



## MINISTRY OF FINANCE & THE PUBLIC SERVICE

### VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following posts in the **Public Expenditure Policy Co-ordination Division** of the Ministry.

## ASSET MONITORING OFFICER (GMG/SEG 1) (3 POSTS) – VACANT

### Job Purpose

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

### Key Responsibility Areas

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

- Participates in the development and implementation of operational standards/benchmarks for assessing the worth/value and usefulness of GOJ assets by employing depreciation formulas and other scientific approaches;
- Describes and classifies/ranks all categories of GOJ assets in keeping with implemented strategies and systems;
- Receives and assesses requests from MDAs in keeping with the Asset Management and Disposal business processes;
- Appraises a wide range of GOJ assets by employing established mechanisms and protocols, including planned and unannounced site visits and inspections;
- Recommends disposal options for assessed assets in accordance with operational policies and procedures;
- Applies and implements key business processes and toolkits relating to the disposal of motor vehicles, high value equipment/machinery, electronic devices, specialized commodities in MDAs, et.al;
- Implements approaches to guide the redistribution or transfer of assets inter – MDAs;
- Participates in the design, implementation and review of delegation of function frameworks and guidelines regarding asset disposal for MDAs (including statutory bodies) to ensure levels/ranges delegated are clearly communicated and adhered to;
- Escalates emerging queries and issues that arise in MDAs regarding the assessment of GOJ asset stock;
- Provides systematic operational Asset Management and Disposal advice, guidance, and business support to all MDAs;
- Uses data collection procedures to facilitate the validation of quantitative and qualitative monitoring tools to support the operational asset management and disposal functions;
- Conducts analysis of quantitative data as well as qualitative data on all operational asset management and disposal programme inputs, outputs and outcomes in MDAs;
- Compiles quantitative and qualitative monitoring results for operational asset management and disposal functions relating to MDAs;
- Develops Asset Disposal Schedules and Orders based on assessments conducted in accordance with SLAs and delegation frameworks;
- Reinforces effective use of an asset management ICT systems to strengthen effectiveness and efficiency;
- Ensures full compliance with health and safety legal requirements and procedures in respect of general asset management and disposals;
- Liaises with senior executives in MDAs on plans and strategies for operational Asset Management and Disposal issues to guide policy/programme development and evaluation;
- Remains aware of relevant Asset Management and Disposal innovation and industry trends and issues to ensure alignment with recommended changes/modifications to achieve better practice and strategic objectives.

**Management/Administrative:**

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

**Human Resource:**

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

**Customer Service:**

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

**Required Competencies****Core:**

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

**Technical:**

- Good knowledge of Asset & Inventory Management principles and practices;
- Good knowledge of Asset Depreciation Techniques and Disposal principles and practices used in large and complex organizations;
- Good knowledge of policy and programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy/programme development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software.

**Minimum Required Education and Experience**

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

**Special Conditions associated with the job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

**Remuneration**

- Basic Salary: \$1,640,253 - \$1,949,746 per annum
- Travelling Allowance: \$894,924 per annum (with a motor vehicle)  
\$362,472 per annum (without a motor vehicle)

***Suitably qualified persons are invited to forward a cover letter and résumé no later than Tuesday, March 1, 2022 to the:***

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