



## MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitable qualified officers in their Ministries/Departments/Agencies from to fill the following vacant posts in the Taxation Policy, Public Expenditure and the Public Enterprises Division, **Ministry of Finance and the Public Service (MOF&PS):**

1. **Senior Director, Research and Analysis (GMG/SEG 5) (Pay Band 11) - Vacant**, salary \$6,820,273 to \$9,172,509 per annum and any allowance(s) attached to the post.
2. **Director, Proposal Development & Strategic Support (GMG/SEG 4) (Pay Band 10)**, Salary \$5,597,715 to \$7,528,305 per annum and any allowance(s) attached to the post.
3. **Monitoring & Evaluation Analyst (GMG/SEG 3) (Pay Band 9) - Vacant**, salary range \$4,594,306 to \$6,178,830 per annum and any allowance(s) attached to the post.
4. **Sector Director (FMG/PA 4) (Pay Band 10) (2 post)- Vacant**, salary range \$5,597,715 to \$7,528,305 per annum and any allowance(s) attached to the post.
5. **Senior Financial Analyst (FMG/PA 3) (Pay Band 9) -2 Vacant post**, salary range \$4,594,306 to \$6,178,830 per annum and any allowance(s) attached to the post.
6. **Taxation Policy Analyst (GMG/SEG 3) (Pay Band 9) -Vacant**, salary range \$4,594,306 to \$6,178,830 per annum and any allowance(s) attached to the post.
7. **Senior Programme Management and Co-ordination Officer (GMG/SEG 3) (Pay Band 9) -Vacant**, salary range \$4,594,306 to \$6,178,830 per annum and any allowance(s) attached to the post.

## **1. Senior Director, Research and Analysis (GMG/SEG 5) (Pay Band 11)**

### **Job Purpose**

Under the general direction of the Deputy Financial Secretary, Taxation Policy the Senior Director Research and Analysis has the primary responsibility of leading the data analytics and data warehousing as it relates to tax policy.

Maintain a system of statistical intelligence, which guides the development and maintenance of an efficient and equitable tax system to create a climate in which savings, investment, and production, is encouraged.

Oversees the Branch's research activities and ensures alignment with the business vision and objectives.

To plan, direct, co-ordinate and monitor the activities of the Research and Analysis Branch in order to ensure that the strategic objectives and targets are achieved.

### **Key Responsibilities**

#### **Technical Responsibilities**

- Provides technical advice and guidance to the CTD Taxation Policy, Financial Secretary, the Minister and other team members on taxation policy and other portfolio matters;
- Aligns and directs the management, development and integration of data analytics and business intelligence necessary for supporting the development and implementation of the tax regime;
- Manages the provided man-power, technology, processes and financial resources necessary to address the current and future analytics needs;
- Drives high level research, information and data as key assets to aid tax policy development;
- Acts as the subject matter expert in the designing and recommending of appropriate analytical approaches and methodology in informing tax development and implementation;
- Designs, organizes, and directs the conduct of statistical surveys which provide the data required for formulating taxation policy;
- Develops and maintains econometric models relating to specific regimes;
- Consults with the Revenue Departments and other agencies in the preparation of annual projections for revenue collections;
- Provides technical input to other Government Departments on the feasibility of generating revenue from various sources;
- Conducts studies on the impact of existing tax measures on revenue, taxpayer, their effectiveness and efficiency;

- Collects data and information to provide analysis on the cost of financing new discretionary tax policy changes;
- Seeks feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the unit responding appropriately;
- Keeps abreast of global tax policies and trends including proposals, regulations developed by national authorities and under international organizations to determine possible effects on local businesses. This remit includes traditional direct and indirect taxes as well as emerging forms of taxation;

Reviews proposals received from various stakeholders on tax policy related issues;

- Leads the development and conduct of research projects to identify the actual or potential burden or the impact of existing or proposed taxation policies;
- Liaises with various MOFPS staff and other local and international stakeholders/counterparts in the conduct of research to obtain/share information;
- Prepares high level ad hoc research on tax policy related issues;
- Presents research papers/reports at conferences/seminars on tax related issues;
- Provides technical data, financial information and any analysis of such financial information which may be used in the development of taxation policy guidelines;
  - Reviews recommendations made to ensure some are consistent with the findings and in accordance with Government policies and guidelines.

### **Management/Administrative Responsibilities**

- Plans, organizes and directs the work of the Branch, including the development of the Branch's component of the Corporate and Operational Plans and budgets, and monitors the Branch's achievement against them;
- Represents the MOFPS at selected conferences, symposiums/seminars/ workshops both local and overseas and make presentations on issues bearing portfolio responsibility;
- Serves as member of technical working groups where required;
- Conducts periodic reviews of supervisees in accordance with Work plans.
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance report.
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Lobbies for the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to

ensure completion of assignments as well as compliance with established systems and procedures;

- Utilizes management tools such as succession planning/training, job rotation and job enrichment to motivate and empower employees;
- Develops and reviews the Division's policies, procedures and systems to meet ministry's goals, objectives and targets;
- Conducts regular staff meetings and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Coordinates the estimation of selected tax expenditures and co-authors the related annual Tax Expenditure Statement for tabling in Parliament;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of applied econometric software, computer applications and statistical packages such as Microsoft Excel, Stata and SPSS
- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- Strong knowledge of direct and indirect taxes as well as emerging taxes
- Working knowledge in Human Resource Management practices.
- Strong research and analytical skills
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards skills
- Deliver output of a consistently high quality skills
- Strategic Management Leadership skills
- People Management skills
- Problem Solving and Analysis Communication skills
- Initiative skills
- Integrity skills
- Interpersonal Skills
- Time Management skills

### **Minimum Required Qualification and Experience**

- MSc. Degree in Economics, Statistics (specializing in statistics and public finance as well as postgraduate training in tax analysis.
- Training in research methodologies/techniques
- Five (5) years in Taxation and statistical research and analysis with three (3) years at management level.

## **SPECIAL CONDITIONS OF THE JOB**

- Pressured working conditions with numerous critical deadlines
- May be required to travel both locally and overseas on official work related business

### **2. Director, Proposal Development & Strategic Support (GMG/SEG 4) (Pay Band 10)**

#### **Job Purpose**

Under the general direction of the Principal Director, and working in close collaboration with MDA/SPS entities and Project Analysts, the Director, Proposal Development & Strategic Support is responsible for coordinating and managing the provision of technical support, advice and guidance to MDA/SPS in the preparation of Public Investment Proposals; establishing a Quality Assurance (QA) framework to meet project related quality and performance requirements of MDA/SPS and PIMSEC; and identifying, reporting on and facilitating project related training and development needs of MDA/SPS; so as to facilitate and ensure the timely, effective and efficient preparation and submission of Public Investment Proposals, and a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process.

#### **Key Responsibilities**

##### **Technical/Professional**

- Supports the Principal Director in providing inputs in the development and
- implementation of the Branch's strategic and operational plans
- Coordinates and manages the day-to-day administration of the PDSS in
- facilitating the provision of technical assistance and support to proposing
- authorities
- Act as the primary source of contact within PIMSEC for technical support,
- guidance and assistance
- Coordinates and manages the provision of technical support, advice and guidance to MDA/SPS so as to facilitate and ensure:
  - the timely, effective and efficient preparation and submission of Public Investment Proposals;
  - timely and appropriate responses to queries, concerns and request for information;
  - a smooth and efficient flow of complete, accurate and timely information in support of the PIMS process
- Coordinates and manages the provision of technical advice, guidance and support to MDAs in the development of Public Investment Proposals to include:
  - Terms of Reference in the conduct of feasibility studies

- Technical design and management arrangements
- Potential risks, challenges and mitigation plans
- Social, economic and environmental impact
- Financial sustainability
- Works collaboratively with the Director, Project Analysis and M&E Director in researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the project proposal development process
- Works collaboratively with MDA/SPS in:
  - identifying and clarifying proposal development information needs
  - developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards
  - establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals
- Provides leadership in the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements with a focus on continuous improvements of PIMS, through the application of quality control mechanisms
- Monitors and oversees the conduct of QA audits to determine adequacy, efficiency and effectiveness of the current mechanisms, processes, procedures and competencies in place, and recommends and/or take corrective measures where necessary
- Collaborates proactively with MD/SPS, PDSS and project analysis staff in identifying, documenting, collating and reporting on training, development and sensitization needs
- Establishes systems and processes to facilitate follow-up actions in ascertaining the status of recommendations re training and development needs and interventions
- Develops and fosters effective communication channels with proposing authorities so as to facilitate and ensure the adequacy of support and guidance
- Ensures the development of an archive of lessons learnt to inform future project development support activities
- Maintains knowledge of current practices and trends in the field of project proposal development and appraisal to adequately meet the demands of the job.

### **Management/Administrative**

- Develops, implements, monitors and reviews work plans to guide the management of PDSS activities
- Develops, implements and monitors an annual budget for the Unit
- Ensures the maintenance of record keeping systems to facilitate the efficient and effective day-to-day operations of the Unit.
- Attends meetings to provide updates and make presentations to stakeholders on PDSS related matters

- Prepares internal periodic and special reports on areas of responsibility including the status of proposals being developed, challenges and recommendations
- Provides PDSS related inputs into the development of the Management Information Systems that tracks and monitors progress on projects

### **Human Resources**

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members
- Provides leadership to staff through effective objective/goal setting, performance evaluation, on-going feedback, delegation and communication
- Participates in the recruitment and selection of staff for the Unit

### **Required Knowledge, Skills and Competencies**

- Working knowledge of PIMS legislative, regulatory and governance Framework
- Sound knowledge of all phases of project life-cycles
- Sound knowledge of the methods, principles, practices and tools of project development and appraisal
- Sound knowledge of the qualitative and quantitative techniques of research, data collection and analysis, and their application in arriving at evidence based and sound decision-making
- Proficiency in Microsoft Office applications, including Microsoft Project and Excel
- Sound planning, coordinating, organizing, problem solving and time management skills
- Ability to forge effective working relationships with cross-functional teams and other stakeholders
- Ability to communicate effectively, orally and in writing with diverse stakeholders
- Sound conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction

### **Minimum Required Qualification and Experience**

- Bachelor's degree in Business Management/Administration, Finance, Economics or relevant discipline;
- Certification or training as a Project Management Professional (PMP) or its equivalent;
- Four (4) years of proven work experience in an area of project management, including three (3) years in a managerial/supervisory position
- Proven track record of handling multiple assignments concurrently, with successful project delivery results
- Experience working in the public sector would be a distinct asset

## **SPECIAL CONDITIONS OF THE JOB**

- Work is performed in normal office conditions
- May be required to work beyond normal hours in order to meet deadlines

### **3. Monitoring & Evaluation Analyst (GMG/SEG 3) (Pay Band 9)**

#### **Job Purpose**

Under the general direction of the Director, Monitoring & Evaluation and working in close collaboration with MDA/SPS entities and Project Analysts, the M&E Analyst is responsible for conducting assessments of M&E plans and framework for project concepts and proposals; and the review and evaluation of M&E reports from MDA entities, so as to identify and facilitate the management of gaps, challenges and potential bottlenecks in implementation and to ensure the efficient and effective fulfillment of project objectives.

#### **Key Responsibilities**

##### **Technical / Professional Responsibilities**

- Undertakes the assessment of MDAs M&E plans for the monitoring, evaluation and reporting on project activities, including log frames, work plans, flow charts, baseline measures and key performance indicators (KPI)
- Provides support and assistance to MDAs in developing monitoring and evaluation plans as elements in project concepts and proposals
- Works collaboratively with the M&E Director, Research Assistant and MDAs in:
  - identifying and clarifying project M&E information needs
  - developing and implementing M&E systems, procedures and processes
  - identifying and establishing measurable performance indicators (qualitative and quantitative) and targets
  - designing and developing M&E systems, tools and mechanisms (reporting forms, data flow charts, manuals, etc.) to capture and report on project performance
- Reviews and analyzes M&E Framework from MDA entities including changes and patterns in KPI data, in order to identify gaps, challenges and potential bottlenecks in implementation and make recommendations
- Works collaboratively with the Research Assistant in:
  - researching, collecting, collating, and analyzing data and information to identify models of best practices and benchmarking to support the assessment process



- identifying strengths and weaknesses in existing data collection and management information systems (MIS) and proposes solutions
- Prepares documentation and reports on proposal assessment findings, lessons learnt, best practices and recommendations
- Develops an archive of lessons learnt to inform future development of M&E Framework and related activities
- Identifies MDAs training needs and participates in training, sensitization and capacity building interventions
- Prepares periodic reports on areas of responsibility including the status of assignments, challenges and solutions
- Keeps abreast of trends and developments in the field of M&E by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations

### **Other**

- Performs other related duties and responsibilities as may be determined by the Director

### **Management/Administrative**

- Attends meetings to provide updates and make presentations to internal and external stakeholders on project concepts and proposals
- Prepares internal periodic and special reports on areas of responsibility including the status of each assigned project, problems and solutions
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects

### **Required Knowledge, Skills and Competencies**

- Ability to work independently as well as collaboratively with diverse stakeholders
- Ability to develop and foster effective working relationships with internal and external stakeholders
- Ability to listen actively and respond appropriately to others' proposals and ideas
- Ability to prioritize and handle multiple tasks simultaneously
- Problem solving and time management skills
- Achievement and goal oriented with the ability to deliver exceptional results
- Detail oriented with a keen eye for accuracy, rigor and logic
- Exercises sound judgment and objectivity in arriving at conclusions
- Effective written and oral communication and presentation skills
- Working knowledge of PIMS operational guidelines, policy, legislative, regulatory and governance framework
- Sound knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of monitoring and evaluation

- Ability to design M&E tools and mechanisms for monitoring, data collection, analysis and evaluation
- Ability to research, collect, analyze and interpret qualitative and quantitative information and data
- Knowledge of and ability to apply conceptual and analytical skills in evaluating proposals and the content of reports and arrive at sound conclusions
- Proficiency in Microsoft Office applications, including Microsoft Project, Excel and Visio

#### **Minimum Required Qualification and Experience**

- Bachelor's degree in Business Management/Administration, Finance, Economics or relevant discipline in the Social Sciences
- Certification as a Project Management Professional (PMP) or its equivalent would be an asset
- Three (3) years of proven experience and demonstrated ability in the design of M&E plans
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results
- Experience in designing M&E tools and systems for data collection and analysis and production of reports
- Experience working in the public sector would be an added asset

#### **Special Condition of the JOB**

- Work is performed in normal office conditions. May occasionally be required to visit a project site
- May be required to work beyond normal hours in order to meet deadlines

### **4. Sector Director (FMG/PA 4)**

#### **Job Purpose**

To analyse and monitor the financial performance of EAs and the effectiveness of the Executive Agencies' (EAs) financial and management information systems and procedures, proposing improvements for more effective accountability, transparency, control and performance.

#### **Key Responsibilities**

##### **1) EA performance monitored**

- Analyse the annual Report and Accounts (which includes the audited financial statements) prepared by each Executive Agency, highlighting strengths and weaknesses so that corrective actions can be taken and improvements made;
- Review the annual achievements against the key performance targets,

and net funding requirements for each Executive Agency;

- Obtain and collate the views of the agency financial and planning staff and MoFP (based on a sample of interviews) on the effectiveness of delegations, the funding regime, planning, budgeting and monitoring mechanisms;
- Meeting when necessary with the PX Units to exchange information about the performance of the EAs, their performance against corporate plans, any budgetary or cash issues, and any exceptions in financial reporting or FAA Act compliance;
- Liaise with the PX Units to consider schedule of forthcoming meetings relating to monitoring EAs (e.g. Audit Committees, performance reviews etc) and determine whether the attendance of both EAMU and PX Unit representatives is required;
- Assist the Unit Head to collate the monitoring results of all EAs to form judgements on the effectiveness of the EAs and the FIEA in achieving greater accountability, transparency, control, and performance improvement;
- Assist the Unit Head to produce quarterly and annual reports on EAs' financial and operational performance;
- Report to the Unit Head, EAMU, and the Deputy Financial Secretary annually (contribute to the Annual Report);
- Ensure that any matter which is of such importance and urgency that it cannot properly be left until the routine annual report is brought to the attention of the Unit Head and Deputy Financial Secretary as soon as possible;
- Represent the Ministry of Finance & Planning at audit committee meetings;
- Liaise with audit staff on matters of concern;
- Liaise with CEOs and MoFP staff to identify key issues and priorities for action;
- support the preparation of the Director's Annual Report;

## 2) Control and compliance

- Liaise with the PX Units, facilitating a closer relationship between the EAs and their parent Ministries, in terms of sharing best practices, devising strategic objectives and shared programmes, and sharing information;
- Review current financial and operating systems or lend specialist assistance in the review of financial and management information systems in EAs

- Liaise with CEOs and MoFP financial and planning officers to identify key financial and operating systems issues and priorities for action;
- review reports produced by the Auditor-General in relation to the audit of each EA for compliance, weaknesses and recommendations for improvements;
- review reports produced by Chief Internal Auditors of EAs for compliance, weaknesses and make recommendations for improvements;
- review reports produced by audit committees noting satisfaction with response to queries, and the quality of management response to Chief Internal Auditors findings.
- Participate in the Audit Committees of each Executive Agency (where the Director is an ex officio member of each EA Audit Committee in accordance with FIEA);
- Request an audit on any aspect of the financial systems and procedures for management and control of an EA, where the Director deems appropriate;

### **3) Corrective action and performance improvement**

- Take or facilitate corrective action;
- Devise a strategy for improvement where necessary and taking action with the EA or the Ministry as appropriate;
- Propose improvements to the EAs' financial systems and procedures;

### **4) Executive agencies policy framework and procedures**

- Provide comments to unit head on areas of the Regulations for Executive Agencies and EA Financial Instructions (FIEA) requiring revision;
- Undertake research to stay informed of new developments in Generally Accepted Accounting Practices and International Accounting and Auditing Standards, and other key issues affecting the EAs;
- produce drafts of best practice guides in various areas as required and issue new guidelines to agencies whenever practicable;

### **5) Coherence of public expenditure policy, strategy and operations**

- Liaise continuously and co-operatively with Unit Head and other PXPC Units to review *high level* policy, legal and strategy developments in all relevant areas, to ensure their coherence and integration with each other, for example working with the Legal and Public Sector Reform Unit on EA, and related issues, e.g. performance indicators;

- Assist with the implementation and maintenance of an information sharing and consultation network between EAMU and other PXPC units, and the PX Division, to ensure that staff are communicating with each other on key issues and co-ordinating the developments in their respective areas to ensure coherence at the *detailed* level;

## **6) Capacity building of EAs and MoFP and core ministries monitoring EAs**

- Proactively identify the training needs of EA staff, and those from portfolio ministries overseeing them, and MoFP staff, making arrangements for the training;
- Prepare and deliver training and development programmes;
- facilitate other development opportunities for EAs and MoFP/core ministry on topics of interest (through, for example, newsletters, seminars, peer group meetings, contact groups) to share information, experiences and case-studies;
- create and update website and circulate information leaflets, to promote EAs amongst ministries and the public;

## **7) MoFP representation**

- Represent the MoFP, as required on Boards and Committees;
- Liaise effectively with internal or external stakeholders who might have an interest in the outcomes of this representation, for example, the Financial Secretary, the PX Unit heads, Public Enterprises Division;

## **Required Knowledge, Skills and Competencies**

- Master's Degree in Accounting, or appropriate Professional Accounting Certification, e.g. ACCA or CPA.
- Minimum of four years' experience in preparation and analysis of financial statements in a commercial accounting environment.

## **Minimum Required Qualification and Experience**

- Sound knowledge of Executive Agency Act and policies
- Good knowledge of the operations of Executive Agencies
- Thorough knowledge of auditing and accounting practices.
- Thorough knowledge and understanding of Accounting Standards.
- Thorough knowledge of management information and computer systems.
- Good presentation skills.
- Computer proficiency in word processing and spreadsheets and ability to interrogate computerised accounting applications.

- Strategic Management
- Communication skills
- Problem Solving and Analysis skills
- Interpersonal Skills
- Negotiation & Persuasion skills
- Initiative skills
- Project Management skills

### **SPECIAL CONDITIONS OF THE JOB**

- May be required to work beyond normal hours in order to meet deadlines.

## **5. Senior Financial Analyst (FMG/PA 3) (Pay Band 9)**

### **Job Purpose**

To assist in the coordination, management and evaluation of the financial implications of Public Private Partnerships (PPP) through the provision of high quality and timely advice, reviews and analyses of PPP proposals and/or business plans primarily to Cabinet and the PPP Unit, Development Bank of Jamaica (DBJ) in order to identify and mitigate GOJ's exposure to fiscal risks and contingent liabilities.

### **Key Responsibilities**

- 1. To assist in enabling the implementation of public-private partnership (PPP) projects to achieve the value for money through cost effective and optimal allocation of risk.**
  - Participates as directed in the PPP monitoring and evaluation processes and represents the MOFP in the review process to ensure that projects are well substantiated, and meet eligibility criteria for consideration as a viable PPP.
  - Assesses value for money by evaluating the proposed PPP against "Public Sector Comparator", and the degree of deferred financing in order to provide feedback on the negative implications of pursuing these projects as PPPs.
  - Assists in crafting contributions to GOJ's Annual Fiscal Policy Statement to Parliament on PPP matters/projects.
  - Reviews analyses done by other agencies and consultants to ensure that these are of high quality and consistent with GOJ imperatives.
  - Reviews and evaluates fiscal reports from PPP contract managers in order to advise MOFP's internal and external stakeholders;
  - Maintains professional working relationships with counterparts at a comparable level in:
    - The Privatization and PPP Unit in the Development Bank of Jamaica (DBJ)
    - Sector Ministries, Departments and Agencies that are developing PPPs

**2.To assist in monitoring fiscal risks across the government’s portfolio of PPP projects, including receiving and assessing quarterly risk reports from government entities with active PPP projects.**

- Conducts research to determine applicable standards relating to the accounting treatment of PPPs in order to guide the enhancement of transparency and accountability of public sector entities through regular reporting on service concession arrangement assets and related financing.
- Assists in the monitoring of fiscal risks across the government’s portfolio of PPP projects, including receiving and assessing quarterly risk reports from government entities with active PPP projects.
- Undertakes rigorous economic, financial and value for money assessments to drive decision making on PPPs, and ensure consistency and compliance with the Government of Jamaica’s fiscal constraints by:
  - ensuring that all fiscal commitments required by candidate PPP projects are identified early in the process;
    - conducting economic and financial analyses and give appropriate prominence in decisions relating to PPPs;
    - allocating appropriate weights in prioritising candidate PPP projects with positive fiscal impact and scrutinise those with negative impacts.
    - carrying out the following analyses to determine possibility for value for money with respect to proposed PPP projects:
      - economic costs and benefits analysis
      - fiscal risk analysis
      - expected fiscal costs and benefits analysis
  - seeking to identify all sources of fiscal risks liabilities that may negatively impact the GOJ’s planned economic programme.
  - Enables the risk identification process so that all fiscal commitments required by candidate PPP projects are identified early including ensuring the:
    - identification, and proper calculation of ‘expected’ and ‘worst case’ values of any fiscal commitments and highlights these in business cases and other decision documents on PPP that are submitted to Cabinet in order to mitigate fiscal risks attendant to projects being executed under the PPP Programme;
    - analyses and evaluations of economic costs and benefits for requests from other agencies for PPP projects to lead to the formulation of advice to Government on whether it would be beneficial for the country to pursue certain projects;
    - development of an appropriate mitigating action framework and guides its implementation as necessary; and,
    - devising and implementing mechanisms to ensure that fiscal commitments related to PPPs are appropriately budgeted for, appropriated, and reported on.
- Makes recommendations on certain investments based on a review of PPP proposals and related documentation on the potential outcomes

for respective public bodies and, ultimately, the GOJ and its fiscal programme, including, but not limited to, consideration of proposed foreign investment in Jamaica with clause for a Public Body undertaking of the loan/investment guarantees.

- Liaises and consults, as directed, with the Public Expenditure Division (PEX) and the Economic Management Division (EMD) regarding fiscal space to accommodate PPP Projects that requires inclusion in GOJ's economic programme, particularly where availability payments are to be made.
- Represents the MOFP, as directed, at:
  - Gateway Review Process at the Office of the Prime Minister to ensure that projects are well substantiated, meets our criteria and that Cabinet Submissions present the projects as needed for Cabinet to make a well informed decision;
  - meetings with government entities and local and international sector partners to determine key factors to consider when undertaking PPP Projects and/or transactions; and, o PPP transactions as a representative of the Enterprise Teams.
- Examines and analyses Cabinet Submissions on portfolio PPPs on a timely basis and making recommendations to the Director Public Partnership regarding the financial and other implications of these submissions.

### **Required Knowledge, Skills and Competencies**

- Expert knowledge of risk management techniques, investment analysis and financial analysis
  - Expert knowledge of and practical exposure to economic cost benefit analysis of infrastructure projects
  - Sound knowledge of GOJ policies and programmes in relation to industry or sector
  - Sound knowledge of GOJ government accounting, budgeting and planning processes
  - Sound knowledge of project financing and risk management, including private sector financing perspectives
  - Sound knowledge in developing project proposal, writing appraisals and evaluations
  - Excellent critical reasoning, quantitative and qualitative analysis skills
  - Strong negotiating and persuasive presentation skills
  - Proficiency in developing and analyzing complex financial models for infrastructure projects capable of sensitivity analysis
  - Proficiency in the use of the relevant computer applications
- COMPETENCIES**
- Problem Solving & Analysis - Logical problem solving and analytical skills
  - Initiative & Judgment - Ability to exercise initiative and sound judgment
  - Communication skills
  - Planning and Organising skills



- Integrity/Ethics
- Interpersonal Skills
- Quality of Output Teamwork

### **Minimum Required Qualification and Experience**

- BSc. in Economics, Finance, Business Administration, Public Policy, or Management Studies, with major in accounting or completion of the Certificate Stage (Level II) of the ACCA or equivalent qualification from recognised tertiary institution.
- Three (3) years' experience in a related financial management role.
- Certification in project management and/or PPP coordination
- Combination of education, training and experience which yields specialised knowledge in financial modelling, economic cost benefit analysis and investment analysis, policy analysis, and/or related modern statistical techniques and approaches.

### **SPECIAL CONDITIONS OF THE JOB**

- Pressured working conditions with numerous critical deadlines.
- Long hours of work, including weekends and public holidays

## **6. Taxation Policy Analyst (GMG/SEG 3) (Pay Band 9)**

### **Job Purpose**

Under the general direction of the Senior Director, Taxation Policy Development the Taxation Policy Analyst is responsible for analyzing and evaluating tax proposals and assist in the development of taxation policies.

### **Key Responsibility**

Technical:

- Monitors, analyzes and makes recommendations for reporting to the Minister on policy issues relating to tax laws as they impact the economy as a whole, and to specific sectors and/or individuals and groups within the tax system;
- Investigates and report on practical and sound policy and legislative proposals taking cognizance of the administrative compliance, revenue and economic effects;
- Assists in interpreting tax laws and formulating practical guidance to promote voluntary tax compliance;
- Keeps abreast with the latest developments in taxation, economics, business and related disciplines;
- Initiates and maintains networks with the private sector;
- Identifies issues which may have an impact on the Tax Acts;
- Liaises with the Legal Officers in the development of draft legislation, including liaison with the Parliamentary Counsel as required;
- Monitors the drafting process;
- Conducts effective quality assurance activities;
- Conducts reviews of the efficiency and effectiveness of the legislative measures used to implement Government's taxation policies;
- Makes submissions to the Senior Director, Tax Policy with background information and recommendations;
- Prepares progress reports and/or feedback along with recommendations in keeping with government's economic goals;

- Ensures that policies proposed reflect best advice to taxpayers and there is consistency with advice;
- Provides information in response to queries relating to tax policy matters from various entities and members of the public through various mediums such as correspondences (letters) and/or telephone;
- Prepares comprehensive briefs for the Minister concerning the Bauxite (Production Levy) Act, the Bauxite and Alumina Industries Encouragement Act, the Mining Act, the Petroleum Act and any other relevant Act;
- Provides resource support to the Minister in the Houses of Parliament;
- Represents the Ministry at meetings on matters relating to the extractive industry;
- Drafts Cabinet Submissions, prepare Orders under the above Acts and monitors those Orders through the various stages of enactment;
- Receives reports on the payment of taxes/levy by approved producers/companies;
- Collaborates with Research and Analysis through the Senior Director on the performance of taxes in order to determine areas that may need policy changes;
- Analyses the effects of changes in taxation policy as it relates to the grant of exemptions, concessions and incentives for savings and investment;
- Examines proposals for changes in taxation policy as it relates the granting of exemptions, concessions and incentives for savings and investments;
- Prepares brief for tax legislation to give effect to tax policies embodied in the annual taxation programmes and proposals approved during the course of the year;
- Prepares reports briefs and submissions outlining recommendations for policy changes and decisions;
- Draft Cabinet Submissions to give effect to recommendations for changes;
- Assists with the development of a database on policy issues and actions taken to implement recommended changes to tax laws;
- Analyses, investigates and recommends policy changes;
- Conducts research into proposals submitted by interest groups for changes to tax laws;
- Makes recommendations for changes to tax laws;
- Provides assistance to the Director in organization stakeholders consultation;
- Prepares monthly report on work assigned by supervisor.
- Management/Administrative:
  - Contributes to the development of the Branch's corporate and operational plans and budgets;
  - Prepares individual work plans;
  - Assists in ensuring that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
  - Participates in stakeholder's meetings within and/or outside the Ministry as divisional representative as it relates to taxation matters;
  - Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

### **Required Competencies**

- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- Strong knowledge of direct and indirect taxes as well as emerging taxes
- Working knowledge in Human Resource Management practices
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus
- Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- Possess the ability to identify and analyse work related problems and generate innovative or appropriate solutions
- Ability to exercise initiative and sound judgment
- Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in
- a confidential manner
- Possess the ability to interact co-operatively with others and to build long term internal and external
- relationships; extensive network of professional contacts in the government and tax space
- Superior time management skills with respect to setting priorities and managing multiple workflows
- against tight deadlines

#### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration/ Economics, Management Studies or equivalent discipline
- Three (3) years working experience, at least two (2) of which should be in an area related to taxation.

#### **Special Conditions associated with the job**

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

### **7. Senior Programme Management and Co-ordination Officer (GMG/SEG 3))**

#### **Job Purpose**

To provide support for the management and co-ordination of activities related to Budget Support Programmes (BSPs), Policy Based Loans (PBLs), Policy Based Grants (PBGs), and Technical Co- operations (TCs) being implemented/executed by the Government of Jamaica (GOJ). In particular, the incumbents will assist in managing progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that targets related to the respective programmes/projects as specified in the Financing Agreements are achieved.

#### **Key Responsibility Areas**

**Provides support in managing and co-ordinating the implementation of activities related to BSPs, PBLs, PBGs, and TCs by:**

- Participate in meetings on behalf of the Ministry of Finance and the Public Service (MOFPS) and contribute to the input in the development of policy matrices and related means of verification, and provide reports on the outcome of meetings to Senior Management;
- Monitoring of progress in relation to programme activities, preparing the necessary reports and recommending strategies to ensure that specified conditions/commitments regarding the respective financing agreements are achieved;
- Coordinate the compilation and submission of means of verification for the satisfaction of conditions/triggers to the relevant funding agency;
- Monitoring and verifying outcomes and achievement of policy triggers of active programmes to ensure objectives are achieved and advise the Negotiation Section and Senior Management through the supervisor;
- Drafting report on implementation status to the Branch Director, Deputy Financial Secretary (DFS), Economic Management Division (EMD), Financial Secretary (FS) and Funding Agency Portfolio Review Team;
- Contributing to the preparation of official correspondence to funding partners for signing by the DFS EMD, the FS and the Honourable Minister of Finance and the Public Service (HMFPS).

**Conducts research, prepare reports, maintain records and provide advice/information on portfolio related issues by:**

- Conducting research as requested and provide analysis/advice as necessary;
- Identifying research issues and provide data and other information on relevant portfolio issues;
- Reviewing and providing analysis/comments for Draft Cabinet Submissions and other documents;
- Assisting in the preparation of Briefs, Reports, Draft Cabinet Submissions and Ministry Papers for the DFS EMD, FS, and MFPS in relation to the portfolio;
- Providing comments on any policy and budget support related agreements and documents;
- Assisting with the preparation of internal briefs, memoranda and reports on policy-based and budget support programmes, terms and conditions for Senior Management to inform decision-making;
- Assisting with maintaining records in respect of policy-based and budget support programmes and related documents;
- Assisting with the review of Policy Based and Budget Support Programme Estimates and the related Financing Agreements and Addendums prior to submission for signing by the relevant Ministry personnel.

**Maintains effective relationships with internal and external stakeholders and represent the interests of the MOFPS/GOJ on issues related to PBLs, PBGs, and TCs by:**

- Developing and maintaining appropriate relationships with key internal and external stakeholders;
- Liaising with the Planning Institute of Jamaica (PIOJ) and Funding Partners to ensure timely receipt of expected inflows for policy-based programmes;
- Liaising with the Negotiation Section regarding performance (historical) in relation to policy programmes to inform decision making and formulation of policy

targets/conditions

- Liaising with other MOFPS staff as well as the relevant staff of MDAs and public bodies for the provision of advice or the sharing of information in order to facilitate the effective execution of duties;
- Conducting research to inform advice to be provided to the Branch Director, DFS, FS and HMFPS through the Director of any issues associated with the policy-based programmes, with recommendations as applicable, to obtain the relevant approvals and/or directives to address issues.

### **Required Knowledge & Skills**

- Good knowledge of project/programme management.
- Good knowledge of fiscal and macroeconomic policies.
- Good knowledge of Project Management.
- Good knowledge of public policy in relation to Financial Management and the Financial Acts and Regulations.
- Knowledge of the Public Debt Management Act (PDMA) and Regulations.
- Good knowledge of Jamaica's Legislative Process
- Proficient in Microsoft Office Suite including Word and Excel.
- High level of confidentiality, honesty and integrity
- Project implementation Skills
- Strong analytical skills
- Problem solving and analysis
- Strong oral and written skills
- Relevant job knowledge
- Strong interpersonal skills
- Customer relations skills
- Team oriented
- Use of relevant technology
- Strong organization skills

### **Minimum Required Education and Experience**

- Bachelors' Degree in Economics, Finance, Business Administration or equivalent qualifications;
- Three to four (3 - 4) years' experience in a related field.

### **Special Conditions associated with the job**

- Highly pressured working conditions with numerous competing critical timelines and deadlines.
- Occasional ad hoc hours outside of the normal working hours to meet critical deadlines.
- Valid Jamaican Drivers' License and a reliable motor vehicle.

***Suitably qualified persons are invited to forward a cover letter and résumé no later than***

***Friday, June 16, 2023 to:***  
*Senior Director, Human Resource Management & Development*  
*Human Resource Management & Development Branch*  
*Ministry of Finance & the Public Service*  
*30 National Heroes Circle*  
*Kingston 4*  
*[hrapplications@mof.gov.jm](mailto:hrapplications@mof.gov.jm)*

***Please identify the job title of interest as the Subject***  
*Detailed information about the positions can be accessed on the Ministry's website*  
*[www.mof.gov.jm](http://www.mof.gov.jm):*

***We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted***