



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

**Circular No. 19**  
**REF NO.: 1604<sup>II</sup>**

June 30, 2023

**Permanent Secretaries**  
**Heads of Departments**  
**Chief Executive Officers**

### Scholarships for Public Officers

Reference is made to Public Sector Negotiation Framework Item No. 7.2.4.5, approved by Cabinet Decision No. 24/17 dated June 12, 2017 Section (B) (i), in respect of Scholarships for Public Officers.

Applications are invited for the above-mentioned Scholarship noting the following guidelines:

1. The Scholarship:
  - a. *Is to provide financial assistance to Public Sector Workers in pursuit of their educational goals and professional/personal development for Academic Year 2023/2024*
  - b. **Covers tuition cost only of up to **One Hundred and Fifty Thousand Dollars (\$150,000)**.**
  - c. *Is available via an Online Application Form – which can be accessed on the Ministry's website [www.mof.gov.jm/scholarships](http://www.mof.gov.jm/scholarships)*
2. The Grant is applicable to Public Sector Workers who are:
  - a. *Permanently appointed or temporary with at least two (2) years' continuous service*
  - b. *Newly accepted students at a registered recognised institution*
  - c. *Returning students, previously enrolled at a registered recognised institution with at least a B Average (i.e. GPA 2.5 or higher)*
  - d. *Indebted to a registered recognised institution having completed a programme of study within the past academic year (2022/2023)*
  - e. *Not employed to an entity or is a member of a bargaining unit that has similar educational assistance*
  - f. *Not recipients of any other scholarship/financial assistance/grant processed through the Government of Jamaica/Ministry of Finance and the Public Service (MoFPS) for Academic Year 2023/2024*
  - g. *Not on interdiction*
3. Programmes/Levels Supported:
  - a. *Any programme (local/regional) that is recognised/accredited by the University Council of Jamaica (UCJ) at the Undergraduate or Post-Graduate Level. Pursuit of studies at a level already attained will not be supported*
  - b. *Certification – must be offered by an Institution authorised to offer the certification*
  - c. *CSEC & CAPE Subjects*
  - d. *Studies may be done by attendance onsite, distance (online) or a combination of both*
4. Applicants **should**:
  - a. *Download and print the Verification Form which is accessible at [www.mof.gov.jm/scholarships](http://www.mof.gov.jm/scholarships)*
  - b. *Have their Human Resource Department (HRD) or equivalent complete the Verification Form and check the required attachments.*

- c. Complete application details via the Online Application Form which is accessible at [www.mof.gov.jm/scholarships](http://www.mof.gov.jm/scholarships), and submit the application **only once**
    - d. Scan and email supporting documents (outlined below) to [mou.grants@gmail.com](mailto:mou.grants@gmail.com) using the applicant's TRN and Name in the subject heading - eg. 123-456-789 John Doe
5. The following supporting documents **must** be submitted along with the Online Application Form (see Item 4d):
  - a. Duly completed **Verification Form**
  - b. **Taxpayer Registration Number (TRN)**
  - c. Applicant's **Job Letter** (salary particulars not required) addressed to:  
Ministry of Finance and the Public Service  
Strategic Human Resource Management Division  
Strategic Workforce Planning and Improvement Branch  
30 National Heroes Circle  
Kingston 4
  - d. **Official Acceptance Letter for new students.** A provisional/conditional acceptance letter may be submitted, however, a copy of full acceptance is required before the Scholarship is disbursed
  - e. **Progress Report/Transcript for returning students (minimum B Average/2.5 GPA)**
  - f. **Proof of Tuition Cost/Balance Owing to Institution for the programme of study.** A print-out from the Institution's website – specific to the programme - is acceptable
  - g. **Where applicable, Letter of Award from MDA in respect of study leave awarded to the applicant for the current programme of study**
6. The Online Application Form **opens Monday July 10, 2023 and closes Thursday August 31, 2023 at 4:59pm. Incomplete applications will NOT be processed.**
7. **Applicants should note that the award of the Scholarship is subject to the availability of funds, consequently not all eligible applicants will be awarded.**
8. **Payment will be made directly to the Institution. Where the Institution has indicated that payment of tuition has already been covered, the award will be withdrawn.**

The Strategic Workforce Planning and Improvement Branch of this Ministry may be contacted for further information at (876) 932-5010/5026/5080/5006 or via email at [mou.grants@gmail.com](mailto:mou.grants@gmail.com).



**Darlene Morrison**  
Financial Secretary