



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm



CIRCULAR No. 41
OSC Ref. C.4664⁹

4th February, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Director, Pensions (FMG/PA 3)** in the **Accountant General's Department**, salary range \$2,246,451, - \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Pensions, ensures and oversees the accurate and timely disbursement of Pension and Gratuity payments.

Key Responsibilities

Technical:

- Forecasts the level of resources (budget) that would be required to pay pensioners for each financial year;
- Ensures timely funding in collaboration with the Assistant Accountant General Revenue and Expenditure;
- Ensures adequate payment systems are maintained for the disbursement of pensions payments;
- Ensures the accurate and timely payment of awards, monthly pensions and Health Insurance Premiums;
- Assists the Director, Pensions and Public Salary to prepare timely and accurate Financial Management Reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and other Government Ministries, Departments and Agencies (MDAs) in accordance with defined procedures.

Strategic Leadership:

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets;
- Deputizes for the Director, Pensions and Public Salary as and when required.

Human Resource Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Identifies skills gaps and collaborates with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigates and minimizes workplace hazards;

- Monitors the performance of staff and ensures effective and objective staff Performance Management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

Required Knowledge, Skills and Competencies

- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipates changing environmental trends, industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organisational performance
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility;
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one and face-to-face, with excellent Public Speaking skills
- Comprehensive knowledge of Accounting practices and applications
- In-depth knowledge and experience in all areas of Financial Management
- Knowledge of Public Treasury operations
- Sound knowledge of how financial markets operate
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

Desirable:

- Knowledge of banking operations
- Knowledge of investment strategies

Minimum Required Qualification and Experience

- An Undergraduate Degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, or equivalent;
- A Chartered Practising Accountant and a member of a designated professional Accounting body;
- Eight (8) years' experience in Accounting;
- Five (5) years' experience working at a senior executive level in Accounting or Finance;
- Experience in Budget Management and Chart of Accounts formulation and maintenance.

Desirable:

- A Post Graduate Degree from a recognized institution in Accounting and/or Finance, or equivalent;
- Evidence of continuing professional development in Accountancy.

Special Conditions Associated with the Job

- Required to travel locally and internationally (up to 40% travel);
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 15th February, 2019 to:**

**Director, Human Resource Management and Development
Accountant General's Department
2 - 4 Church Street
Kingston**

Email: careers@treasury.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**