



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 11** **OSC Ref. C. 4664<sup>19</sup>**

14<sup>th</sup> January, 2026

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 following **vacant** posts in the **Accountant General's Department (AGD)**:

1. **Financial Systems Analyst (MIS/IT 6) (Vacant) – Treasury Systems Division**, salary range \$5,198,035- \$6,990,779 per annum.
2. **Business Analyst (MIS/IT 6) (Vacant) – Treasury Systems Division**, salary range \$5,198,035- \$6,990,779 per annum.
3. **Payroll Control Officer (FMG/AT 3) (Vacant) - Pensions Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Payroll Officer (FMG/AT 3) (Vacant) - Pensions Unit**, salary range \$2,190,302 - \$2,945,712 per annum.
5. **Administrator (GMG/AM 3) (Vacant) Treasury Deposit Unit**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Financial Systems Analyst (MIS/IT 6)**

##### **Job Purpose**

Under the general direction of the Director, Systems Innovation and Projects, the Financial Systems Analyst is responsible for the design of new solutions to facilitate modifying, enhancing or adapting existing systems and integrating new features or improvements to improve the efficiency of Treasury operations, productivity, and effectiveness. The incumbent will support the development and enhancement of the Government's Financial Management System (GFMS), and other enterprise-wide financial systems.

##### **Technical**

- Provides technical expertise and recommendations in assessing new financial systems development projects and initiatives to support and enhance the Treasury's existing financial systems environment;
- Conduct reviews of the different financial systems owned by the Treasury, from the application design and architecture to the programming language and code used;
- Identifies and develops opportunities that can improve efficiency of the Treasury's business processes.
- Investigates application functionality related issues and provides the relevant guidance to the supporting teams by way of documentation, which includes proposed method to resolve;
- Co-ordinates application development for multiple projects;
- Conducts troubleshooting of financial software application issues, when escalated;
- Participates in management of outsource relationship for third party application development consultants;
- Assists with application testing;
- Troubleshoots technical issues and document modifications needed in existing applications to meet changing user requirements.
- Provides assistance and advice to all users in the effective use of financial systems applications;
- Develops new and updates existing technical procedures and documentation for the applications including operations, user guide, etc.;
- Contributes to the creation of the system design and functional specifications for all new financial systems development projects;
- Serves as a technical liaison and facilitator between all Divisions and Units to assist in addressing and resolving financial systems application issues;
- Collaborates with Units in regard to business process re-engineering and develop system requirement specifications that meet those needs.

### **Human Resources**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations;
- 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;
- Performs all other duties and functions as may be required from time to time.

### **Key Responsibilities**

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

- Provides technical advice to the Assistant Accountant General and the Deputy Accountant General;
- Authorizes Foreign Currency payments;
- Executes foreign debt payments in a timely manner;
- Monitors payment of bank charges;
- Monitors Imprest/Per Diem process;
- Ensures timely execution of GoJ projects and other payments;
- Approves and monitors creation of all Journal Vouchers for both revenue and expenditure;
- Executes special project payments initiated by MoFPS eg. SERP, WeCARE, VaxGrant;
- Monitors Rev-ex queries;
- Monitors Cash Book process;
- Liaises with Financial Institutions;
- Corresponds with MDAs on capital expenditure related matters;
- Maintains an expenditure payment system to ensure that all Government debt obligations, foreign and project payments are settled in a timely and efficient manner;
- Implements a system of control to ensure timely update of all project and foreign payments within GFMS;
- Maintains adequate records and control of recurrent and capital releases;
- Oversees the reconciliation of cash backing with budgetary releases;
- Continuous monitoring of the Disbursement Unit to minimize/avoid any potential risks;
- Monitors the accuracy of all payments from the TSA and reporting to the Accountant;
- Ensures that cash requirements are accurate to allow forecasting and accurate financial management and planning;
- Provides guidance to Team on technical matters and ensures resolution;
- Assists the Assistant Accountant General and Deputy Accountant General to prepare timely and accurate financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer with Government Department, Commercial and Central Banks.

#### ***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 ensure the Unit meets or exceeds Unit performance targets.

#### ***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 staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core***

- Analytical Thinking, 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***

- Excellent understanding of structured programming principles, system analysis techniques, system design, industry standard testing principles, system implementation, user training and follow up
- Excellent understanding of the interdependent relationship between infrastructure, information security and the application/services they enable
- Experience in the use of UML, process flow, design and presentation tools
- Knowledge of the Central Treasury Management System (CTMS) framework
- Ability to work on multiple projects at varying stages
- Strong decision making/problem solving skills
- Ability to work within and contribute to workflow processes.
- Ability to manage customer's expectations according to internal timeliness and commitments.
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of best practice
- Principles of project estimation and planning
- Principles of project management, time management and problem solving
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

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

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Four (4) years' experience with Financial Systems.

### **Special Condition Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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.

## **2. Business Analyst (MIS/IT 6)**

### **Job Purpose**

Under the general direction of the Director Systems Innovation and Projects, the Business Analyst is responsible for conducting analysis of functional business processes and functional business requirements and participates in the development of business cases in the support of process changes and/or ICT projects.

### **Key Responsibilities**

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

- Conducts data gathering and analysis to understand business strategy requirements;
- Contributes to the business short and long-term planning sessions and provides counsel to ensure understanding of the strategic business goals and direction;
- Provides appropriate technical and professional advice;
- Provides strategic input from a business and ICT perspective;
- Assesses client needs utilizing a structured requirements process (gathering, analyzing, documenting, and managing changes) to assist in identifying
- business priorities, and may advise on options;
- Designs, builds, tests and maintains data analytics solutions, ensuring that they meet business requirements and user needs;
- Develops and communicates business requirements and functional specifications for the implementation of business solutions;
- Analyzes client operations to understand their strengths and weaknesses to determine opportunities for improvements;
- Provides technical assistance in the development of business case (i.e. research, data collection and analysis);
- Develops user test cases and validates test results during testing;
- Arranges and executes test cases to facilitate the debugging process, changes and simplify integration;
- Develops dashboards supporting strategic support unit activities, such as divisional reporting and risk management;
- Collaborates with key stakeholders to identify opportunities to apply new business intelligence insights to various areas; Investigates, resolves and escalates problems and develops recommendations for resolution;
- Identifies need for technical assistance to help in problem resolution;
- Provides support (i.e., creating reports, research, documentation) for the analysis of client satisfaction data;
- Supports effort to ensure ICT solutions meet client needs.

#### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents, as required.

#### ***Human Resource Management:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations

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

### **Required Knowledge, Skills and 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:***

- Strong knowledge and experience with a Software Development Life Cycle (SDLC)
- Demonstrated leadership and attention to detail through prior experience at strategic and tactical/implementation levels
- Ability to work on multiple projects at varying stages.
- Strong decision making/problem solving skills.
- Ability to work within and contribute to workflow processes.
- Ability to manage customer's expectations according to internal timeliness and commitments.
- Ability to take complicated or complex information and present it in a logical and concise manner
- Demonstrated thirst for keeping abreast of Business Analysis best practice
- Principles of project estimation and planning
- Principles of project management, time management and problem solving
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science, ICT, Management Information Systems, Business Administration, Management Studies or a related discipline;
- Specialized training in Business Analysis;
- Four (4) years related experience, in a Business Analysis environment.

**Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- 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.

**3. Payroll Control Officer (FMG/AT 3)**

**Job Purpose**

The Payroll Officer - Pensions supports the processing of pension payments from the Consolidated Fund to Public Sector Pensioners.

***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- Process and effect the payment of monthly pensions to eligible Government Pensioners;
- Facilitate the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Comply with financial regulations and standards in effecting pension payments.

**Key Responsibilities**

***Technical:***

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners;
- Verifies accuracy of pension payment against Pensioner's file/records;
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or agent etc.;
- Updates Pensioners' payment cards in relation to restoration of full pension, health insurance, Civil Service Family Benefits Scheme, and Income Tax deductions;

- Checks payment cards audit trail for accuracy and submits to Supervisor for verification;
- Resumes payments that have been suspended once valid Life Certificates are received;
- Calculates balance of pension in respect of deceased Pensioners in order to make payment to Estate;
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to Pensioners based on circular received from the Ministry of Finance & the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for Pensioners whose contributions were deducted beyond the cessation dates
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased pensioners
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased Pensioners to ensure balance;
- Submits returned cheques for deceased Pensioners, for lodgment to the relevant bank account;
- Requests that cheques lodged to Treasury Deposits be re-issued once Pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies Pensioners' personal data e.g. (date of birth and address)
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System
- Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator
- Assists in dispatching monthly payroll for Pensioners.
- Any other related duty that may be assigned from time to time

### **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
- Accuracy and attention to detail
- **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
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance
- Ability to work effectively under pressure
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **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
- **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
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- 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;
- **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 in a consistent, effective and efficient manner
- Comprehensive knowledge of Government Accounting procedures
- Good knowledge of payroll accounting;
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act.
- Knowledge of Public Treasury operations

### **Minimum Required Education and Experience**

- AAT level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any Bachelor's Degree programmes mentioned above.

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

- Required to meet numerous critical deadlines from time to time
- Normal office conditions

## **4. Payroll Officer (FMG/AT 3)**

### **Job Purpose**

The Payroll Officer - Pensions supports the processing of pension payments from the Consolidated Fund to Public Sector Pensioners.

**Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- Process and effect the payment of monthly pensions to eligible Government Pensioners;
- Facilitate the deduction and remittance of contributions to the Government's Health Insurance Scheme Administrators;
- Comply with financial regulations and standards in effecting pension payments.

### **Key Responsibilities**

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

- Prepares data for the editing and processing of payment cards in respect of monthly pensions for Government/Public Sector Pensioners.
- Verifies accuracy of pension payment against Pensioner's file/records.
- Processes all requisite changes e.g. to pension amounts, banking information, change of address, change of names or agent etc.
- Updates Pensioners' payment cards in relation to restoration of full pension, health insurance, Civil Service Family Benefits Scheme, and Income Tax deductions.
- Checks payment cards audit trail for accuracy and submits to Supervisor for verification.
- Resumes payments that have been suspended once valid Life Certificates are received.
- Calculates balance of pension in respect of deceased Pensioners in order to make payment to Estate.
- Submits files to the Supervisor for checking and certification;
- Calculates increase due to Pensioners based on circular received from the Ministry of Finance & the Public Service;
- Prepares refunds of contribution to the Civil Service Family Benefit Scheme for Pensioners whose contributions were deducted beyond the cessation dates;
- Recovers overpayment of salaries or pensions and remits accordingly;
- Examines the death announcements in the newspaper for deceased Pensioners
- Receives and packages cheques;
- Reconciles cheques with Post Office listing and notes any cheques to be held, and packages for dispatch to the Post Office;
- Prepares monthly summary to facilitate the cash transfers and adjustments;
- Conducts monthly control to reflect changes made for the month whether by the resumption of suspended payments or termination of payment for deceased pensioners to ensure balance;
- Submits returned cheques for deceased Pensioners, for lodgement to the relevant bank account;

- Requests that cheques lodged to Treasury Deposits be re-issued once Pensioners' accounts or status have been verified;
- Files all cards used in the preparation of the payroll once the control is done;
- Verifies Pensioners' personal data e.g. (date of birth and address)
- Ensures that information keyed by the Data Centre are correct;
- Submits monthly summary to the Senior Payroll Officer;
- Posts payments on the Financial Management Information System
- Checks list prior to dispatching to healthcare provider;
- Mails cheque along with Listing to the Health Insurance Administrator
- Assists in dispatching monthly payroll for Pensioners.
- Any other related duty that may be assigned from time to time

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- Accuracy and attention to detail
- **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
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organizational performance
- Ability to work effectively under pressure
- **Collaboration and Team Work:** The ability to be collaborative, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- 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
- **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
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face- to- face
- 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.
- **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 in a consistent, effective and efficient manner
- Good knowledge of payroll accounting;
- Working knowledge of relevant computer system and applications
- Good knowledge of Staff Order and the FAA Act.

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

- AAT level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any Bachelor's Degree programmes mentioned above.



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

- Required to meet numerous critical deadlines from time to time
- Normal office conditions

### **5. Administrator (GMG/AM 3)**

#### **Job Purpose**

The Administrator is responsible for providing clerical and administrative support to the Financial Resources Division by conducting basic research, preparing reports, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

#### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To prepare reports and fulfill information requests.
- To carry out secretarial and clerical functions including correspondence, scheduling of meetings and appointments.

#### **Key Responsibilities**

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

- Reads and analyses incoming memos, submissions and reports in order to determine their significance and plan their distribution as per directives.
- Opens, sorts, and distributes incoming correspondence, including facsimile and email.
- Answers the telephone, screen callers, and takes and relays messages
- Receives, greets and directs visitors to the Unit.
- Prepares responses to correspondence for which authorized.
- Dispatches outgoing mail.
- Responds to requests, inquiries and complaints from staff, other Divisions, organizations and the general public; refers persons to the relevant authorities, and follows through on the resolution of issues.
- Prepares reports, memos, letters, and other documents, using word processing, spread sheet, database, and/or presentation software.
- Files and retrieves documents, reports, and other records.
- Maintains and monitors the schedule of meetings/events for the Division.
- Prepares agendas and makes arrangements for committee, and other meetings attended by the Director, as required.
- Assists in the organization of events and activities by scheduling rooms, issuing information, and coordinating speakers/participants.
- Makes travel and accommodation arrangements for staff, as required.
- Researches and analyses data and prepares draft reports on routine administrative matters or other informational materials required.
- Prepares special and recurring departmental reports by gathering, compiling and typing data from various sources.
- Co-ordinates the flow of paperwork, including periodic and special reports between the Director, Treasury Deposits' office and the various Units.
- Attends meetings in order to record Minutes.
- Compiles, transcribes and distributes Minutes of meetings.
- Provides administrative support to AGD's Committee Meetings
- Any other related duty that may be assigned from time to time.

#### **Required Knowledge, Skills and Competencies**

- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, 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
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations

- **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
- **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 and inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **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
- **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;
- Ability to work effectively under pressure

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

- Certificate in Administrative Management Level 2, OR equivalent
- Associates Degree in Administrative Management/ Business Administration or equivalent
- Certified Professional Secretary Designate
- At least four (4) years secretarial experience

Desirable:

- Typing 50 – 60 wpm; Shorthand at 120wpm
- Ability to use all typical office machines
- Proficiency with Microsoft Office Suite

#### **Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines
- Normal office conditions

Applications accompanied by résumés should be submitted **no later than Tuesday, 27<sup>th</sup> January, 2026 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
21 Dominica Drive  
Kingston 5**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.gov.jm)

Please note that only shortlisted 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. Greene (Mrs.)  
for Chief Personnel Officer (acting)**