



MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following positions in the Strategic Human Resource Management, Finance and Accounts and the Public Expenditure Policy Coordination Divisions of this Ministry.

1. **Senior Management and Operations Analyst (GMG/SEG 4) (Vacant) Pay Band 10 (Vacant post)**, salary range \$6,333,301 – \$8,517,586 per annum and any allowance(s) attached to the post.
2. **Management and Operations Analyst (GMG/SEG 3) (Vacant) Pay Band 9 (3 Vacant post)**, salary range \$5,198,035 – \$6,990,779 per annum and any allowance(s) attached to the post.
3. **Assistant Management and Operations Analyst (GMG/SEG 2) Pay Band 8 (Not Vacant)**, salary range \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post.
4. **Public Procurement E-Services (GMG/SEG 2) (3 Vacancies) Pay Band 8**, salary range \$4,266,270 to \$5,737,658 per annum and any allowance(s) attached to the post.
5. **Accounts Payable Manager (Projects) (FMG/PA 2) Pay Band 8 (Vacant)**, salary range \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post.
6. **PEPAS Administrator (GMG/AM 3) (Vacant) Pay Band 5**, salary range \$2,190,302 to \$2,945,712 per annum and any allowance(s) attached to the post.

1. Senior Management and Operations Analyst (GMG/SEG 4)

JOB PURPOSE:

Under the direction of the Chief Management and Establishment Analyst, the Senior Management and Operations Analyst is responsible for planning, executing and implementing organizational frameworks and systems for specified Ministries, Departments and Agencies.

KEY RESPONSIBILITIES:

- Provides strategic advice to Permanent Secretaries and Heads of Department;
- Advises the Chief Corporate Management and Establishment Analyst on the status of Strategic Organizational reviews of Ministries, Departments and Agencies;
- Develops/reconfigures new Ministries, Departments and Agencies in accordance with new legal and policy directives;
- Develops proposals for the abolition/recommends the abolition of Statutory Bodies and Agencies consequent on reassignment of subjects and change of government priorities;
- Guides and coordinates government efforts in the implementation reform/modernization policies and programmes;
- Identifies areas which require particular types of management interventions and conducts consultancy exercises with due consideration given to cross cutting issues and joined up services;
- Contributes and participates in for a to deliberate on challenges experienced in achieving adherence to policy or standards;
- Assists in determining alternative approaches to achieving acceptance and conformance or alternatively to adjusting such policy and standard while remaining within the broad policy and programme guidelines of government;
- Conducts reviews to determine capacity for absorbing reform initiatives; acts as change agent where necessary and evaluates and provides qualitative and quantitative feedback to inform future policy adjustment initiatives;
- Consults with Ministries, Departments and Agencies to determine external inputs for organizational initiatives and prepare Terms of Reference to assist with the contractual process;
- Develops Terms of Reference for the procurement of consultancy services;

- Partners with consultants in organizational development and change; undertakes organizational development and change exercises;
- Partners with external consultants to ensure that agreed proprieties and deliverables are met;
- Establishes relationships with external consultants to ensure appropriateness of proposals and recommendations;
- Undertakes and manages prior option reviews for Ministries, Departments and Agencies to enhance efficiency and effectiveness;
- Assists clients with the development of various component of scheme of management such as modernization and financial plans;
- Develops functional organizational charts and output focused job descriptions;
- Coordinates team to undertake job reclassification exercise;
- Participates in the development of proposed pay bands and attached proposed salaries for Performance Base Institutions;
- Evaluates and forwards relevant documents to the Ministry of Finance and the public service for the creation of Ministries, Departments and Agencies;
- Analyses and evaluates consultancy reports to ensure that:
 - ✓ Duplication and fragmentation of functions are eliminated;
 - ✓ Public bureaucracy are optimally staffed and cost savings realized;
 - ✓ Appropriate changes are made to the reports after consultation with stakeholders;
 - ✓ Facilitates change management processes in Ministries, Departments and Agencies;
 - ✓ Negotiates best option decision with clients;
- Evaluates selected reform initiatives periodically to determine if implementation process is in keeping with plans;
- Reviews areas which will be affected by cross cutting reform initiatives and makes recommendations for the accommodation and integration of the desired changes;
- Conducts Job Audit Reviews of organizations and systems within Ministries, Departments and Agencies to;
 - ✓ Identify the core business functions and related processes;

- ✓ Determine the most appropriate option for the future of the entity (close, absorb, merge and privatize);
- ✓ Provide advice on appropriate structures which will enable the performance of core functions within the context of the corporate plan;
- ✓ Identify systematic weaknesses and undertake business process re-engineering to enable efficient and effective delivery of service and the accomplishment of major targets and objectives. To avoid and mitigate industrial relations problems;
- Promotes and participates in the corporate planning process and facilitate the inclusion of reform activities as an integral part of Ministry, Departments and Agencies;
- Collaborates with Agencies to monitor performance in comparison to targets both qualitative and quantitative and explores reasons for divergence in order to provide support initiatives to achieve improvements;
- Assists with supervision of Management and Establishment analysts in conduct of some assignments/projects.
- Performs any other duties assigned from time to time.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Thorough understanding of the Jamaican Public Sector;
- Ability to identify problems in bureaucratic structures, processes institutions and cultures;
- Knowledge of relevant appropriate Information Technology Programmes;
- Good understanding of public sector modernization programmes and techniques;
- Organization design and staffing skills
- Job analysis and evaluation skills;
- Ability to identify capacity gaps and propose alternate recommendation;
- Strong organizational analysis; issue analysis and problem solving skills
- Good leadership skills;
- Knowledge of business process review and re-engineering;
- Knowledge of contemporary management approaches;
- Thorough understanding of the change process;
- Excellent interpersonal staff management skills;
- Excellent written and spoken communication skills;
- Workload analysis;
- Time Management skill
- Strong Presentation skills;
- Report writing skills;
- Facilitation skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- MSc. Degree in Public Administration, Management Studies or Social Sciences
- Three (3) years of experience in a similar position

OR

- BSc degree in Public Administration, Management Studies or Social Sciences;
- Five (5) years of experience in a similar position;
- Specialized training in Management Consultancy; Management or Operations Analysis; Work Simplification;

2. Management and Operations Analyst (GMG/SEG 3)**JOB PURPOSE:**

To review, develop and implement transparent, defensible and coherent classification instruments and job standards, by conducting constant occupational studies, best practice research and regional/international benchmarking. This effort responds to the classification needs of MDAs, such as the identification of new occupational groups and the analysis of problems and trends affecting existing occupational groups in the Public Service. The standards developed and implemented are recognized as the official documents used for classifying posts in the Public Service.

KEY RESPONSIBILITIES:

1. Reviews the effectiveness of existing classification policies, guidelines, and procedures;
2. Through audits, reports and administration, ensure that the classification programmes are consistently administered and in compliance with policies and government regulations;
3. Assists with creating new job classifications, apply job evaluation standards and develop specifications;
4. Assists with ensuring the update, consistency and accuracy of job classification databases;
5. Provides professional guidance and support in the effective and consistent application of job classification and standardization of jobs;
6. Identifies for review, job classification standards to meet the requirements of the labour market in relation to the body of work required in the public service;
7. Assists with evaluating and reviewing jobs for classification/grade assignment to ensure an equitable job hierarchy for the purposes of pay;
8. Assists with explaining and communicating classification policies, systems and procedures to officers in client Ministries;

9. Attends classification sessions in order to observe the application of new and/or revised standards to ensure consistency of application of the evaluation instruments;
10. Through audits, reports and administration, ensure that the classification programmes are consistently administered and in compliance with GOJ's regulations;
11. Participates in meetings with Trade Union representatives and Industrial Relations personnel with respect to discrepancies and/or concerns regarding classification standards;
12. Assists with conducting surveys to ascertain to what extent movements/trends in occupational groups have affected the Jamaican workforce and public service in particular;
13. Assists with analyzing statistics and preparing position papers as Requested;
14. Assists with performing specialized research duties on a range of classification topics as specifically assigned;
15. Liaises and builds effective working relationships with MDAs;
16. Perform any other duties that may be assigned.

1. **AUTHORITY** (decisions you have the power to make or recommend)

- Assists with maintaining and updating the job classification databases;
- Assists with providing advice on and interpretation of current job classification policies, guidelines and procedures;
- Assists with recommending amendments to job evaluation instruments and job standards;
- Assists with providing solutions to classification issues within the existing range of solutions;

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of standard development principles and processes as applied to public sector Institutions;
- Understanding of standard development policies, procedures and systems;
- Communication, analytical and interpersonal skills necessary to conduct job analysis, gather and analyze quantitative and qualitative data from a variety of sources;
- Ability to communicate effectively both orally and in writing.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Human Resources, Public Administration, Social Sciences, Liberal Arts;
- Three (3) years' progressive experience in the Human Resources field;
- Certificate in Management Analysis would be an asset;

- Two years' experience in research and job analysis.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel to collect data and verify findings;
- May be required to work extended hours.

3. Assistant Management and Operations Analyst (GMG/SEG 2)

Job Purpose:

To assist with the revision, development and implementation of transparent, defensible and coherent classification instruments and job standards, through assisting the processes of conducting constant occupational studies, best practice research and regional/international benchmarking. This effort responds to the classification needs of MDAs, such as the identification of new occupational groups and the analysis of problems and trends affecting existing occupational groups in the Public Service. The standards developed and implemented are recognized as the official documents used for classifying positions in the Public Service.

KEY RESPONSIBILITIES:

- 1. Primary and secondary data collected and presented;
- Qualitative and quantitative research designed;
- Produce accurate audit reports;
- Preparation and collation of essential documents for organisational and procedural studies;
- Preparation of accurate classification schedule and other relevant documentation;
- Logistics in place for presentation seminars/workshop;
- Proper storage and retrieval of supporting documentation manually and electronically;

1. DUTIES AND RESPONSIBILITIES

Technical:

- Provides technical support to a team of Management and Operations Analysts to enhance efficiency and effectiveness;
- Prepares organizational re-engineered process flow charts in consultation with Management and Operations Analysts;
- Assists with the review of interview notes to identify gaps and prepare final documents;
- Finalizes organizational and procedural reports and ensures that copies are forwarded to the relevant parties;

- Co-ordinates the logistical arrangements for workshops and seminars;
- Ensures that all relevant documents are affixed to organizational and procedural reports;
- Conducts Job Analysis and Job/desk Audits;
- Prepares Organizational Charts;
- Participates in Job Evaluation exercise;
- Conducts interviews;
- Conducts qualitative and quantitative research;
- Prepares classification schedule and ensures that copies are sent to the relevant parties;
- Organizes and assists with PowerPoint presentations;
- Prepares and issues formal response to client in relation to classification schedule;
- Conducts research and forwards relevant data and information to client;
- Organizes data and information to ensure that they are easily accessible;
- Obtains from clients costing schedule of various assignments;
- Co-ordinates the logistics and prepares meeting areas;
- Ensures that documents are properly filed and easily retrieved.

Records Management

- Maintains data standards and quality assures information contained in database and library
- Assists with resolution of problems related to data collection, storage and retrieval.

Administrative

- Organizes meetings hosted by the Unit and receives visitors as required;
- Prepares agenda for Unit related meetings and organize relevant information and documents; takes minutes at Unit related meetings and reproduces and distributes them in accordance with established guidelines;
- Operates office equipment such as photocopier and fax machine in support of the work of the Unit;
- Identifies and resolves minor administrative problems and situations that affect the efficient administration of the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard development principles and processes as applied to public sector institutions.
- Understanding of standard development policies, procedures and systems.
- Communication, analytical and interpersonal skills necessary to conduct job analysis, gather and analyze quantitative and qualitative data from a variety of sources.
- Ability to communicate effectively both orally and in writing.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration/Business Administration or Information Technology;
- Three (3) years' experience in a relevant Management Analysis environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel to collect data and verify findings
- May have to travel both locally and overseas
- May be required to work extended hours

4. Public Procurement E-Services Analyst (GMG/SEG 2)**JOB SUMMARY:**

Under the guidance of the Director Public Procurement e-Services, the Public Procurement e-Services Analyst performs a variety of complex duties related to the design, testing, implementation and management of electronic tools used in public procurement. The incumbent evaluates and analyses inherent systems risks as well as risks in the public procurement process, and implements appropriate strategies to minimize or mitigate risk exposure associated with electronic procurement systems.

KEY RESPONSIBILITIES:**Technical/Professional Responsibilities**

1. Coordinates and collaborates with OPPP functional units regarding programming needs; analyzes, codes and tests programmes;
2. Leads or assists in the implementation of electronic tools to improve whole of government procurement performance;
3. Performs a variety of functions in troubleshooting and resolving software and hardware concerns;
4. Maintains, installs and upgrades file servers and other network hardware as required;
5. Creates training outlines and handouts for in-house and GOJ wide training of procurement practitioners;
6. Provides training and support for procurement practitioners and OPPP staff through workshops and other training sessions;
7. Advises on new trends and innovations in electronic public procurement tools;
8. Assists in the procurement of systems and tools through preparation of specifications, evaluation criteria etc;
9. Participates in contract negotiations where necessary;

Management/Administrative Responsibilities

- Assists with developing policies, procedures, programs, scripts, as required;
- Ensures compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the Branch;
- Monitors the use of the electronic system to ensure that they are in keeping with the procedures;
- Attends management meetings and reports on Public Procurement/System related activities;

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES:

- Sound Knowledge of electronic public procurement tools and other related computerized systems
- Sound knowledge of the operations and functions of the Office of the Public Procurement
- Sound knowledge of public procurement operations including regulations, policies and procedures
- Knowledge of records management practices in the Public Sector
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool
- Analyse, design, program and maintain information systems and peripherals
- Conduct needs assessment and feasibility studies
- Troubleshoot hardware and software problems
- Analyse data and develop logical solutions to complex computer

- application and programming problems
- Identify, evaluate and solve program problems
- Make recommendations in information system selection and software application packages
- Instruct and train staff in information system operations
- Understand and follow oral and written instructions
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others

QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Computer Science **OR** Information Systems, **OR** equivalent from a recognized tertiary institution.
- One - two years' experience in a similar role
- Knowledge of GOJ Public Procurement Policies, Procedures and Legislations

5. PEPAS Administrator (GMG/AM 3)

JOB SUMMARY:

Under the supervision of the Manager, PEPAS and Records Management the incumbent is responsible for ensuring that processed data is accurate and prepared for dispatching, including information from the scan- doc.

KEY RESPONSIBILITIES:

Technical/ Professional Responsibilities

- Maintains reference tables to include the update of establishment for ministries,
- departments and agencies, salary revisions, job classification mapping tables;
- Responds to queries by users of the system;
- Assists with the classification and coding of records and document for use in the administration of pension, retirement and death benefits;
- Validates records and information for entry into the PEPAS database;

- Validates employees records in accordance with service credit reports, the establishment and staffing arrangements of the MDAs and the relevant reference tables in the PEPAS system;
- Transfers and updates information/data within the PEPAS for existing employees across MDAs consistent with the changes in the machinery of government eg. Creation of new organizations, mergers, transfer of subjects etc.;
- Receives/accesses applications for pension and other retirement benefits;
- Verifies SCR submissions from MDAs;
- Prepares indebtedness check and /or Trustee in Bankruptcy spreadsheets and dispatch to Accountant General Department
- Researches and collates information in response to access to information requests related to pension administration;
- Uploads relevant information and correspondence to PEPAS;
- Process and dispatches outgoing documents;
- Scan and or photocopy documents;
- Retrieves and stores files/information;
- Prepares monthly reports.

Other Responsibilities

- Performs other related activities as requested

REQUIRED COMPETENCIES:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Knowledge of the PEPAS and other related computerized systems.
- Knowledge of the operations and functions of Pensions Administration Unit
- Ability to transfer user requests into reporting specification
- Basic knowledge of pension statutes, legislations, regulations policies and procedures
- Knowledge of records management practices in the Public Sector.
- Knowledge of relevant legislations such as Access to Information Act, Archival Act, FAA Act
- Excellent Interpersonal skills:
- The ability to communicate proficiently orally, in writing,
- The ability to work effectively under pressure.
- Ability to organize work and utilize good time management techniques to meet critical deadlines.
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to work independently and as a part of a team
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration

QUALIFICATION AND EXPERIENCE:

- Diploma/Associate Degree in Public Administration, Business Administration/ Information or Records Management.
- Training in PEPAS
- Two (2) years working experience.

6. Accounts Payable Manager (Projects) (FMG/PA 2)

Job Purpose:

To be directly responsible for payments and disbursement of cheques, effecting payment on priority basis given the status of cash flow at the point in time. The incumbent is responsible for the supervision of the Payments Unit ensuring that the Unit's objectives are achieved.

KEY RESPONSIBILITIES:

1. To ensure that clients are paid correctly and as quickly as possible and in accordance with the FAA Act, its Regulations and Instructions.

- In consultation with the Principal Finance Officer and the Director of Accounts Payable and Payroll establish the priority basis for determining vouchers to be paid.
- Streamline the payment operations by developing an appropriate schedule of specified day of the week for the payment of specified types of payments.
- Based on priority policy and given the level of funds available select the vouchers to be paid.
- Ensure that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorising officers for authorisation.
- Ensure that the accounts are updated with the vouchers to be paid and that cheques are correctly printed.
- To ensure that cheques printed are properly secured, signed and delivered to the client as quickly as possible.

2. To be responsible for the supervision of the Payments Unit ensuring that the Unit's objectives are achieved.

- Ensure that Payment Clerks enters cheque numbers on all

payment vouchers and that vouchers are properly filed.

- Ensure that cashier's lodgements and cash books are checked

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent analytical and judgement skills;
- Excellent planning and organising skills
- Excellent communicator.
- Problem solving skills.
- Good team skills
- Excellent interpersonal and influencing skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- Two (2) years' experience in public sector payments and accounts payable.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel to collect data and verify findings
- May have to travel both locally and overseas
- May be required to work extended hours

Applications accompanied by résumés should be submitted

no later than Friday, July 11, 2025 to:

Senior Director, Human Resource Management & Development

Human Resource Management and Development Branch

Ministry of Finance and the Public Service

30 National Heroes Circle

Kingston 4

Email: hrapplications@mof.gov.jm

***Please identify the job title of interest as the Subject
We thank all applicants for the interest expressed; however,
only shortlisted candidates will be contacted.***

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