MINISTRY OF FINANCE & THE PUBLIC SERVICE
VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following post in the **Strategic Human Resource Management Division** of the Ministry.

MANAGER, PEPAS AND RECORDS MANAGEMENT (GMG/SEG 3) – VACANT

Job Purpose

Under the guidance of the Senior Director, Pensions Administration, the Manger, PEPAS and Records Management is responsible for the optimal operation of the Public Employees Pensions Administration System with direct accountability for its maintenance, availability and usage and is the designated contact point and an interface between the Pensions Administration Branch and a wide range of stakeholders.

The Manager is also responsible for the management of information and records received and/or produced by the Pensions Administration Branch making them readily available to relevant users.

Key Responsibilities

Technical/Professional:
- Manages the PEPAS portfolio;
- Identifies and recommends emerging solutions for improving business systems efficiency, effectiveness and reliability;
- Directs and manages the translation of business requirements into IT requirements and manage the resulting demand according to the priorities defined by the business and IT strategies;
- Reviews the output of the Public Employees Pensions Administration System to ensure that the data is updated, current and accessible, as and when needed;
- Coordinates with Ministries, Departments and Agencies the preparation of the infrastructure while ensuring that the output is achieved according to the documented requirements and acceptable standards;
- Manages and confirms the deliverables of the PEPAS system in compliance with the documented and agreed requirements;
- Oversees the maintenance of the Ministry's Pension records and information;
- Reviews policy changes in order to update pension documentation to be consistent with available templates;
- Ensures that relevant pensions news items, Home Page Events and other documentation are updated and made available to users;
- Manages workflow and escalation of enquiries that cannot be resolved at the first line to the relevant contact within the Office or E-Gov, managing these through to resolution;
- Administers, supports, and maintains database tables in the PEPAS application;
- Monitors application and takes corrective action to prevent or minimize system downtime;
- Troubleshoots to resolve system related problems; data issues, validates result sets, recommends and implements process improvements;
- Coordinates with relevant System Administrators and/or third party vendors regarding user support and problem resolution;
- Works closely with internal customers, analyzes problems provides support to users having difficulties with the application, creates and maintains reports;
- Designs report options and/or database queries to meet the needs of the Ministry;
- Writes custom reports, SQL Scripts, Advance Searches and queries; assists users in creating report specifications;
- Maintains internal SSRS Reports and ad-hoc SQL scripts;
- Performs and maintains data extractions and imports;
- Provides analysis services for business data needs and makes recommendations for viable solutions;
- Addresses issues of Data Integrity/Migration (Validation, Clean-up and Mapping);

- Sets up authorised users on the system to perform their assigned function;
- Provides training and technical assistance to users; provides manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
- Monitors, controls and administers the security and backup procedures;
- Executes the procedures for the opening and closing of a period;
- Monitors monthly service quality against standards in Service Level Agreement;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Oversees the creation and maintenance of a comprehensive reference service to support the Branch's need for relevant, timely and accurate information.

Administrative:
- Assists with developing policies, procedures, programs and scripts as required;
- Checks and certifies invoices repayment for goods and services in relation to PEPAS hardware and software maintenance;
- Works closely with the Principal Director, management and staff to meet the information needs of the Ministry and other stakeholders;
- Co-ordinates the process of repairing or replacing defective hardware; prepares request for enhancement, modification, the fixing of bugs etc. to the Ministry of Finance & Public Service;
- Assists in the testing of new or modified programs and functions.

Human Resource:
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Contributes to providing the appropriate physical resources to enable staff to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Participates in the recruitment and training of staff of the Branch;
- Recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Identifies skills/competencies, gaps and contributes to the development of succession plans for the Branch to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic review;
- Ensures the well-being of staff supervised.

Required Competencies

Core:
- Good interpersonal skills
- Ability to train users on the functionality of the systems
- Ability to solve problems quickly and completely
- Ability to identify tasks which require automation
- Excellent investigative and problem-solving skills
- Good documentary and reporting skills
- Ability to communicate clearly and concisely with all levels of users
- Ability to establish and maintain effective working relationships with other employees, vendors and the public
- High levels of professionalism and integrity

Technical:
- Excellent knowledge of Jamaican regulations, laws and guidelines related to Public Service Pensions
- Excellent knowledge of the Pensions Administration Branch's operations and functions
- Technical knowledge of the PEPAS and other related computerized systems
- Technical knowledge of network operating system
- Technical knowledge of database management
- Knowledge of computer information system
- Ability to effectively translate user requests into reporting specifications

Minimum Required Education and Experience

- Bachelor of Science Degree in Computer Science/Public Administration/Management Studies or related degree;
- Three (3) years' experience in Pensions Administration and IT.

Special Conditions associated with the Job

- Radiation from computer;
- Pressure from meeting several critical deadlines;
- May be required to travel islandwide.

Remuneration

- Basic Salary: $2,551,250 - $3,032,634 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 Thursday, March 3, 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

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.