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**CIRCULAR No. 57**  
**OSC Ref. C.4664<sup>8</sup>**

27<sup>th</sup> February, 2018

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/be assigned to the following posts in the **Accountant General's Department (AGD)**:

1. **Payments Manager (FMG/PA 3) – (Vacant)**, salary range \$2,097,527 - \$2,493,300 per annum and any allowance(s) attached to the post.
2. **Training and Development Manager (GMG/SEG 2) – (Not Vacant)**, salary range \$1,730,109 - \$2,056,555 per annum and any allowance(s) attached to the post.

### 1. **Payments Manager (FMG/PA 3)**

#### **Job Purpose**

The Payments Manager has responsibility for the proper coordination of the activities of the Payments section and the effective and efficient payment from, and accounting for funds in the Treasury Deposits and Related Accounts in accordance with the relevant statutes and legislation.

#### **Key Responsibilities**

##### ***Technical:***

- Authorizes/Certifies payments, to allow for electronic payments from accounts managed on behalf of Ministries, Departments and Agencies (MDAs);
- Ensures that payments are made to overseas Missions and Agencies and overseas suppliers on behalf of MDAs;
- Coordinates the preparation of letters to Paying Agents to effect payments to overseas accounts on behalf of other Ministries and Departments;
- Leads in the preparation /generation of annual statements of the outstanding Treasury Deposits Advances;
- Ensures that all discrepancies and queries associated with orders for payments from the Treasury Deposits are identified and sufficiently addressed in accordance with relevant legislation and guidelines;
- Manages the process of payments in keeping with orders by the courts in respect of Attorneys acting on behalf of various suits relating to monies that were previously received by the Accountant General's Department for that purpose;
- Ensures that records of payments of public funds associated with the accounts managed by the division are prepared and maintained;
- Ensures that registers associated with the payments related to Trusts and Appropriated Funds are properly maintained;
- Participates in the preparation of monthly payment forecasts at the beginning of each year based on the approved budget;
- Assists with the preparation of timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Produces and submits reports, special reports, forecasts and statements on payments associated with the Treasury Deposits.

**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 performance of staff;
- Establishes and implements systems for reporting of work done against stated and agreed work plans;
- Contributes to the establishment of internal control processes;
- Meets or exceeds performance targets.

**Human Resource Management:**

- Plans, organizes and directs the work of staff by participating in the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that 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 direct reports;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for staff 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 staff supervised are clearly identified and addressed.

**Required Knowledge, Skills and Competencies**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Strategic Vision:** The ability to demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and objectives of the division in a consistent, effective and efficient manner.
- **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, 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 behaviours 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 behaviours, 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 face-to-face, with excellent public speaking skills.
- Ability to work effectively under pressure
- Sound knowledge of Accounting practices and applications

- Sound knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting
- Sound knowledge of public treasury operations

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

- Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University; OR; ACCA Level 2; OR Equivalent
- A Chartered practicing Accountant and a member of a designated professional accounting body;
- At least five (5) years of experience working at a senior level in Accounting or Finance, with at least three (3) years in the Public Sector.

### ***Desirable:***

- Evidence of continuing professional development in Accounting;
- Post-graduate training in Accounting.

### **Special Conditions Associated with the Job**

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

## **2. Training and Development Manager (GMG/SEG 2)**

### **Job Purpose**

Reporting to the Director, Human Resources Management and Development, the Training and Development Manager is responsible for the Development and implementation of training and development programme(s) for staff, to ensure adequate staff capacity, best fit, competence, and high performance which supports the achievement of the strategic objectives of the Department.

### **Key Responsibilities**

#### ***Technical:***

- Participates in the implementation of the public sector Performance Management and Appraisal System (PMAS) by co-ordinating the requisite training for management and staff;
- Liaises with other Senior Executives to solicit the relevant information required from them to ensure their staff training and development needs are identified and addressed;
- Identifies skills/competencies gaps
- Develops and implements the annual Staff Training and Development Programme and Succession Plans in alignment with, and in support of the achievement of the strategic objectives of the Department;
- Develops Training and Development Budget;
- Prepares the yearly Operational Plan and Budget for the Unit
- Maintains effective working relations with external and internal stakeholders, including Training Institutions and clients, ensuring that the division provides a consistently high level of service to them

### **Strategic Leadership**

#### ***As Unit Head:***

- Plans, develops, organizes, implements, directs and evaluates the Unit's 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, Human Resources Management and Development as and when required

### ***Human Resources 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 Corporate Strategic 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 recruitment of staff for the unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and 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 unit staff and ensure 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**

- **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;
- **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
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate 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 are met in a consistent, effective and efficient manner
- **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
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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 face-to-face, with excellent public speaking skills
- Ability to work effectively under pressure

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

- A Bachelor's Degree from a recognized institution in the disciplines of Human Resources Management or Human Resources Development or equivalent;
- At least six (6) years Post Qualification experience in Human Resource Management, with at least three (3) years in a similar or related capacity;

- At least two (2) years of experience working at a managerial level in Human Resources Management;
- Experience conducting training needs assessment;
- Project Management experience.

***Desirable:***

- Evidence of continuing professional development in Human Resources Management;
- Formal training in Adult Instruction.

**Special Conditions Associated with the Job**

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

Applications accompanied by résumés should be submitted **no later than Tuesday, 13<sup>th</sup> March, 2018 to:**

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

Email: [joan.guy-walker@treasury.gov.jm](mailto:joan.guy-walker@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.**



M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)