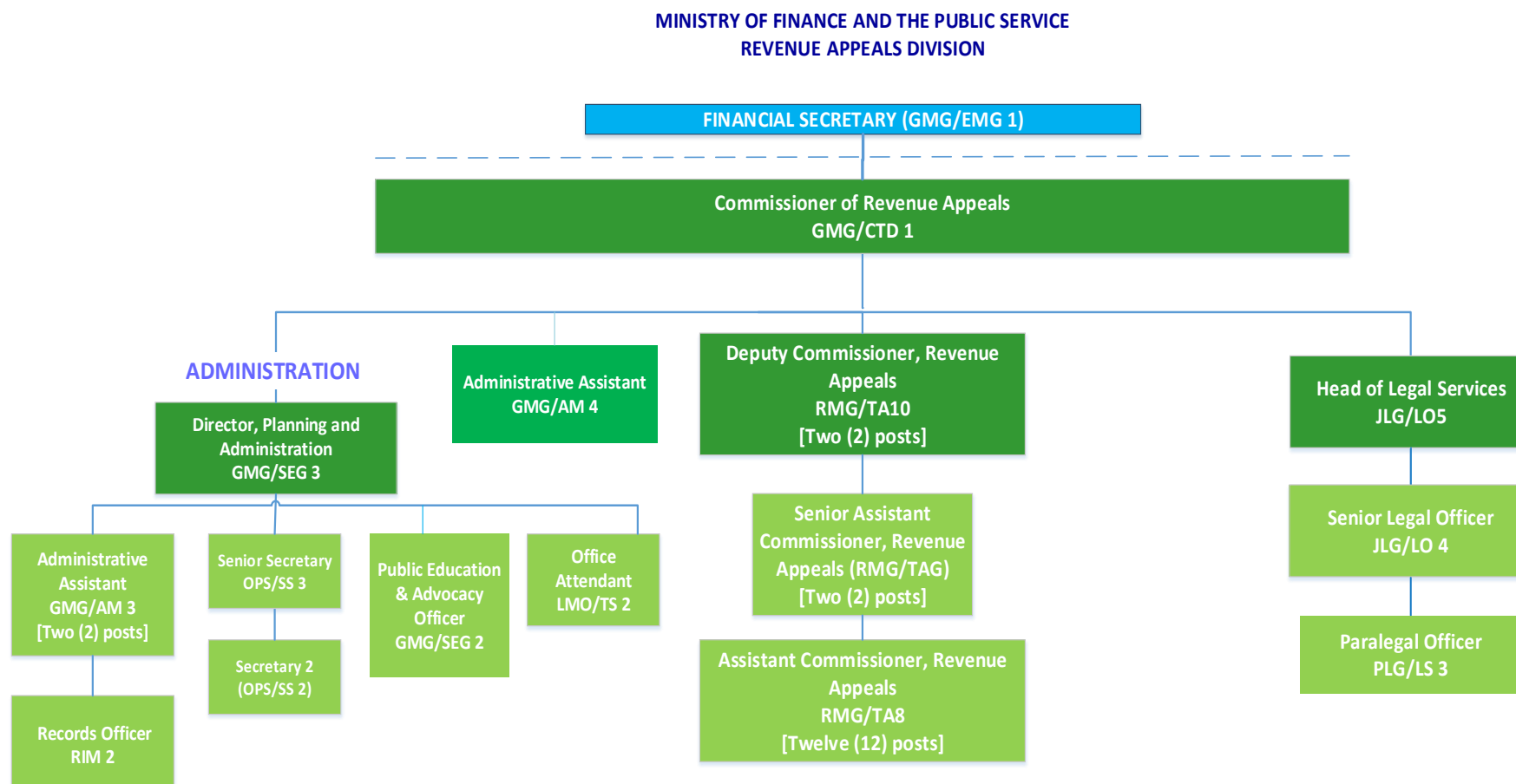
13.3 PUBLIC EXPENDITURE POLICY COORDINATION DIVISION (PXPC) – FINANCIAL SYSTEMS AND PROCEDURES | LEGAL AND PUBLIC SECTOR REFORM | OFFICE OF THE PUBLIC PROCUREMENT POLICY



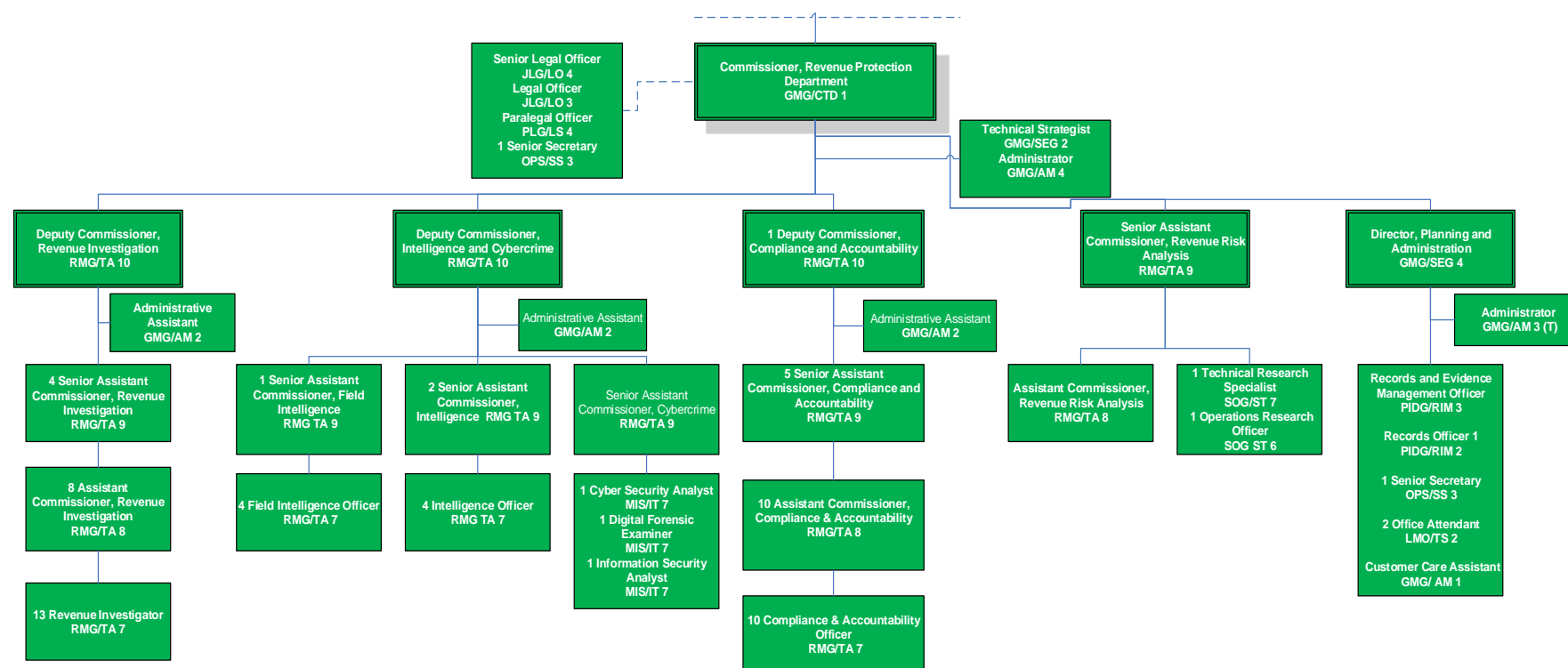
MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS



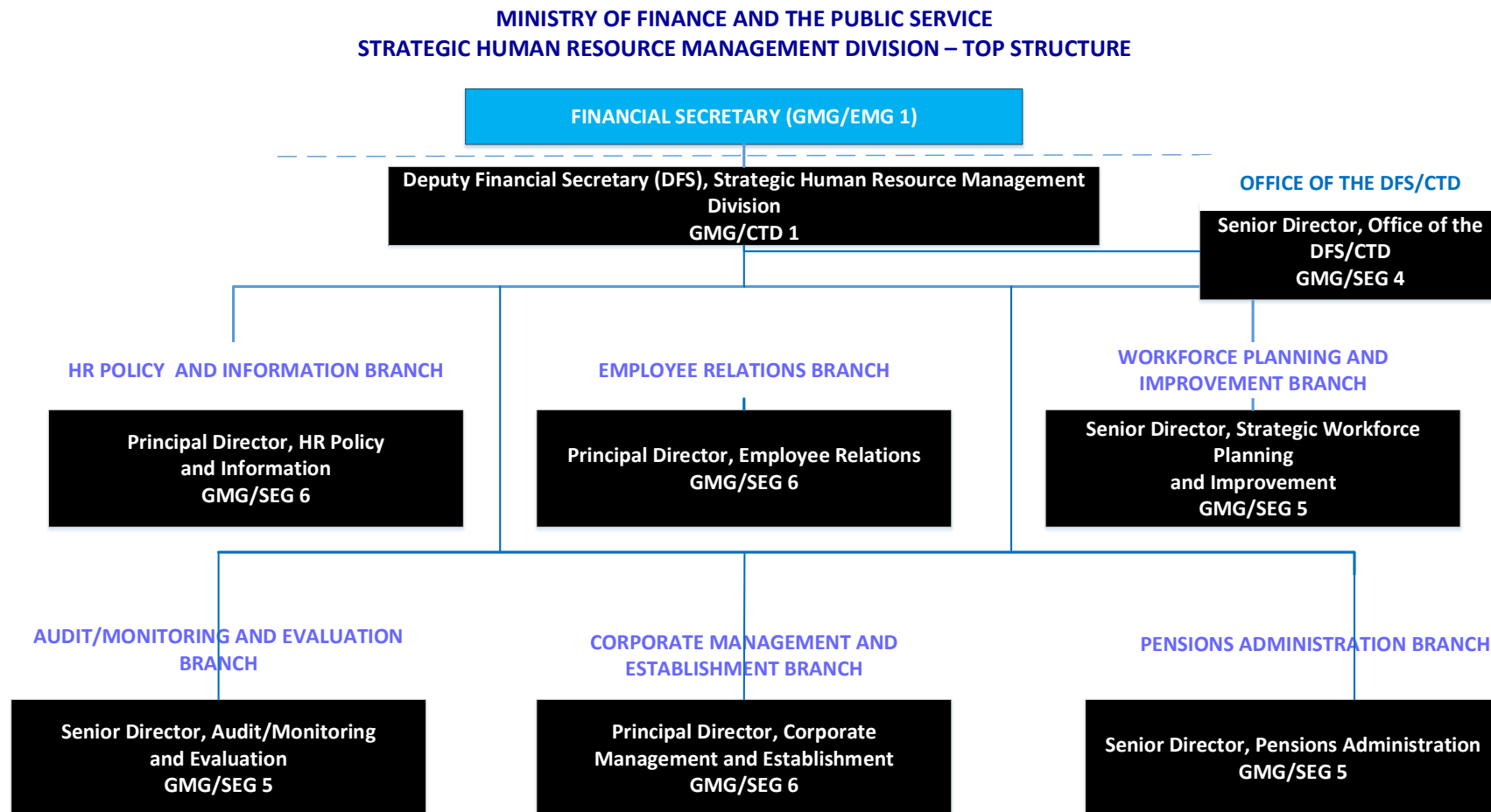
14. THE REVENUE APPEALS DIVISION (RAD)



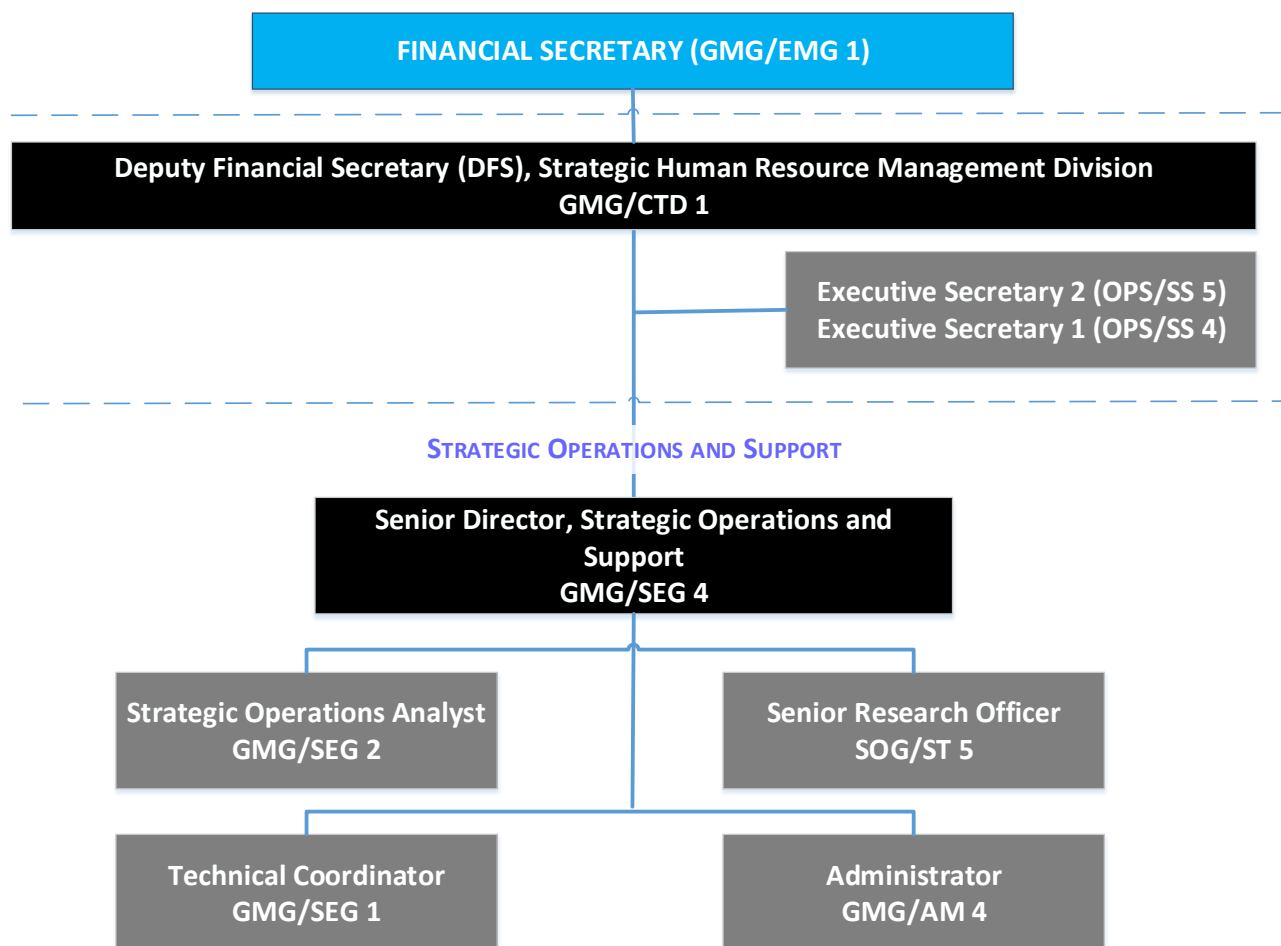
15. THE REVENUE PROTECTION DEPARTMENT (RPD)



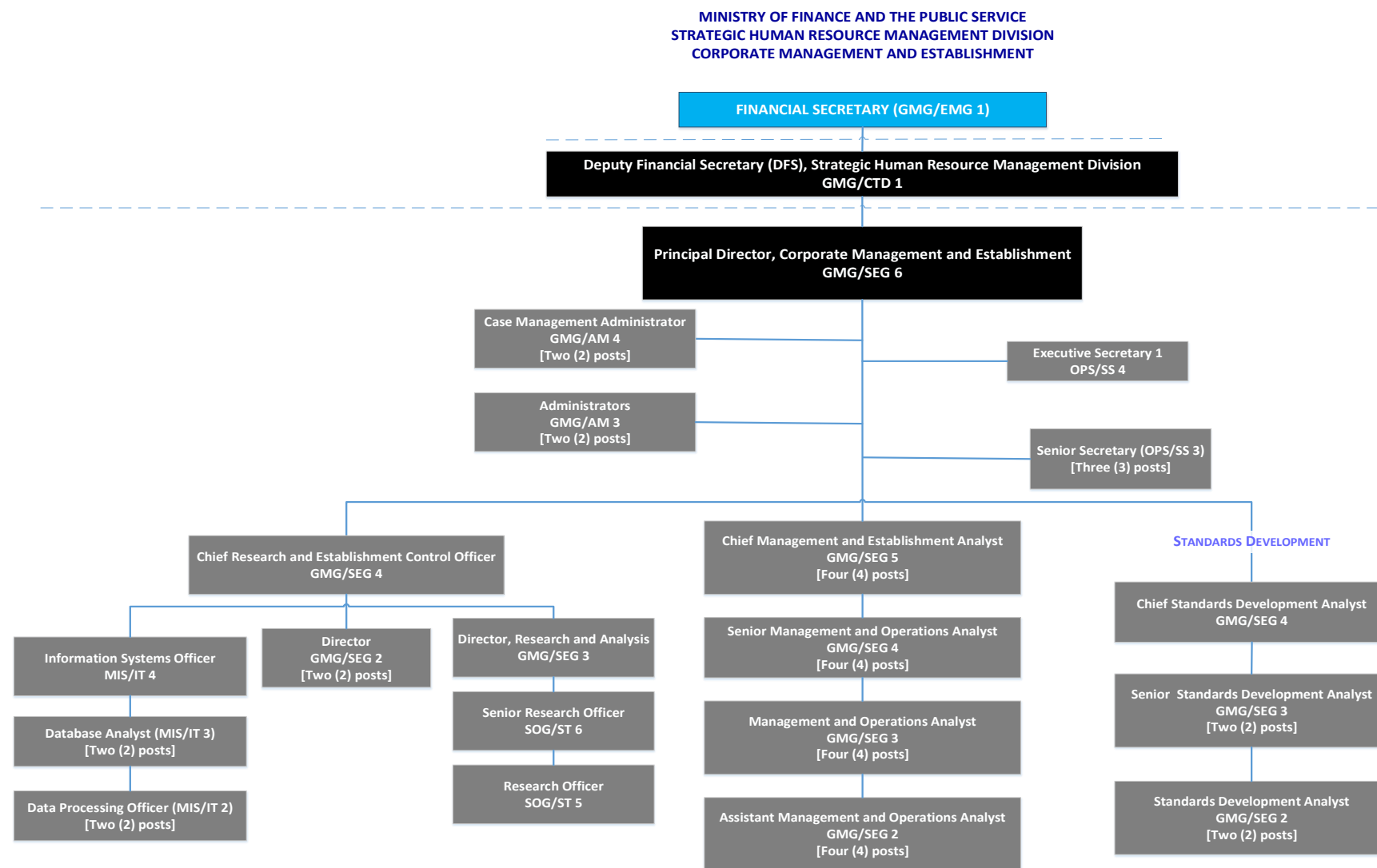
16. THE STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD)



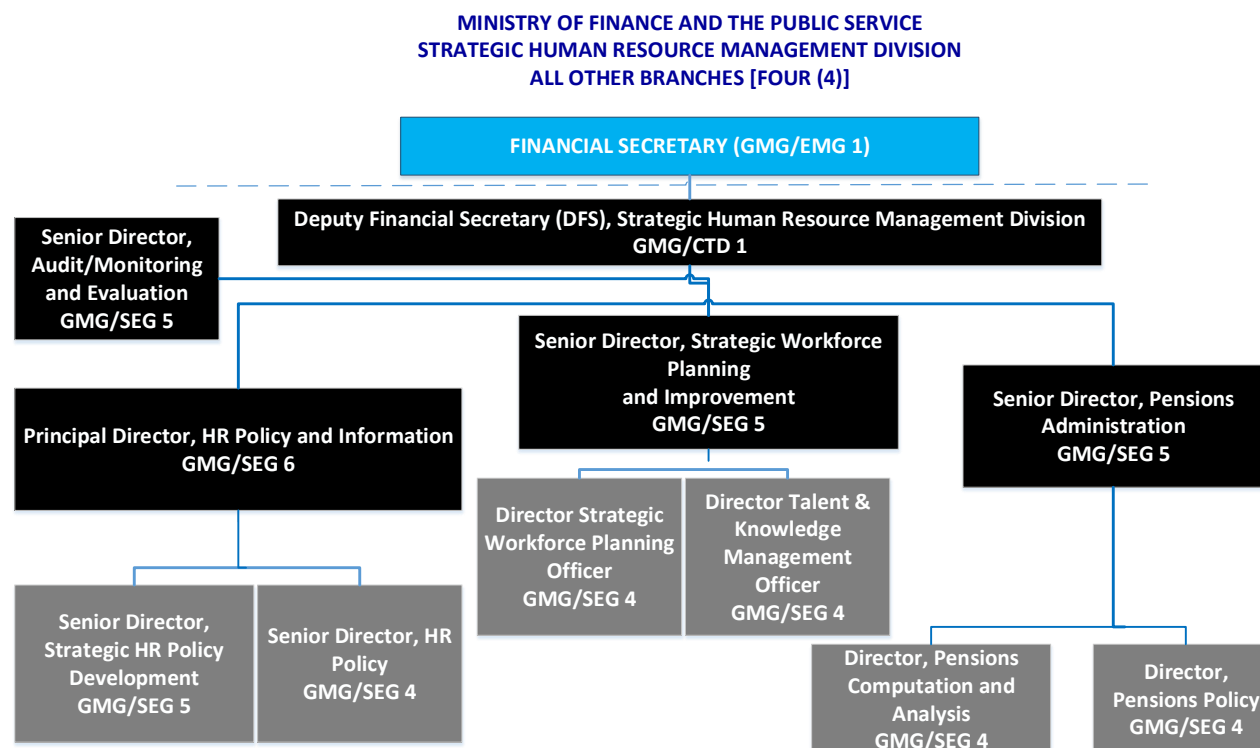
16.1 STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – OFFICE OF THE DFS/CTD

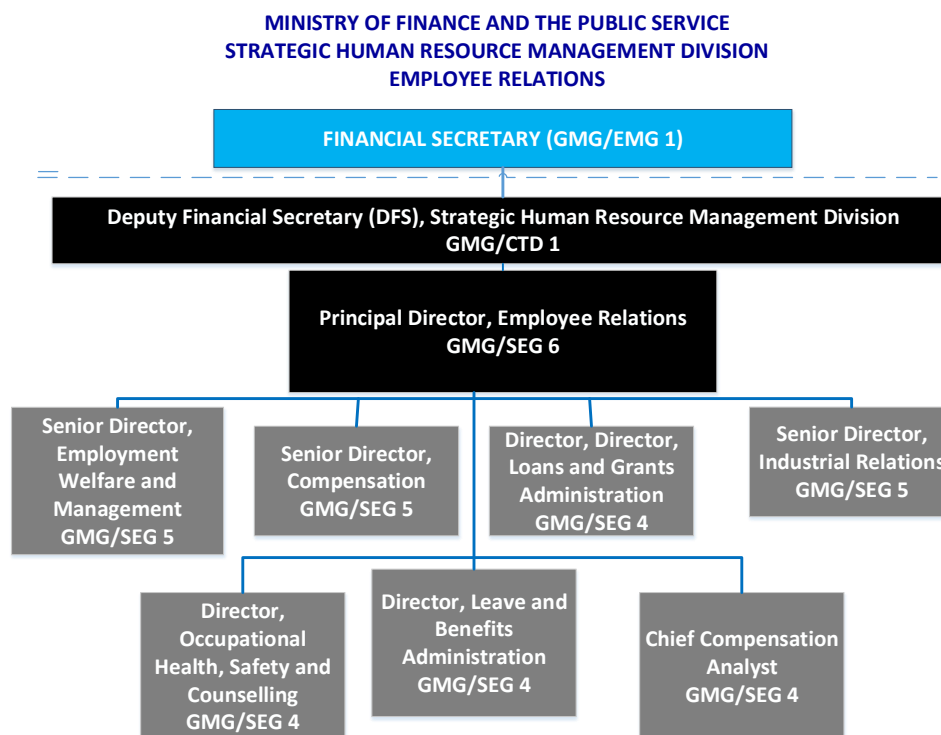


16.2 STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – CORPORATE MANAGEMENT AND ESTABLISHMENT

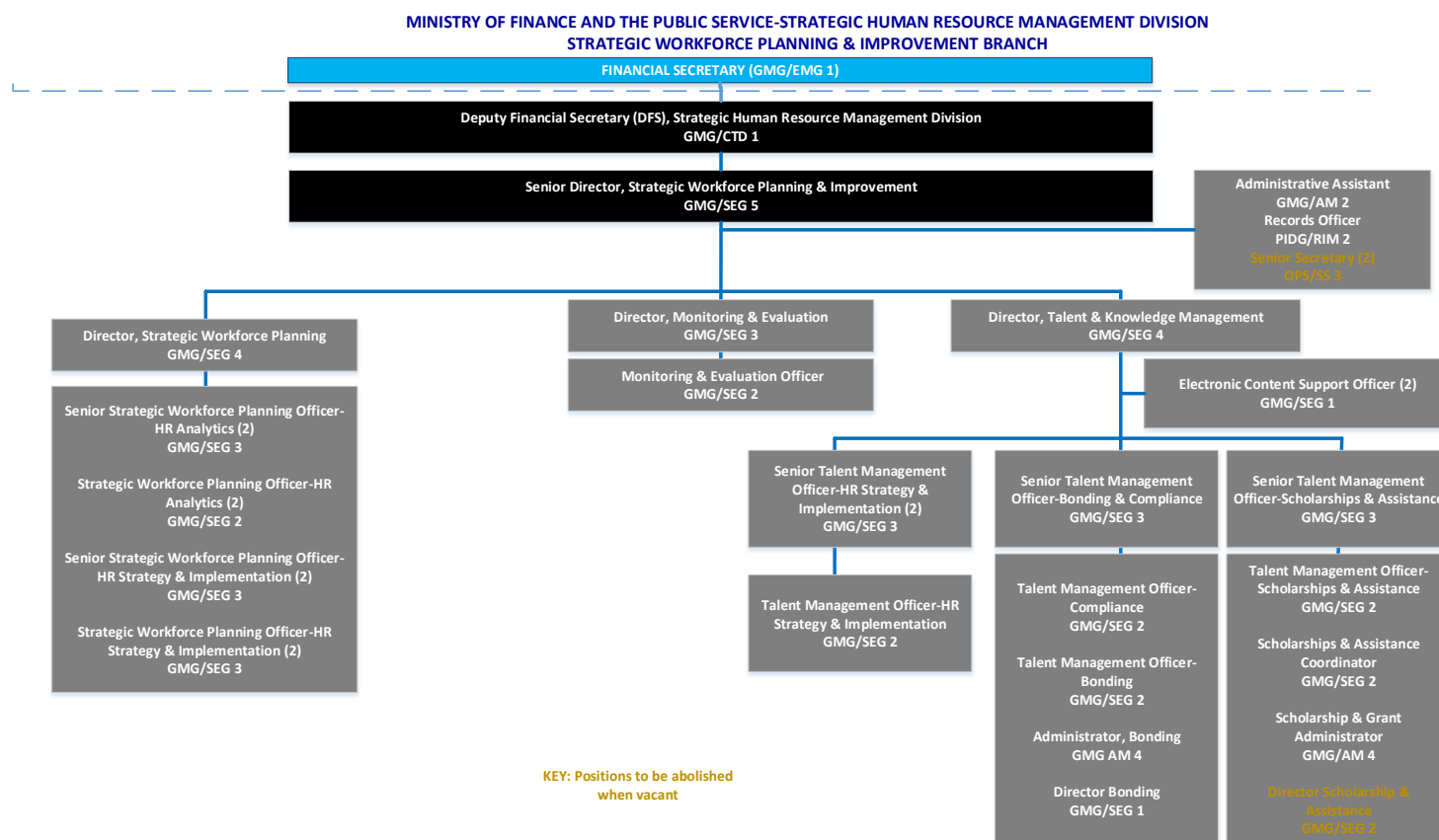


16.3 STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION (SHRMD) – ALL OTHER BRANCHES



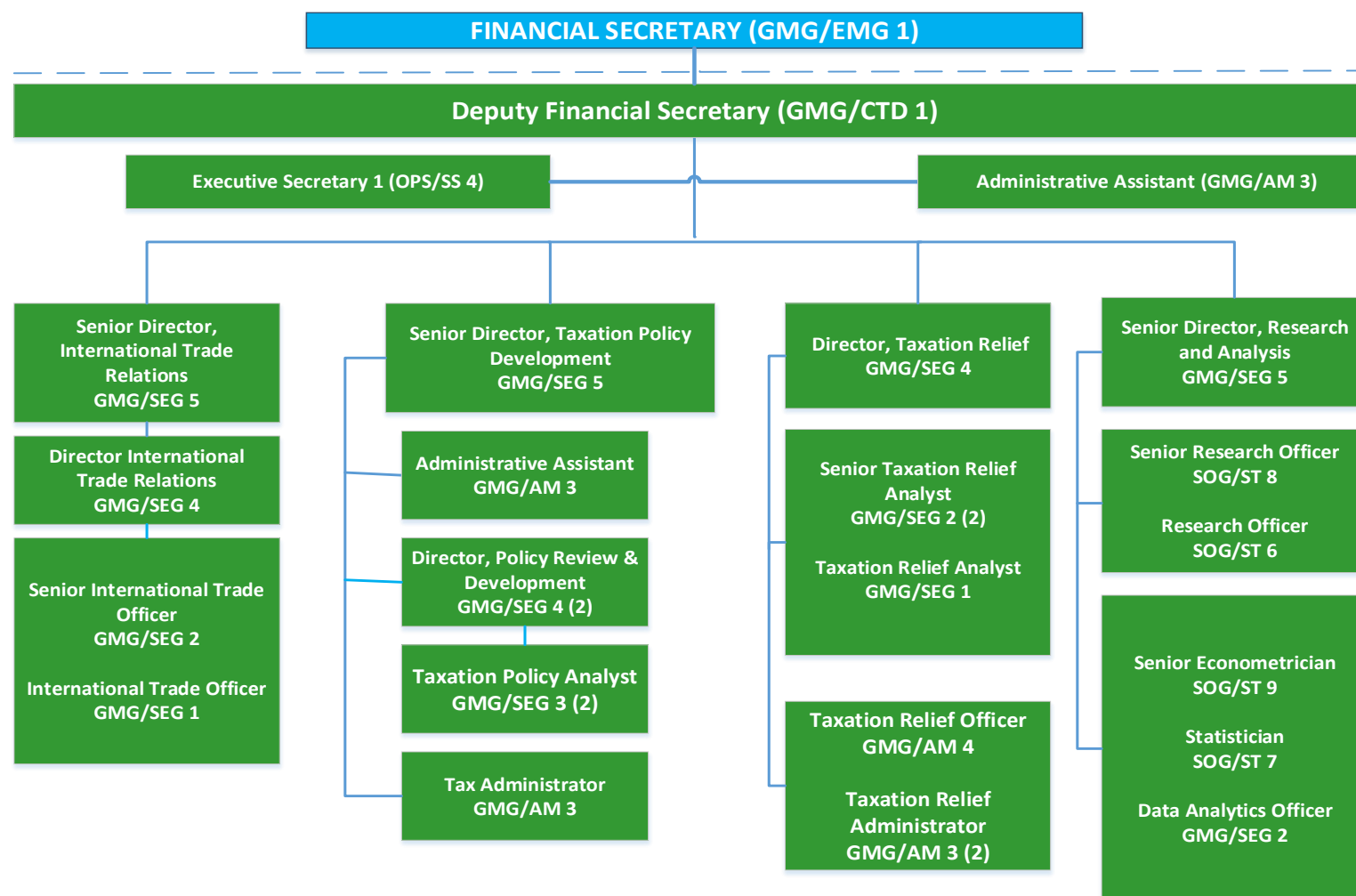


MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS



17 THE TAXATION POLICY DIVISION (TPD)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
TAXATION POLICY DIVISION
(March 2022)



APPENDIX: 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

Post No	Posts	Classification
1053	Financial Secretary	GMG EMG 1
63220	DFS - Technical Advisory Coordination	GMG CTD 1
1228	Director, Information, Communication & Technology	GMG SEG 5
61541	Technical Programme Analyst	GMG SEG 4
1054	Technical Coordinator	GMG SEG 3
1056	Executive Secretary 2	OPS SS 5
1081	Executive Secretary 2	OPS SS 5
1057	Executive Secretary 2	OPS SS 5
1058	Executive Secretary 2	OPS SS 5
61540	Executive Secretary 1	OPS SS 4
1080	Executive Secretary 1	OPS SS 4
1059	Executive Secretary 1	OPS SS 4
12		
12	Total- Executive Office	

Internal Audit Unit

Post No	Posts	Classification
1085	Chief Internal Auditor	FMG AS 5
1086	Audit Manager/Team Lead	FMG AS 4
1087	Audit Manager/Team Lead	FMG AS 4
1478	Senior Auditor	FMG AS 3
1477	Senior Auditor	FMG AS 3
1088	Senior Auditor	FMG AS 3
1480	Senior Auditor	FMG AS 3
1070	Auditor	FMG AS 2
1089	Auditor	FMG AS 2
1071	Auditor	FMG AS 2
1479	Auditor Manager Specialist	FMG AS 4
1073	Administrative Assistant	GMG AM 2
12		

Posts transferred from the Accountant General's Department

Post No	Posts	Classification
1895	Chief Internal Auditor	FMG AS 5
62801	Audit Manager Specialist	FMG AS 4
1897	Audit Manager/Team Lead	FMG AS 4
62833	Audit Manager/Team Lead	FMG AS 4
62834	Audit Manager/Team Lead	FMG AS 4
62835	Audit Manager/Team Lead	FMG AS 4
1903	Senior Auditor	FMG AS 3
1896	Senior Auditor	FMG AS 3
1901	Auditor	FMG AS 2
1907	Auditor	FMG AS 2
1902	Auditor	FMG AS 2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2018.

Page 34

Ministry of Finance & the Public Service

Corporate Planning & Administration Division

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

Post No	Posts	Classification
50355	Systems Administrator	MIS IT 5
50387	Systems Administrator	MIS IT 5
1253	Database Administrator	MIS IT 4
4		

Network Administration

Post No	Posts	Classification
1251	Network Manager	MIS IT 7
1249	Network Administrator	MIS IT 5
1403	Network Administrator	MIS IT 5
3		

Technical & Client Support

Post No	Posts	Classification
1248	Technical & Client Support Manager	MIS IT 7
1258	Senior Technical & Client Support Officer	MIS IT 5
1256	Technical & Client Support Officer	MIS IT 4
1257	Technical & Client Support Officer	MIS IT 4
4		

ICT Security

Post No	Posts	Classification
60961	IT Security Officer	MIS IT 5
1		

19 Total- Information Communication Technology Branch (formerly the Information Systems)

23 Total- Corporate Planning & Administration Division

Economic Management Division

Debt Management Unit (New)

Debt Strategy & Analysis

Post No	Posts	Classification
63631	Director, Debt Strategy & Analysis	GMG SEG 5
1		
1	Total- Debt Management Unit (New)	
1	Total- Economic Management Division	

Ministry of Finance & the Public Service

Internal Audit Unit

Posts transferred from the Accountant General's Department

Post No	Posts	Classification
1900	Auditor	FMG AS 2
1898	Auditor	FMG AS 2
1904	Auditor	FMG AS 2
1906	Auditor	FMG AS 2
1909	Auditor	FMG AS 2
1910	Auditor	FMG AS 2
1911	Senior Secretary	OPS SS 3
18		
30	Total- Internal Audit Unit	

Legal Services Division

Post No	Posts	Classification
1288	Senior Legal Officer	JLG LO 4
64280	Legal Officer	JLG LO 3
64896	Legal Officer	JLG LO 3
64281	Legal Officer	JLG LO 2
66108	Paralegal Officer	PLG LS 4
5		

5 **Total- Legal Services Division**

General Administration

Finance & Accounts

Post No	Posts	Classification
1106	Secretary 2	OPS SS 2
1		

Payments & Salaries

Post No	Posts	Classification
1119	Accounting Clerk 2	FMG AC 2
1		

Final Accounts

Post No	Posts	Classification
1114	Advance Controller/FMIS Assistant	FMG AT 1
1		

3 **Total- General Administration**

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Ministry of Finance & the Public Service Finance & Accounts Division

Post No	Posts	Classification
1101	Principal Finance Officer	FMG PA 5
53850	Director, Public Service Accounts	FMG PA 3
53841	Financial Analyst	FMG PA 3
1103	Financial Systems Manager	FMG PA 2
1743	Senior Accountant (Provident Fund)	FMG PA 1
1745	Accountant (Health Scheme Accounts)	FMG AT 3
53852	Assistant Accountant (Bonding)	FMG AT 3
1744	Assistant Accountant (Provident Fund)	FMG AT 3
1105	Executive Secretary 1	OPS SS 4
9		

Management Accounts

Post No	Posts	Classification
1133	Director, Management Accounts	FMG PA 4
1134	Senior Management Accountant	FMG PA 3
53842	Management Accountant	FMG PA 1
53843	Management Accountant	FMG PA 1
1135	Senior Commitment Control Officer	FMG PA 1
1112	Commitment Control Officer	FMG AT 3
6		

6 **Total- Management Accounts**

Accounts Payable & Payroll

Post No	Posts	Classification
1102	Director, Accounts Payable and Payroll	FMG PA 4
1104	Senior Secretary	OPS SS 3
2		

Accounts Payable & Disbursement

Post No	Posts	Classification
53851	Accounts Payable and Disbursement Manager	FMG PA 3
1117	Senior Disbursement Officer	FMG PA 1
54055	Checking Officer	FMG AT 3
1110	Checking Officer	FMG AT 3
4		

Accounts Payable Unit

Post No	Posts	Classification
1128	Accounts Payable Manager	FMG PA 2
1113	Accounts Payable Officer 2	FMG AT 3
1136	Accounts Payable Officer 2	FMG AT 3
1116	Accounts Payable Officer 1	FMG AT 2

Page 35 THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 36

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Finance & Accounts Division

Accounts Payable & Payroll

Accounts Payable Unit

Post No	Posts	Classification
1118	Accounts Payable Officer 1	FMG AT 2
1125	Accounts Payable Officer 1	FMG AT 2
1126	Collections and Disbursements Officer	FMG AT 1

7

Payroll

Post No	Posts	Classification
1111	Payroll Manager	FMG PA 2
53844	Senior Payroll Officer	FMG AT 3
53845	Senior Payroll Officer	FMG AT 3
53848	Payroll Officer 1	FMG AT 2
53848	Payroll Officer 1	FMG AT 2
1121	Payroll Officer 1	FMG AT 2
1120	Payroll Officer 1	FMG AT 2
62761	Payroll Officer 1	FMG AT 2

8

21 Total- Accounts Payable & Payroll

Final Accounts

Final Accounts and Reporting

Post No	Posts	Classification
1109	Director, Final Accounts & Reporting	FMG PA 3
1129	Senior Final Accountant	FMG PA 1
1115	Advance Controller	FMG PA 1
1130	Senior Bank Reconciliation Officer	FMG AT 3
53847	Senior Bank Reconciliation Officer	FMG AT 3
1132	Bank Reconciliation Officer	FMG AT 2

6

6 Total- Final Accounts

42 Total- Finance & Accounts Division

Corporate Planning & Administration Division

Post No	Posts	Classification
1137	Deputy Financial Secretary	GMG SEG 6
1844	Executive Secretary 1	OPS SS 4
1140	Senior Secretary	OPS SS 3

3

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 37

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Corporate Planning & Administration Division

Information Management

Information Systems Unit

Post No	Posts	Classification
1247	Director, Information Systems Unit	MIS IT 8
1248	Manager, Technical Support	MIS IT 7
50040	Business Analyst	MIS IT 6
1250	Senior Systems Administrator	MIS IT 6
1251	Senior Network Administrator	MIS IT 6
50039	Supervisor, Client Support	MIS IT 5
1249	Network Administrator	MIS IT 5
1252	Programmer/Analyst	MIS IT 5
50598	Programmer/Analyst	MIS IT 5
1259	Senior Software/Hardware Technician	MIS IT 5
50387	Systems Administrator	MIS IT 5
50355	Systems Administrator	MIS IT 5
1253	Senior Programmer	MIS IT 4
1254	Senior Programmer	MIS IT 4
1403	Network Administrator	MIS IT 4
1255	Client Support Technician	MIS IT 4
60961	Client Support Technician	MIS IT 4
1256	Software/Hardware Technician	MIS IT 4
1257	Software/Hardware Technician	MIS IT 4
50600	Assistant Database Administrator	MIS IT 2

20

Documentation Information Access Unit

Post No	Posts	Classification
1232	Director, Documentation/Information & Access Services	GMG SEG 3
64035	Documentation And Information Officer	PIDG RIM 3
1233	Librarian	PIDG LB 4
1234	Senior Library Assistant	PIDG LA 2
1246	Senior Secretary	OPS SS 3
58832	Records Manager	GMG SEG 2
50602	Records Management Officer	PIDG RIM 5
1242	Records Analyst	PIDG RIM 4
1235	Records Officer 2	PIDG RIM 3
619	Records Officer 2	PIDG RIM 3
53808	Records Officer 1	PIDG RIM 2
1240	Records Officer 1	PIDG RIM 2
1241	Records Officer 1	PIDG RIM 2
1238	Records Officer 1	PIDG RIM 2
1237	Records Officer 1	PIDG RIM 2
620	Records Officer 1	PIDG RIM 2
1239	Records Officer 1	PIDG RIM 2
1236	Records Officer 1	PIDG RIM 2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 38

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Corporate Planning & Administration Division

Information Management Documentation Information Access Unit

Post No	Posts	Classification
1244	Records Clerk	PIDG RIM 1
1243	Records Clerk	PIDG RIM 1
1436	Records Clerk	PIDG RIM 1

21

Communication & Public Relations

Post No	Posts	Classification
1229	Director 1	MCG IE 6
1230	Public Relations Officer	MCG IE 4
1231	Administrator	GMG AM 3

3

44 Total- Information Management

Human Resource Management & Development Branch

Post No	Posts	Classification
1207	Senior Director, Human Resource Management & Development	GMG SEG 5
64060	Director, Performance Management Appraisal System	GMG SEG 2
64401	Senior Human Resource Development Officer	GMG SEG 2
64707	Senior Human Resource Officer	GMG SEG 1
64402	Performance Management Analyst	GMG AM 4
651	Human Resource Administrator	GMG AM 3
1221	Senior Secretary	OPS SS 3
1420	Senior Secretary	OPS SS 3
1396	Secretary 2	OPS SS 2

9

Human Resource Management

Post No	Posts	Classification
1209	Director	GMG SEG 3
54699	Counsellor	GMG SEG 2
1210	Senior Human Resource Officer	GMG SEG 1
1224	Human Resource Officer	GMG AM 4
1216	Assistant Human Resource Officer	GMG AM 2
1214	Information Records & Communication Manager	GMG SEG 1
1215	Records Officer 1	PIDG RIM 2
1217	Records Clerk	PIDG RIM 1
1218	Records Clerk	PIDG RIM 1
1220	Senior Secretary	OPS SS 3
1223	Secretary	OPS SS 2

11

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 39

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Corporate Planning & Administration Division

Human Resource Management & Development Branch Human Resource Development

Post No	Posts	Classification
1225	Director	GMG SEG 3
1226	Training Officer	GMG SEG 1
59118	Training Officer	GMG SEG 1
1227	Secretary 2	OPS SS 2

4

Employee Relations, Occupational Health & Safety

Post No	Posts	Classification
1212	Director, Employee Relations, Occupational Health & Safety	GMG SEG 3
1211	Human Resource Officer	GMG AM 4
64461	Industrial Relations Officer	GMG AM 4
1213	Assistant Human Resource Officer	GMG AM 2

4

28 Total- Human Resource Management & Development Branch

Strategic Planning & Reform

Post No	Posts	Classification
1138	Senior Director, Strategic Planning & Reform	GMG SEG 5
1208	Director, Corporate Planning	GMG SEG 3
56599	Planning & Research Analyst	SOG ST 6
1141	Senior Secretary	OPS SS 3

4

4 Total- Strategic Planning & Reform

Strategic Organizational Development & Change Management Branch

Post No	Posts	Classification
1139	Director, Strategic Organizational Development	GMG SEG 4
64023	Strategic Organizational Development Officer	GMG SEG 2

2

2 Total- Strategic Organizational Development & Change Management Branch

Office Services & Fleet Management Branch

Post No	Posts	Classification
1145	Director, Office Services and Fleet Management	GMG SEG 3

1

Fleet Management Section

Post No	Posts	Classification
1146	Transport Manager	GMG AM 4

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 40

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Corporate Planning & Administration Division Office Services & Fleet Management Branch Fleet Management Section

Post No	Posts	Classification
1159	Secretary 2	OPS SS 2
1148	Records Officer 2	PIDG RIM 3
1205	Mechanic	LMO TS 5
1829	Driver 2	LMO DR 2
1196	Driver 2	LMO DR 2
1195	Driver 2	LMO DR 2
587	Driver 2	LMO DR 2
1197	Driver 2	LMO DR 2
1194	Driver 2	LMO DR 2

10

Office Services Section

Post No	Posts	Classification
54701	Office Services Manager	GMG SEG 1
61406	Customer Service Officer	GMG AM 2
1152	Inventory Clerk	PIDG RIM 3
1149	Billing Officer	PIDG RIM 3
1154	Supplies Clerk	PIDG RIM 3
1156	Billing Clerk	PIDG RIM 2
1155	Billing Clerk	PIDG RIM 2
1167	Receptionist	GMG AM 1
1084	Receptionist	GMG AM 1
1441	Telephone Operator	OPS TO 1
1702	Telephone Operator	OPS TO 1
1187	Attendant	LMO TS 1
1189	Attendant	LMO TS 1
1188	Attendant	LMO TS 1
1186	Attendant	LMO TS 1
1183	Attendant	LMO TS 1
1190	Attendant	LMO TS 1
1182	Attendant	LMO TS 1
1181	Attendant	LMO TS 1
1179	Attendant	LMO TS 1
1178	Attendant	LMO TS 1
1176	Attendant	LMO TS 1
1175	Attendant	LMO TS 1
1174	Attendant	LMO TS 1
1173	Attendant	LMO TS 1
1172	Attendant	LMO TS 1
593	Attendant	LMO TS 1
1185	Attendant	LMO TS 1
1830	Attendant	LMO TS 2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 41

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Corporate Planning & Administration Division Office Services & Fleet Management Branch Office Services Section

Post No	Posts	Classification
1184	Attendant	LMO TS 1
1192	Attendant	LMO TS 1
1189	Supervisor Attendant	LMO TS 3
1180	Supervisor Attendant	LMO TS 3
588	Machine Operator/Binder	LMO TS 3
1831	Attendant/Messenger	LMO TS 2
1206	Watchman	LMO TS 2

36

Business Centre

Post No	Posts	Classification
1147	Manager, Business Centre	GMG AM 3
1182	Records Officer 1	PIDG RIM 2
1428	Records Officer 1	PIDG RIM 2
56831	Records Officer 1	PIDG RIM 2
1153	Records Officer 1	PIDG RIM 2
1738	Records Officer 1	PIDG RIM 2
586	Copy Room Attendant	PIDG RIM 1
1157	Copy Room Attendant	PIDG RIM 1
1168	Attendant	LMO TS 3
1170	Attendant	LMO TS 2
1193	Attendant	LMO TS 1
589	Attendant	LMO TS 1

12

Total- Office Services & Fleet Management Branch

Public Procurement Branch

Post No	Posts	Classification
71717	Director 3, Public Procurement	GMG SEG 3
71768	Senior Public Procurement Officer	GMG SEG 1
71718	Senior Public Procurement Officer	GMG SEG 1
71719	Public Procurement Officer	GMG AM 3
71720	Public Procurement Administrator	GMG AM 2
579	Public Procurement Officer	GMG AM 3
71971	Public Procurement Administrator	GMG AM 2

7

Total- Public Procurement Branch

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 42

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Corporate Planning & Administration Division

Procurement Branch

Post No	Posts	Classification
1144	Director, Procurement	GMG SEG 3
1458	Senior Procurement Officer	GMG SEG 2
61202	Procurement Manager	GMG SEG 1
1150	Procurement Officer	GMG AM 3
574	Senior Secretary	OPS SS 3
1160	Secretary 2	OPS SS 2

6

6 Total- Procurement Branch

Property, Security & Emergency Management Branch

Post No	Posts	Classification
71632	Director, Property Security & Emergency Management	GMG SEG 3
1158	Secretary 2	OPS SS 2

2

Security & Emergency Section

Post No	Posts	Classification
71633	Security & Emergency Officer	GMG SEG 1
71634	Security & Emergency Administrator	GMG AM 3

2

Maintenance & Property Section

Post No	Posts	Classification
1151	Manager, Maintenance & Property	GMG SEG 1
54702	Senior Maintenance Officer	SOG ST 5
1198	Artisan	LMO TS 4
1199	Artisan	LMO TS 4
1203	Head Gardener	LMO TS 2
1201	Gardener	LMO TS 1
1200	Janitor	LMO TS 1

7

11 Total- Property, Security & Emergency Management Branch

164 Total- Corporate Planning & Administration Division

Taxation Policy

Post No	Posts	Classification
1261	Deputy Financial Secretary	GMG SEG 6
53575	Director, Research and Analysis	GMG SEG 4
1262	Director, Taxation Policy Development	GMG SEG 4
53577	Director, International Trade Relations	GMG SEG 4
53576	Econometrician	SOG ST 8

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 43

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Taxation Policy

Post No	Posts	Classification
1263	Director, Policy Review	GMG SEG 3
1264	Director, Tax Relief	GMG SEG 3
53579	Statistician	SOG ST 7
1265	Economist/Research Officer	SOG ST 7
1266	Senior Tax Officer	GMG SEG 2
53578	Policy Analyst	GMG SEG 2
1267	Tax Relief Officer	GMG SEG 1
59119	International Trade Officer	GMG SEG 1
1269	Tax Administrator	GMG AM 3
1270	Executive Secretary 1	OPS SS 4
1271	Senior Secretary	OPS SS 3
1272	Senior Secretary	OPS SS 3
58189	Help Desk Supervisor	RMG TA 4
1274	Secretary 2	OPS SS 2

19

19 Total- Taxation Policy

Financial Management Division

Financial Review Unit

Post No	Posts	Classification
1469	Expenditure Analyst	FMG PA 1
1470	Expenditure Analyst	FMG PA 1

2

2 Total- Financial Management Division

Public Expenditure Division

Post No	Posts	Classification
1363	Deputy Financial Secretary	GMG CTD 1
1391	Executive Secretary 1	OPS SS 4
1395	Senior Secretary	OPS SS 3

3

Public Expenditure

Post No	Posts	Classification
1365	Senior Director	GMG SEG 5
1392	Senior Secretary	OPS SS 3

2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 44

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Expenditure Division

Public Expenditure

Social Infrastructure

Post No	Posts	Classification
1368	Public Expenditure Unit Head	GMG SEG 4
1464	Financial Analyst 2	FMG PA 2
1416	FAA Analyst 2	FMG PA 2
1372	Senior Budget Analyst	FMG PA 2
1373	Senior Budget Analyst	FMG PA 2
1380	Budget Analyst	FMG PA 1
1383	Budget Analyst	FMG PA 1
1473	Senior Secretary	OPS SS 3

8

Production

Post No	Posts	Classification
1367	Public Expenditure Unit Head	GMG SEG 4
1411	Financial Analyst 2	FMG PA 2
1418	Financial Analyst 2	FMG PA 2
1377	Budget Analyst	FMG PA 1
1379	Budget Analyst	FMG PA 1
1382	Budget Analyst	FMG PA 1
1397	Senior Secretary	OPS SS 3

7

Machinery Of State

Post No	Posts	Classification
1369	Public Expenditure Unit Head	GMG SEG 4
1417	Financial Analyst 2	FMG PA 2
1467	Financial Analyst 2	FMG PA 2
1374	Senior Budget Analyst	FMG PA 2
1385	Budget Analyst	FMG PA 1
1376	Budget Analyst	FMG PA 1
1398	Senior Secretary	OPS SS 3

7

Physical Infrastructure

Post No	Posts	Classification
1370	Public Expenditure Unit Head	GMG SEG 4
1452	Financial Analyst 2	FMG PA 2
1415	Financial Analyst 2	FMG PA 2
1375	Senior Budget Analyst	FMG PA 2
1381	Budget Analyst	FMG PA 1
1387	Budget Analyst	FMG PA 1
1389	Budget Analyst	FMG PA 1

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 45

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Expenditure Division

Public Expenditure

Physical Infrastructure

Post No	Posts	Classification
1394	Senior Secretary	OPS SS 3
8		
32	Total- Public Expenditure	

Cash Management

Post No	Posts	Classification
1364	Senior Director, Cash Management	GMG SEG 5
1461	Director, Banking And Revenue	FMG PA 3
1366	Senior Cash Management Analyst	GMG SEG 3
1371	Cash Management Analyst	GMG SEG 2
1378	Cash Management Analyst	GMG SEG 1
1393	Senior Secretary	OPS SS 3

6

6 Total- Cash Management

Projects Unit

Post No	Posts	Classification
58153	Senior Director	GMG SEG 5
58154	Head-Economic Development Projects	SOG ST 8
58155	Head-Social Sector Projects	SOG ST 8
58156	Head-Engineering Projects	SOG ST 8
58157	Senior Project Analyst	SOG ST 7
58158	Senior Project Analyst	SOG ST 7
58159	Senior Project Analyst	SOG ST 7
58160	Senior Project Analyst	SOG ST 7
58161	Senior Project Engineer	SOG ST 7
58162	Senior Project Engineer	SOG ST 7
58163	Project Engineer	SOG ST 6
58164	Senior Secretary	OPS SS 3
58165	Secretary	OPS SS 2

13

13 Total- Projects Unit

54 Total- Public Expenditure Division

Public Expenditure Policy & Co-ordination Division

Post No	Posts	Classification
1406	Deputy Financial Secretary	GMG CTD 1
1413	Executive Secretary 1	OPS SS 4

2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 46

LIST OF ESTABLISHED OFFICES IN

THE PUBLIC SERVICE

Ministry of Finance & the Public Service
Public Expenditure Policy & Co-ordination Division

Special Assignment

Post No	Posts	Classification
1460	Director, Special Assignment	FMG PA 3
1		
1	Total- Special Assignment	

Office of the Public Procurement Policy (OPP)

Executive Office

Post No	Posts	Classification
1445	Chief Public Procurement Officer	GMG SEG 5
1618	Administrative Assistant	GMG AM 2
1620	Senior Secretary	OPS SS 3
3		

Public Procurement Policy Development & Compliance Section

Post No	Posts	Classification
1450	Director, Public Procurement Policy Development & Compliance	GMG SEG 3
1614	Senior Public Procurement Policy Analyst	GMG SEG 2
1615	Senior Public Procurement Compliance Officer	GMG SEG 2
1449	Public Procurement Compliance Officer	GMG SEG 1
1616	Public Procurement Compliance Officer	GMG SEG 1
1448	Public Procurement Compliance Officer	GMG SEG 1
1617	Public Procurement Policy Analyst	GMG SEG 1
7		

Public Procurement Capacity Development Section

Post No	Posts	Classification
71774	Director, Public Procurement Capacity Development	GMG SEG 3
71769	Senior, Public Procurement Training & Education Officer	GMG SEG 2
71770	Public Procurement Training & Education Officer	GMG SEG 1
3		

E-Procurement & Client Services Section

Post No	Posts	Classification
71771	Director, E-Procurement & Client Services	GMG SEG 3
68892	Manager, Public Procurement Customer Care	GMG SEG 2
71772	E-Procurement Systems & Framework Agreement Analyst	GMG SEG 2
68893	Public Procurement Customer Care Officer	GMG AM 3
68894	Public Procurement Customer Care Officer	GMG AM 3
5		

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)

Public Procurement Review Board Secretariat

Post No	Posts	Classification
71773	Administrator	GMG AM 2
1		
19	Total- Office of the Public Procurement Policy (OPP)	

Legal & Public Sector Reform Unit

Post No	Posts	Classification
1409	Legal and Public Sector Reform Unit Head	FMG PA 4
56665	Legal and Public Sector Analyst	FMG PA 2
1471	Director of Finance	FMG PA 2
1414	Senior Secretary	OPS SS 3
4		

4 Total- Legal & Public Sector Reform Unit

Financial Systems & Procedures Unit (Formerly Financial Systems)

Post No	Posts	Classification
1407	Head, Financial Systems & Procedures Unit	FMG PA 5
63006	Director, Accrual Accounting Implementation	FMG PA 3
1462	Director, Operational Systems & Procedures	FMG PA 3
1463	Director, E-Commerce Banking & Investments	FMG PA 3
1465	Project & Fund Accounting Specialist	FMG PA 3
63007	Assets and Inventory Specialist	FMG PA 2
1468	Revenue Systems Specialist	FMG PA 2
63008	Business Process Specialist	FMG PA 2
63005	Banking and E-Commerce Specialist	FMG PA 2
1466	Expenditure Systems Specialist	FMG PA 2
1472	Senior Secretary	OPS SS 3
11		

Information Technology Strategy

Post No	Posts	Classification
56666	Information Technology Strategy Unit Head	MIS IT 8
56667	Co-ordinator, Special Projects	GMG SEG 2
2		

13 Total- Financial Systems & Procedures Unit (Formerly Financial Systems)

Internal Audit Directorate

Post No	Posts	Classification
1410	Senior Director, Internal Audit Directorate	FMG AS 6
53645	Audit Co-ordinator - Information Systems	FMG AS 5
53656	Audit Co-ordinator - Performance & Quality Assurance	FMG AS 5

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Public Expenditure Policy & Co-ordination Division

Internal Audit Directorate

Post No	Posts	Classification
71589	Audit Co-ordinator - Audit Committees	FMG AS 5
59123	Audit Specialist - Performance & Quality Assurance	FMG AS 4
59124	Audit Specialist - Information Systems	FMG AS 4
53646	Senior Secretary	OPS SS 3
7		
7	Total- Internal Audit Directorate	

Asset Management

Post No	Posts	Classification
1408	Director, Asset Management	GMG SEG 4
1448	Systems Support Officer	MIS IT 3
1430	Senior Secretary	OPS SS 3
3		

Motor Vehicle Administration

Post No	Posts	Classification
1457	Asset Operations Manager	GMG SEG 1
1459	Monitoring Officer	GMG AM 3
2		

Fuel Coupon

Post No	Posts	Classification
1451	Asset Accounting & Information Manager	FMG PA 2
1453	Accountant	FMG PA 1
1454	Accounting Technician 3	FMG AT 3
1456	Accounting Technician 2	FMG AT 2
1455	Accounting Technician 2	FMG AT 2
5		

Board Of Survey

Post No	Posts	Classification
1422	Board of Survey Administrator	GMG AM 4
1423	Chief Equipment Auditor	GMG AM 3
1433	Monitoring Officer	GMG AM 3
1447	Senior Equipment Auditor	GMG AM 2
1424	Senior Equipment Auditor	GMG AM 2
1426	Equipment Auditor	GMG AM 1
1427	Stores Auditor	GMG AM 1
1435	Asset Assistant	PIDG RIM 2
1431	Secretary 2	OPS SS 2
1429	Caretaker	LMO TS 3
1439	Handyman	LMO TS 2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 49

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service Public Expenditure Policy & Co-ordination Division

Asset Management

Board Of Survey

Post No	Posts	Classification
1443	Attendant/Messenger	LMO TS 1
1440	Attendant/Messenger	LMO TS 1
1444	Attendant	LMO TS 1
1437	Attendant	LMO TS 1
15		
25	Total- Asset Management	
71	Total- Public Expenditure Policy & Co-ordination Division	

Financial Regulations Division

Post No	Posts	Classification
1487	Senior Director	GMG SEG 5
1621	Senior Economic Analyst	SOG ST 8
1489	Financial Analyst	FMG PA 2
1488	Economic Analyst	SOG ST 7
1490	Economic Researcher	SOG ST 6
1491	Senior Secretary	OPS SS 3
6		

6 Total- Financial Regulations Division

Economic Management Division

Post No	Posts	Classification
1483	Deputy Financial Secretary	GMG CTD 1
1484	Executive Assistant	GMG SEG 1
1504	Research Officer	SOG ST 5
3		

International Programme Management

Post No	Posts	Classification
1492	Director, International Programme Management	GMG SEG 5
1508	Director, International Financial Institutions	GMG SEG 3
1509	International Financial Institutions Officer	GMG SEG 1
1500	Senior Secretary	OPS SS 3
4		

Negotiations

Post No	Posts	Classification
64263	Director, Negotiations	GMG SEG 4

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 50

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Economic Management Division

International Programme Management

Negotiations

Post No	Posts	Classification
1502	Senior Negotiations Officer	GMG SEG 3
1499	Negotiation Officer	GMG SEG 2
1503	Negotiation Officer	GMG SEG 2
1493	Senior Secretary	OPS SS 3

5

Programme Management

Post No	Posts	Classification
1494	Director, Programme Management & Co-ordination	GMG SEG 4
1496	Senior Programme Management & Co-ordination Officer	GMG SEG 3
1495	Senior Programme Management & Co-ordination Officer	GMG SEG 3
1497	Programme Management & Co-ordination Officer	GMG SEG 2
1498	Programme Management & Co-ordination Officer	GMG SEG 2
1501	Senior Secretary	OPS SS 3

6

15 Total- International Programme Management

Fiscal Policy Management Unit

Post No	Posts	Classification
1520	Principal Director	GMG SEG 6
68812	Economic Programme Analyst	GMG SEG 4
1521	Chief Fiscal Economist	GMG SEG 4
1523	Chief Macro Economist	GMG SEG 4
1522	Senior Macro Economist (Research & Policy Review)	GMG SEG 3
1524	Senior Fiscal Economist (Forecast and Monitoring)	GMG SEG 3
1525	Senior Fiscal Economist (Research, Policy Review & Risk Assessment)	GMG SEG 3
1526	Senior Macro Economist (Data Monitoring, Management & Analysis)	GMG SEG 3
1527	Fiscal Economist (Forecast and Monitoring)	GMG SEG 2
1528	Fiscal Economist (Research, Policy Review & Risk Assessment)	GMG SEG 2
1529	Macro Economist	GMG SEG 2
50479	Executive Secretary 1	OPS SS 4

12

12 Total- Fiscal Policy Management Unit

Debt Management Unit (New)

Post No	Posts	Classification
63620	Principal Director	GMG SEG 6
63622	Manager, Investor Relations & Communications	GMG SEG 4

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019

Page 51

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Economic Management Division

Debt Management Unit (New)

Post No	Posts	Classification
63623	Manager, Compliance	GMG SEG 3
63621	Executive Assistant	GMG SEG 1

4

Domestic Market (Portfolio Management)

Post No	Posts	Classification
63624	Director, Portfolio Management	GMG SEG 5
63626	Manager, Domestic Markets	GMG SEG 4
63628	Portfolio Management Analyst	GMG SEG 3
63630	Portfolio Management Analyst	GMG SEG 3
63627	Portfolio Management Analyst	GMG SEG 3
63651	Portfolio Management Analyst	GMG SEG 3
63625	Administrator	GMG AM 3

7

Internal Market (Portfolio Management)

Post No	Posts	Classification
63629	Manager, External Markets	GMG SEG 4

1

Debt Strategy & Analysis

Post No	Posts	Classification
63631	Director, Debt Strategy	GMG SEG 5
63632	Administrator	GMG AM 3

2

Risk Analysis

Post No	Posts	Classification
63633	Manager, Risk Analysis	GMG SEG 4
63634	Risk Analyst	GMG SEG 3
63635	Risk Analyst	GMG SEG 3

3

Policy Research & Analysis

Post No	Posts	Classification
63636	Manager, Policy & Research Analysis	GMG SEG 4
63637	Policy Research Analyst	GMG SEG 3
63638	Policy Research Analyst	GMG SEG 3

3

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019

Page 52

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Economic Management Division

Debt Management Unit (New)

Debt Operations

Post No	Posts	Classification
63639	Director, Debt Operations	GMG SEG 4
63640	Administrator	GMG AM 3

2

Debt Recording & System Support

Post No	Posts	Classification
63641	Manager, Debt Recording & System Support	GMG SEG 3
63644	Debt Recording & Systems Support Officer	GMG SEG 2
63643	Debt Recording & Systems Support Officer	GMG SEG 2
63642	Debt Recording & Systems Support Officer	GMG SEG 2

4

Debt Reconciliation

Post No	Posts	Classification
63645	Manager, Debt Reconciliation	GMG SEG 2
63646	Debt Reconciliation Officer	GMG SEG 1
63647	Debt Reconciliation Officer	GMG SEG 1

3

Monitoring & Disbursement

Post No	Posts	Classification
63648	Manager, Monitoring & Disbursement	GMG SEG 3
63649	Monitoring & Disbursement Officer	GMG SEG 2
63650	Monitoring & Disbursement Officer	GMG SEG 2

3

Posts transferred from the Accountant General's Department

Post No	Posts	Classification
1954	Director, Debt Management	FMG PA 4
1956	Accountant, Local Payments	FMG PA 2
1961	Accountant 2	FMG PA 2
1957	Accountant	FMG PA 2
1964	Accountant (Guaranteed Loans)	FMG PA 1
62800	Financial Analyst	FMG PA 1
1960	Accountant 1	FMG PA 1
50806	Accountant 1	FMG PA 1
1962	Accountant (Institutional Loans)	FMG PA 1
50805	Accounting Technician 3	FMG AT 3
1969	Accounting Technician 2 (Revenue Officer)	FMG AT 2

11

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Economic Management Division

Debt Management Unit (New)

43 Total- Debt Management Unit (New)

Debt Management Unit (Old) (Posts to be abolished when vacant)

Domestic Debt

Post No	Posts	Classification
53601	Economist 2	GMG SEG 1

1

External Debt

Post No	Posts	Classification
1516	Senior Economist	GMG SEG 2

1

Securities

Post No	Posts	Classification
1512	Senior Securities Officer	GMG SEG 2
50596	Interface Officer	SOG ST 5

2

4 Total- Debt Management Unit (Old) (Posts to be abolished when vacant)

77 Total- Economic Management Division

Public Enterprise Division

Office of the Deputy Financial Secretary

Post No	Posts	Classification
1546	Deputy Financial Secretary	GMG CTD 1
63244	Supernumerary Unit Director	GMG SEG 4
1562	Executive Secretary 1	OPS SS 4
1563	Administrative Secretary 1	OPS ADS 1
1564	Administrative Secretary 1	OPS ADS 1
53592	Administrative Secretary	OPS ADS 1

6

6 Total- Office of the Deputy Financial Secretary

Public Private Partnership Unit

Post No	Posts	Classification
64286	Senior Director	GMG SEG 5
64287	Director, Public Partnership	GMG SEG 4
64293	Senior Financial Analyst	FMG PA 3
64297	Senior Financial Analyst	FMG PA 3

4

4 Total- Public Private Partnership Unit

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Enterprise Division

Policy Research & Co-ordination

Post No	Posts	Classification
58082	Senior Director	GMG SEG 5
64257	Director, Policy & Research	GMG SEG 4
1549	Director, Financial Analyst & Co-ordination	FMG PA 4
64294	Senior Policy Analyst	GMG SEG 3
1553	Financial Analyst	FMG PA 2

5

5

Total- Policy Research & Co-ordination

Finance & Development

Post No	Posts	Classification
1547	Senior Director	GMG SEG 5
64251	Sector Director	FMG PA 4
64253	Sector Director	FMG PA 4
64255	Sector Director	FMG PA 4
64296	Senior Financial Analyst	FMG PA 3
64295	Senior Financial Analyst	FMG PA 3
63929	Financial Analyst	FMG PA 2
63930	Financial Analyst	FMG PA 2
64254	Financial Analyst	FMG PA 2

9

9

Total- Finance & Development

Transport/Social Services Sector

Post No	Posts	Classification
1548	Senior Director	GMG SEG 5
1550	Sector Director	FMG PA 4
1552	Sector Director	FMG PA 4
1558	Senior Financial Analyst	FMG PA 3
1560	Senior Financial Analyst	FMG PA 3
1561	Financial Analyst	FMG PA 2
1554	Financial Analyst	FMG PA 2

7

7

Total- Transport/Social Services Sector

Agricultural Mining & Energy (Production Sector)

Post No	Posts	Classification
63928	Senior Director	GMG SEG 5
1551	Sector Director	FMG PA 4
1565	Sector Director	FMG PA 4
1555	Senior Financial Analyst	FMG PA 3
1559	Senior Financial Analyst	FMG PA 3

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 35

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Enterprise Division

Agricultural Mining & Energy (Production Sector)

Post No	Posts	Classification
1557	Financial Analyst	FMG PA 2
1556	Financial Analyst	FMG PA 2
7		
7	Total- Agricultural Mining & Energy (Production Sector)	

Executive Agency Monitoring

Post No	Posts	Classification
53590	Senior Director	GMG SEG 5
60780	Sector Director	FMG PA 4
53591	Senior Financial Analyst	FMG PA 3
3		
3	Total- Executive Agency Monitoring	
41	Total- Public Enterprise Division	

Planning Administration

Post No	Posts	Classification
58175	Legal Officer	JLG LO 2
1		

1

Total- Planning Administration

Revenue Protection Division

Post No	Posts	Classification
61305	Principal Director	GMG SEG 6
53955	Director, Special Projects	GMG SEG 5
61307	Communication Specialist	MCG IE 4
61306	Executive Secretary	OPS SS 4
4		

Administration

Post No	Posts	Classification
64246	Records Officer	PIDG RIM 2
64247	Driver	LMO DR 1
2		
2	Total- Administration	

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 36

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Revenue Protection Division

Human Resource Management & Administration

Post No	Posts	Classification
53951	Compliance Risk and Security Officer	RMG TA 8
61308	Director, Human Resource Management and Admin.	GMG SEG 2
61309	Administrator	GMG AM 3
61310	Accounting Technician	FMG AT 2
61311	Senior Secretary	OPS SS 3
61313	Office Attendant	LMO TS 2
61312	Receptionist/Telephone Operator	OPS TO 1

7

7 Total- Human Resource Management & Administration

Legal Services Unit

Post No	Posts	Classification
68945	Senior Legal Officer	JLG LO 4
53710	Legal Officer	JLG LO 3
68946	Paralegal Officer	PLG LS 4

3

3 Total- Legal Services Unit

Operations Management

Post No	Posts	Classification
61314	Director, Revenue Investigation	RMG TA 9
61315	Senior Secretary	OPS SS 3

2

Kingston

Post No	Posts	Classification
61317	Chief Revenue Investigator	RMG TA 8
58183	Senior Revenue Investigator	RMG TA 7
61316	Senior Revenue Investigator	RMG TA 7
61330	Special Investigator	RMG TA 7
54557	Revenue Investigator	RMG TA 6
61320	Revenue Investigator	RMG TA 6
61321	Revenue Investigator	RMG TA 6
61324	Revenue Investigator	RMG TA 6
61325	Revenue Investigator	RMG TA 6
61327	Revenue Investigator	RMG TA 6

10

Montego Bay

Post No	Posts	Classification
61318	Chief Revenue Investigator	RMG TA 8

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 57

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Revenue Protection Division

Operations Management

Montego Bay

Post No	Posts	Classification
58177	Senior Revenue Investigator	RMG TA 7
58182	Revenue Investigator	RMG TA 6
61323	Revenue Investigator	RMG TA 6
58181	Revenue Investigator	RMG TA 6

5

Mandeville

Post No	Posts	Classification
61333	Chief Revenue Investigator	RMG TA 8
54554	Senior Revenue Investigator	RMG TA 7
58112	Senior Secretary	OPS SS 3

3

20 Total- Operations Management

Intelligence Unit

Post No	Posts	Classification
61319	Director, Intelligence	RMG TA 8
58180	Senior Intelligence Officer	RMG TA 7
61326	Intelligence Officer	RMG TA 6

3

3 Total- Intelligence Unit

Internal & Special Investigations

Post No	Posts	Classification
61328	Director, Special Investigation	RMG TA 8
54561	Senior Special Investigator	RMG TA 7
58187	Senior Special Investigator	RMG TA 7
61332	Senior Special Investigator	RMG TA 7
61329	Senior Secretary	OPS SS 3

5

5 Total- Internal & Special Investigations

Compliance /Enforcement Unit

Post No	Posts	Classification
61331	Chief Compliance/Enforcement Officer	RMG TA 8
61322	Compliance & Enforcement Officer	RMG TA 7

2

2 Total- Compliance /Enforcement Unit

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 58

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Revenue Protection Division

Information Technology Unit

Post No	Posts	Classification
64248	Information Technology Specialist	MIS IT 6
64249	Database Specialist	MIS IT 4
2		
2	Total- Information Technology Unit	
48	Total- Revenue Protection Division	

Public Service Establishment Division/Strategic HRM Division (SHRMD)

Superannuation Branch

Post No	Posts	Classification
1678	Director, Superannuation	GMG SEG 4
1679	Senior Superannuation Officer	GMG SEG 2
1680	Senior Superannuation Officer	GMG SEG 2
1681	Superannuation Officer	GMG AM 4
1682	Superannuation Officer	GMG AM 4
1684	Senior Secretary	OPS SS 3
6		
6	Total- Superannuation Branch	

Pensions Administration

Post No	Posts	Classification
1692	Senior Secretary	OPS SS 3
1696	Attendant	LMO TS 1
2		

Computations

Post No	Posts	Classification
1746	Manager	GMG SEG 2
50480	Manager	GMG SEG 2
50061	Computation Supervisor	GMG AM 4
1764	Computation Supervisor	GMG AM 4
1763	Computation Supervisor	GMG AM 4
1752	Computation Supervisor	GMG AM 4
1751	Computation Supervisor	GMG AM 4
1750	Computation Supervisor	GMG AM 4
1762	Computation Officer	GMG AM 3
1767	Computation Officer	GMG AM 3
1756	Computation Officer	GMG AM 3
1766	Computation Officer	GMG AM 3
1765	Computation Officer	GMG AM 3
1718	Computation Officer	GMG AM 3
1761	Computation Officer	GMG AM 3

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Service Establishment Division/Strategic HRM Division (SHRMD)

Pensions Administration

Computations

Post No	Posts	Classification
1717	Computation Officer	GMG AM 3
1719	Computation Officer	GMG AM 3
1732	Computation Officer	GMG AM 3
1734	Computation Officer	GMG AM 3
1754	Computation Officer	GMG AM 3
1758	Computation Officer	GMG AM 3
1757	Computation Officer	GMG AM 3
1760	Computation Officer	GMG AM 3
1759	Computation Officer	GMG AM 3
1753	Computation Officer	GMG AM 3
25		

Client Services

Post No	Posts	Classification
1690	Manager	GMG SEG 2
1689	Senior Social Worker	SWG PS 3
1748	Liaison Officer	GMG AM 3
1735	Liaison Officer	GMG AM 3
1749	Liaison Officer	GMG AM 3
1755	Liaison Officer	GMG AM 3
6		

Records Management

Post No	Posts	Classification
50354	Manager	GMG SEG 1
60769	Administrator	GMG AM 2
1704	Registrar	PIDG RIM 4
1708	Records Officer 2	PIDG RIM 3
1709	Records Officer 2	PIDG RIM 3
1706	Records Officer 2	PIDG RIM 3
1705	Records Officer 2	PIDG RIM 3
1707	Records Officer 2	PIDG RIM 3
8		

Data Entry

Post No	Posts	Classification
1729	Data Control Supervisor	MIS IT 3
1720	Data Entry Clerk	MIS IT 2
1721	Data Entry Clerk	MIS IT 2
1722	Data Entry Clerk	MIS IT 2
1723	Data Entry Clerk	MIS IT 2

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN

THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Service Establishment Division/Strategic HRM Division (SHRMD)

Pensions Administration

Data Entry

Post No	Posts	Classification
60770	Data Control Officer	GMG AM 2

6

47 Total- Pensions Administration

Benefits Admin./Employee Relations

Post No	Posts	Classification
1769	Director, Negotiated Benefits	GMG SEG 2
1772	Director, Health Benefits	GMG SEG 1
1777	Senior Secretary	OPS SS 3
1782	Senior Secretary	OPS SS 3
1778	Secretary 2	OPS SS 2

5

Employee Assistance Programme

Post No	Posts	Classification
689	Director, Employee Assistance/Counselling Prog.	GMG SEG 3
1823	Counsellor	GMG SEG 2
1822	Counsellor	GMG SEG 2

3

Occupational Health & Safety Branch

Post No	Posts	Classification
63009	Director, Occupational Health & Safety	GMG SEG 3

1

Loan Administration

Post No	Posts	Classification
1779	Director, Loan Administration	GMG SEG 3
1780	Director 2	GMG SEG 2
1775	Director 1	GMG SEG 1
63010	Director 1	GMG SEG 1
1778	Loans Officer	GMG AM 4
63011	Data Entry Officer	MIS IT 2

6

Leave Administration

Post No	Posts	Classification
1770	Director	GMG SEG 2
63012	Director 1	GMG SEG 1
1774	Leave Officer	GMG AM 4

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 61

LIST OF ESTABLISHED OFFICES IN

THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Service Establishment Division/Strategic HRM Division (SHRMD)

Benefits Admin./Employee Relations

Leave Administration

Post No	Posts	Classification
3		

Special Benefits Projects

Post No	Posts	Classification
1781	Director, Special Benefits	GMG SEG 3
1773	Administrator	GMG SEG 1

2

20 Total- Benefits Admin./Employee Relations

Compensation Unit

Post No	Posts	Classification
1784	Chief Compensation Analyst	GMG SEG 4
1785	Senior Compensation Analyst	GMG SEG 3
628	Senior Compensation Analyst	GMG SEG 3
1786	Compensation Analyst 2	GMG SEG 2
1788	Compensation Analyst 2	GMG SEG 2
631	Compensation Analyst 2	GMG SEG 2
50006	Compensation Analyst 2	GMG SEG 2
1787	Compensation Analyst 1	GMG SEG 1
630	Compensation Analyst 1	GMG SEG 1
1789	Administrator	GMG AM 3
1790	Senior Secretary	OPS SS 3

11

11 Total- Compensation Unit

Industrial Relations Unit

Post No	Posts	Classification
1808	Chief Industrial Relations Officer	GMG SEG 3
1810	Senior Industrial Relations Officer	GMG SEG 2
1809	Senior Industrial Relations Officer	GMG SEG 2
1811	Senior Industrial Relations Officer	GMG SEG 2
1813	Industrial Relations Officer	GMG SEG 1
1812	Industrial Relations Officer	GMG SEG 1
1814	Senior Industrial Relations Administrator	GMG AM 4
1815	Senior Industrial Relations Administrator	GMG AM 4
1817	Industrial Relations Administrator	GMG AM 3
1818	Senior Secretary	OPS SS 3
1819	Secretary 2	OPS SS 2
1820	Secretary 1	OPS SS 1

12

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 62

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Public Service Establishment Division/Strategic HRM Division (SHRMD)

Industrial Relations Unit

12 Total- Industrial Relations Unit

Human Resource Policy, Training & Development

Scholarships & Assistance

Post No	Posts	Classification
648	Director, Scholarships and Assistance	GMG SEG 2
641	Director, MOU Training	GMG SEG 1
62753	Scholarship Administrator	GMG AM 2
1827	Administrator	GMG AM 2

4

Bonding

Post No	Posts	Classification
650	Director, Bonding	GMG SEG 1
62751	Administrator, Bonding	GMG AM 2

2

Compliance

Post No	Posts	Classification
649	Director, Compliance	GMG SEG 2
62752	Collections Officer	GMG SEG 1

2

Support Services

Post No	Posts	Classification
621	Records Officer 1	PIDG RIM 2
647	Senior Secretary	OPS SS 3
652	Senior Secretary	OPS SS 3

3

11 Total- Human Resource Policy, Training & Development

107 Total- Public Service Establishment Division/Strategic HRM Division (SHRMD)

Strategic Human Resource Management Division (SHRMD)

Office of the DFS/CTD

Central Administration

Post No	Posts	Classification
1672	Deputy Financial Secretary, Strategic Human Resource Management Division	GMG CTD 1
1675	Executive Secretary 2	OPS SS 5
1674	Executive Secretary 1	OPS SS 4

3

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

Strategic Operations & Support

Post No	Posts	Classification
1821	Senior Director, Strategic Operations & Support	GMG SEG 4
1673	Strategic Operations Analyst	GMG SEG 2
54897	Technical Coordinator	GMG SEG 1
1824	Senior Research Officer	SOG ST 5
1825	Administrator	GMG AM 4

5

8 Total- Office of the DFS/CTD

Compensation Management & Implementation Branch

Post No	Posts	Classification
64475	Principal Director, Compensation Management & Implementation	GMG SEG 6
1768	Senior Director, Employment Welfare Management	GMG SEG 5
1783	Senior Director, Compensation	GMG SEG 5
1807	Senior Director, Industrial Relations	GMG SEG 5
1688	Senior Director, Pensions	GMG SEG 5

5

Compensation Unit

Post No	Posts	Classification
624	Chief Compensation Analyst	GMG SEG 4

1

6 Total- Compensation Management & Implementation Branch

Workforce Planning & Improvement Branch

Post No	Posts	Classification
58862	Senior Director, Workforce Planning & Improvement	GMG SEG 5
64478	Chief Work Force Planning Officer, Strategic HR Policy Development	GMG SEG 4
638	Chief Knowledge & Talent Management Officer	GMG SEG 4

3

3 Total- Workforce Planning & Improvement Branch

Corporate Management & Establishment Branch

Post No	Posts	Classification
58847	Principal Director, Corporate Management & Establishment Branch	GMG SEG 6
58848	Chief Management & Establishment Analyst	GMG SEG 5
58851	Chief Management & Establishment Analyst	GMG SEG 5
58850	Chief Management & Establishment Analyst	GMG SEG 5

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service
Strategic Human Resource Management Division (SHRMD)

Corporate Management & Establishment Branch

Post No	Posts	Classification
58849	Chief Management & Establishment Analyst	GMG SEG 5
1792	Chief Research & Establishment Control Officer	GMG SEG 4
58853	Senior Management & Operations Analyst	GMG SEG 4
58852	Senior Management & Operations Analyst	GMG SEG 4
58854	Senior Management & Operations Analyst	GMG SEG 4
58855	Senior Management & Operations Analyst	GMG SEG 4
58856	Management & Operations Analyst	GMG SEG 3
58859	Management & Operations Analyst	GMG SEG 3
58858	Management & Operations Analyst	GMG SEG 3
58857	Management & Operations Analyst	GMG SEG 3
1801	Director, Research and Analysis	GMG SEG 3
1793	Director	GMG SEG 2
1796	Director	GMG SEG 2
63617	Assistant Management & Operations Analyst	GMG SEG 2
63616	Assistant Management & Operations Analyst	GMG SEG 2
63615	Assistant Management & Operations Analyst	GMG SEG 2
63618	Assistant Management & Operations Analyst	GMG SEG 2
1805	Information Systems Officer	MIS IT 4
1802	Senior Research Officer	SOG ST 6
68655	Case Management Administrator	GMG AM 4
676	Case Management Administrator	GMG AM 4
1804	Research Officer	SOG ST 5
1794	Administrator	GMG AM 3
1795	Administrator	GMG AM 3
58880	Executive Secretary 1	OPS SS 4
1806	Database Analyst	MIS IT 3
1803	Database Analyst	MIS IT 3
58830	Senior Secretary	OPS SS 3
1798	Senior Secretary	OPS SS 3
50005	Senior Secretary	OPS SS 3
1800	Data Processing Officer	MIS IT 2
61179	Data Processing Officer	MIS IT 2

36

Standards Development Unit

Post No	Posts	Classification
71581	Chief Standards Development Analyst	GMG SEG 4
71582	Senior Standards Development Analyst	GMG SEG 3
71583	Senior Standards Development Analyst	GMG SEG 3
71584	Standards Development Analyst	GMG SEG 2
71585	Standards Development Analyst	GMG SEG 2

5

41 Total- Corporate Management & Establishment Branch

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 65

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service
Strategic Human Resource Management Division (SHRMD)

Audit/Monitoring & Evaluation Branch

Post No	Posts	Classification
64476	Senior Director, Audit/Monitoring & Evaluation	GMG SEG 5
1		
1	Total- Audit/Monitoring & Evaluation Branch	

Pensions Administration Branch

Post No	Posts	Classification
71943	Manager, PEPAS	GMG SEG 2
1		
1	Total- Pensions Administration Branch	

Human Resource Policy & Information Branch

Post No	Posts	Classification
64474	Principal Director, HR Policy & Information	GMG SEG 6
637	Senior Director, Strategic HR Policy Development	GMG SEG 5
64477	Senior Director, HR Policy	GMG SEG 5
51125	Director, HR Policy	GMG SEG 4
54898	Director, HR Policy	GMG SEG 4
71972	Administrator	GMG AM 3
646	Senior Secretary	OPS SS 3

7

7 Total- Human Resource Policy & Information Branch

67 Total- Strategic Human Resource Management Division (SHRMD)

Financial Investigation Division

Post No	Posts	Classification
53929	Chief Technical Director	GMG CTD 1
53931	Technical Specialist	GMG SEG 4
53930	Administrative Secretary 2	OPS ADS 2
3		

Legal Unit

Post No	Posts	Classification
58190	Director, Legal Unit	JLG LO 5
1623	Senior Legal Counsel	JLG LO 4
63001	Legal Officer	JLG LO 3
58192	Legal Officer	JLG LO 2
58191	Legal Officer	JLG LO 2
1658	Legal Officer	JLG LO 2
63000	Legal Officer	JLG LO 2

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 66

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service
Financial Investigation Division

Legal Unit

Post No	Posts	Classification
56118	Executive Secretary	OPS SS 4
62999	Paralegal Officer	PLG LS 4
62998	Process Server	PIDG RIM 2
10		
10	Total- Legal Unit	

Internal Investigation

Post No	Posts	Classification
53952	Director	RMG TA 9
53956	Regional Director	RMG TA 7
55701	Regional Director 1	RMG TA 7
58185	Manager	RMG TA 6
55704	Senior Internal Investigator	RMG TA 5
59171	Senior Internal Investigator	RMG TA 5
58188	Senior Internal Investigator	RMG TA 5
58186	Senior Internal Investigator	RMG TA 5
55707	Senior Internal Investigator	RMG TA 5
58184	Senior Internal Investigator	RMG TA 5
55708	Internal Investigator	RMG TA 4
54602	Administrative Secretary 1	OPS ADS 1
54604	Senior Secretary	OPS SS 3
56109	Senior Secretary	OPS SS 3
14		
14	Total- Internal Investigation	

Financial Intelligence Unit

Post No	Posts	Classification
63179	Director, Intelligence	GMG SEG 6
58176	Manager	RMG TA 8
54545	Senior Intelligence Officer	RMG TA 7
54562	Intelligence Officer	RMG TA 6
54563	Intelligence Officer	RMG TA 6
56587	Senior Secretary	OPS SS 3
6		
6	Total- Financial Intelligence Unit	

Planning & Administration

Post No	Posts	Classification
53953	Director	GMG SEG 3
54719	Accounting Technician 3	FMG AT 3
54720	Accounting Technician 1	FMG AT 1

LIST OF ESTABLISHED OFFICES IN
THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Financial Investigation Division

Planning & Administration

Post No	Posts	Classification
54704	Personnel Officer	GMG AM 3
54651	Office Manager	GMG AM 3
54709	Registrar	PIDG RIM 3
54710	Records/Inventory Officer	PIDG RIM 2
54708	Records/Stores Officer	PIDG RIM 2
54440	Records Officer 1	PIDG RIM 2
54441	Records Officer 1	PIDG RIM 2
56114	Secretary	OPS SS 2
56107	Secretary	OPS SS 2
54715	Telephone Operator/Receptionist	OPS TO 2
54716	Driver/Courier	LMO DR 1
58998	Artisan/Handyman	LMO TS 3
54713	Attendant	LMO TS 2
55714	Office Attendant	LMO TS 1
17		
17	Total- Planning & Administration	

Special Investigation

Post No	Posts	Classification
54552	Investigator	RMG TA 4
54560	Investigator	RMG TA 4
54603	Administrative Secretary 1	OPS ADS 1
3		
3	Total- Special Investigation	

Financial Crimes Investigations Unit

Post No	Posts	Classification
54477	Principal Director	GMG SEG 6
54444	Senior Forensic Examiner	FMG PA 5
54443	Senior Forensic Examiner	FMG PA 5
54442	Senior Forensic Examiner	FMG PA 5
58179	Revenue Investigations Manager	RMG TA 7
54468	Forensic Examiner	FMG PA 4
59182	Forensic Examiner	FMG PA 4
54471	Forensic Examiner	FMG PA 4
54472	Forensic Examiner	FMG PA 4
54469	Forensic Examiner	FMG PA 4
59181	Forensic Examiner	FMG PA 4
54445	Assistant Forensic Examiner	FMG PA 3
54446	Assistant Forensic Examiner	FMG PA 3
54447	Assistant Forensic Examiner	FMG PA 3
54448	Assistant Forensic Examiner	FMG PA 3

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Financial Investigation Division

Financial Crimes Investigations Unit

Post No	Posts	Classification
54449	Assistant Forensic Examiner	FMG PA 3
54455	Assistant Forensic Examiner	FMG PA 3
54452	Assistant Forensic Examiner	FMG PA 3
54453	Assistant Forensic Examiner	FMG PA 3
54454	Assistant Forensic Examiner	FMG PA 3
59185	Assistant Forensic Examiner	FMG PA 3
59184	Assistant Forensic Examiner	FMG PA 3
59183	Assistant Forensic Examiner	FMG PA 3
54456	Assistant Forensic Examiner	FMG PA 3
54450	Assistant Forensic Examiner	FMG PA 3
54437	Administrative Secretary 1	OPS ADS 1
54439	Senior Secretary	OPS SS 3
54466	Senior Secretary	OPS SS 3
56117	Senior Secretary	OPS SS 3

29

29 Total- Financial Crimes Investigations Unit

Information Technology

Post No	Posts	Classification
54646	Director	MIS IT 8
54460	Information Technology Specialist	MIS IT 6
54459	Information Technology Specialist	MIS IT 6
54649	Database Administrator	MIS IT 5
54647	Network/System Administrator	MIS IT 5
54650	Analyst/Programmer	MIS IT 4
54648	Computer Technician	MIS IT 3

7

7 Total- Information Technology

Financial Management

Post No	Posts	Classification
59186	Manager, Profiling Section	GMG SEG 2
54474	Senior Financial Analyst	FMG PA 4
54475	Financial Analyst	FMG PA 3
54476	Financial Analyst	FMG PA 3
59188	Profile Officer	GMG AM 4
59187	Profile Officer	GMG AM 4
59189	Profile Officer	GMG AM 4
59190	Data Analyst/Manager	GMG AM 2
59191	Data Analyst/Manager	GMG AM 2

9

9 Total- Financial Management

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 69

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Financial Investigation Division

Asset Recovery Unit

Post No	Posts	Classification
54473	Asset Recovery Manager	GMG SEG 3
63004	Financial Accountant	FMG PA 3
63003	Asset Recovery Officer	GMG AM 4
63002	Administrator	GMG AM 3

4

4 Total- Asset Recovery Unit

102 Total- Financial Investigation Division

Public Accountability Inspectorate Division

Post No	Posts	Classification
62710	Inspector General	FMG PA 5
62713	Senior Inspector	FMG PA 4
62712	Senior Inspector	FMG PA 4
62711	Senior Inspector	FMG PA 4
62716	Inspector	FMG PA 2
62717	Inspector	FMG PA 2
62715	Inspector	FMG PA 2
62714	Inspector	FMG PA 2
62718	Inspector	FMG PA 2
62719	Executive Secretary 1	OPS SS 4

10

10 Total- Public Accountability Inspectorate Division

Revenue Appeals Division

Post No	Posts	Classification
63613	Commissioner of Revenue Appeals	GMG CTD 1
63903	Deputy Commissioner, Appeals	GMG SEG 5
64041	Deputy Commissioner, Appeals	GMG SEG 5
63902	Commissioner, Appeals	RMG TA 10
63906	Assistant Commissioner, Appeals	GMG SEG 3
63905	Assistant Commissioner, Appeals	GMG SEG 3
63907	Assistant Commissioner	GMG SEG 3
64027	Assistant Commissioner	GMG SEG 3
64026	Assistant Commissioner	GMG SEG 3
69126	Assistant Commissioner	GMG SEG 3
69125	Assistant Commissioner	GMG SEG 3
64029	Assistant Commissioner	GMG SEG 3
64028	Assistant Commissioner	GMG SEG 3
64025	Assistant Commissioner	GMG SEG 3
63673	Legal Officer	JLG LO 3

Page 70

MINISTRY OF FINANCE AND THE PUBLIC SERVICE (MOFPS) ORGANISATION CHARTS

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Revenue Appeals Division

Post No	Posts	Classification
56584	Senior Legal Officer	JLG LO 4
63674	Customer Service/Records Officer	GMG AM 2
63675	Office/Delivery Attendant	LMO TS 2
18		

Administration

Post No	Posts	Classification
64029	Senior Assistant Commissioner of Appeals	GMG SEG 4
64030	Senior Assistant Commissioner of Appeals	GMG SEG 4
64031	Director of Administration	GMG SEG 1
64032	Administrator	GMG AM 3
64033	Senior Secretary	OPS SS 3
64034	Executive Secretary	OPS SS 4
6		

24 Total- Revenue Appeals Division

Posts From The Former Inland Revenue Department

General Administration

Finance & Accounts

Post No	Posts	Classification
3866	Accounting Clerk 2	FMG AC 2
1		

Disbursements

Post No	Posts	Classification
3883	Accounting Clerk 2	FMG AC 2
1		

Personnel

Post No	Posts	Classification
3992	Secretary 1	OPS SS 1
1		
3	Total- General Administration	

Region A

Morant Bay Collectorate

Post No	Posts	Classification
4491	Accounting Clerk 1	FMG AC 1
1		
1	Total- Region A	

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 71

LIST OF ESTABLISHED OFFICES IN THE PUBLIC SERVICE

Ministry of Finance & the Public Service

Posts From The Former Inland Revenue Department

Region C

Christiana Collectorate

Post No	Posts	Classification
3910	Cashier	FMG CS 2
4303	Revenue Field Officer 1	PIDG RIM 2
4305	Revenue Field Officer 1	PIDG RIM 2
4304	Revenue Field Officer 1	PIDG RIM 2
4465	Records Clerk	PIDG RIM 1
5		

5 Total- Region C

9 Total- Posts From The Former Inland Revenue Department

894 Total- Ministry of Finance & the Public Service

THE CIVIL SERVICE ESTABLISHMENT (GENERAL) ORDER, 2019.

Page 72

