



## Office of the Services Commissions

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### **CIRCULAR No. 49** **OSC Ref. C. 6608<sup>9</sup>**

6<sup>th</sup> March, 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/be assigned to the following posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Research, Monitoring and Evaluation (GMG/SEG 4) (vacant)**, Policy Development, Research, Evaluation & Monitoring Support Branch, salary Range: \$6,333,301.00 – \$8,517,586.00 per annum.
2. **Policy Analyst (GMG/SEG 3) (vacant)**, Policy Development, Research, Evaluation & Monitoring Support Branch, Salary Range: \$5,198,035.00 – \$6,990,779.00 per annum.
3. **Research Officer (SOG/ST 5) (vacant)**, Policy Development, Research, Evaluation & Monitoring Support Branch, Salary Range: \$3,501,526.00 – \$4,709,163.00 per annum.
4. **Statistician and Data Analyst (SOG/ST 5) (vacant)**, Policy Development, Research, Evaluation & Monitoring Support Branch, Salary Range: \$3,501,526.00 – \$4,709,163.00 per annum.
5. **Executive Secretary 2 (OPS/SS 5) (vacant)**, Policy Development, Research, Evaluation & Monitoring Support Branch, Salary Range: \$2,803,771.00 – \$3,770,761.00 per annum.
6. **Administrative Assistant (GMG/AM 4) (vacant)**, National Cultural and Creative Industries, Culture and Creative Industries Policy Development and Monitoring Branch, Salary Range: \$2,803,771.00 – \$3,770,761.00 per annum.
7. **Senior Public Procurement Officer GMG/SEG 1 (not vacant)**, Corporate and Liaison Services Division, salary Range: \$3,501,526.00 – \$4,709,163.00 per annum.
8. **Accounting Clerk FMG/AC 2 (not vacant)**, Corporate and Liaison Services Division Salary Range: \$1,439,455.00 – \$1,935,907.00 per annum.

#### **1. Director, Research, Monitoring and Evaluation (GMG/SEG 4)**

##### **Job Purpose**

Under the direction of the Senior Director, the Director, Research, Monitoring and Evaluation is responsible for leading the execution of research projects, drafting research proposals, selecting research methods and presenting research findings to support the Ministry's policy objectives.

##### **Key Responsibilities**

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

- Contributes to the development, implementation and monitoring of the Branch's Operational Plan and Annual Budget;
- Prepares and submits reports and other documents as required;
- Represents the Branch/Division/Ministry at meetings, conferences, seminars and other fora as required and provide reports to the Senior Director, Policy Development, Research, Evaluation and Monitoring Support.

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

- Conducts regular assessments on policy needs and performance of systems and procedures designed to communicate with portfolio Agencies and other Stakeholders;
- Manages the development of strategies and tools for data flow, data collection, data quality assurance, data analysis, and regular reporting on approved indicators under each objective;

- Manages a rigorous approach to monitoring and evaluation, including creating systems for monitoring performance progress toward specific objectives, outputs and outcomes;
- Participates in monitoring the output of Agencies within the portfolio to ensure that the Ministry's policies, goals and objectives are met; as well as identifies and resolves any related issues;
- Collaborates in the development of a database for programmes and activities that will drive the communication between the Branch and its key stakeholders;
- Develops framework for Monitoring and Evaluation (M&E) within the Ministry in accordance with the Strategic/Business Plan;
- Participates in inter-agency and inter-ministerial meetings to provide on-going consultation and dialogue in discussing and implementing pertinent issues such as those related to culture, gender, entertainment and sport;
- Prepares and submits data on activities relating to the Ministry's portfolios, its impact and contribution to the Economic Growth;
- Conducts formative research (qualitative and quantitative) that can support the identification and analysis of issues, challenges and opportunities affecting the Ministry and its portfolio entities;
- Collaborates on the design, development of research and analysis to identify issues that will inform the formulation of policies, programmes and intervention for the portfolio areas;
- Develops and/or adapts practical monitoring and reporting tools for use in the various Agencies under the Branch's portfolio;
- Prepares monthly, quarterly, annual Monitoring and Evaluation Report and ensure that they are submitted to the Senior Director.

#### ***Human Resource***

- Develops and manages the performance of its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary to improve performance.

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

##### ***Core:***

- Oral and written communication skills
- Analytical thinking
- Problem solving and decision making
- Teamwork and cooperation
- Initiative
- Integrity
- Interpersonal skills

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

- Knowledge of the Government of Jamaica (GoJ) regulations, laws and guidelines which affect or impact the Ministry
- Sound knowledge of research, policy design and reporting
- Qualitative and quantitative knowledge
- Programme and project development and management skills
- Sound knowledge of interpreting, analyzing qualitative and quantitative statistics and presenting statistical data.
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).

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

- Undergraduate in Social Sciences or its equivalent from a recognized Tertiary Institution.
- Five (5) years related work experience with at least two (3) years job experience in Policy and Research
- Maintains close collaboration with internal and external stakeholders of the Branch's portfolio's responsibilities.
- Approve sick & departmental leave
- Recommend vacation leave
- Access confidential information

## **2. Policy Analyst (GMG/SEG 3)**

### **Job Purpose**

Under the direction of the Director, Policy Development Support, the Policy Analyst is responsible for conducting critical analysis of policy documents and contributes to the development and formulation of policies that will enhance the status of the culture, gender, entertainment and sport portfolios economically and socially. The Policy Analyst will also assist in the design and planning of stakeholders' consultations pertinent to policy development and promulgation.

### **Key Responsibilities**

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

- Contributes and supports the development and implementation of the Branch's Operational Plan and Annual Budget;
- Prepares and submits reports which explains the recommended policies, research findings and their implications;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora, as required.

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

- Generates data to inform policy development;
- Conducts the relevant research, in collaboration with internal and external stakeholders in order to develop national policies and programmes;
- Manages the collection, compilation and relevance of quantitative and qualitative data as well as summarizes and analyses the data;
- Reviews other data, published research and other material which can impact the development of the policies and programmes;
- Reviews and updates policies to respond to any current and emerging needs of Jamaica's culture, gender, entertainment and sport portfolios;
- Designs and plans stakeholders' consultations pertinent to policy development and promulgation;
- Liaises with external entities such as the Statistical Institute of Jamaica (STATIN) and the Planning Institute of Jamaica (PIOJ) in order to share and obtain data which will inform policies;
- Assists in developing policy options and provides advice based on research on their effectiveness and impact;
- Reviews and comments on Annual Reports, Corporate and Strategic Plans for which oversight is provided by the Branch;
- Assists in the drafting of policy proposals for consideration and review;
- Assists in conducting impact assessment on policies being implemented;
- Assists with the monitoring of the implementation process for policies developed in assigned Departments and Agencies;
- Participates in the process of identifying relevant stakeholders to initiate the discussion for the development of policies in areas with identified gaps;
- Maintains a database of strategic policy issues and actions undertaken;
- Monitors and analysis domestic and or international issues, identifies strategic issues and determines policy implications;
- Reviews regional and international related documents in relation to the Ministry's portfolios;
- Contributes to the preparation of papers, reports, submissions, briefs and correspondence.

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

#### ***Core:***

- Oral and written communication skills
- Analytical thinking
- Teamwork and cooperation
- Initiative
- Planning and organizing
- Integrity
- Interpersonal skills

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

- Undergraduate Degree in Social Sciences or equivalent from a recognised Tertiary institution
- Specialised training in modern approaches to policy research/analysis
- Minimum three (3) years' working experience in related field.

### **3. Research Officer (SOG/ST 5)**

#### **Job Purpose**

Under the supervision of the Director, Research and Evaluation, the Research Officer is responsible for conducting research and detailed demand-driven analyses to inform policy recommendations and other interventions aimed at providing research derived evidence to inform the development and diversification to support the Branch in demonstrating the impact of programmes and policies.

#### **Key Responsibilities**

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

- Keeps current with developments in the research and policy development areas. This includes:
  - research management,
  - research ethics,
  - data manipulation, and the use of
  - appropriate statistical programmes;
- Maintains a database of relevant research proposals and research projects;
- Keeps current with developments in policy and issues relating to the ministry and its entities.
- Prepares and submits reports and technical papers as requested;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora as required.

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

- Plans, organises and implements sensitive research in areas relevant to the work of the Ministry;
- Assists in the identification of statistical indicators and methodology to facilitate analysis;
- Identifies topical, emerging and priority areas for research and presents outlines and research specifications for consideration;
- Develops, implements, and manages systems and procedures to meet the information needs of the Branch and the Ministry;
- Coordinates all research activities and oversees the implementation of research strategies for the Ministry;
- Employs qualitative, quantitative and other research methodologies, data collection methods (surveys, interviews, focus groups, etc.) and other appropriate tools to secure valid and reliable information required by the Branch and the Ministry;
- Critiques and analyzes research data and findings and makes recommendations;
- Develops, reviews and comments on draft research instruments, such as questionnaires, and editing draft reports;
- Ensures appropriate quality control in the research process in order to facilitate accurate and valid research findings;
- Develops and maintains research database relevant to the Branch's portfolio responsibilities;
- Prepares research reports and detailed terms of reference for approved studies;
- Produces written and oral policy briefs for colleagues and the Senior Director;
- Conducts approved policy briefs in keeping with agreed specifications;
- Provides research-based comments and analyses on policy papers and research documents;
- Promotes the appropriate use of research data to inform decision-making within the Ministry;
- Forges partnerships with other Government of Jamaica (GOJ) entities and stakeholders in areas of common research interests.

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

### **Core**

- Oral and written communication skills
- Analytical thinking
- Problem solving and decision making
- Teamwork and cooperation
- Initiative
- Planning and organizing
- Integrity
- Interpersonal skills

### **Functional/Technical**

- Sound knowledge of statistical methods, survey designs and investigative programmes
- Strong computing, quantities and information gathering skills
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (SPSS or other similar applications)

## **Minimum Required Qualification and Experience**

- Undergraduate Degree in Social Sciences or equivalent from a recognised Tertiary Institution
- Specialised training in modern approaches to policy research/analysis
- Minimum three (3) years' working experience in related field.

## **4. Statistician and Data Analyst (SOG/ST 5)**

### **Job Purpose**

Under the direct supervision of the Director, Research and Evaluation, the Statistician and Data Analyst is responsible for the provision of statistical data, analysis and reports in support of policy research, policy development, implementation and evaluation to enhance the policies and programmes of the Ministry.

### **Key Responsibilities**

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

- Participates in the development and implementation of the Unit's Operational Plan and Annual Budget;
- Prepares and submits reports and technical papers, as requested;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora, as required.

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

- Collects and collates statistical data to support research priorities in the Ministry;
- Analyzes and interprets statistical data as sources of information and to forecast programmes, projects and policy development;
- Prepares data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting raw data;
- Evaluates the statistical methods and procedures used in obtaining data to ensure validity, applicability, efficiency, and accuracy;
- Evaluates sources of information to determine reliability and accuracy of data;
- Plans data collection methods for specific projects and determines the types and size of sample size to be used;
- Maintains databases to support the Ministry's research and policy priorities;
- Maintains the security and credibility of the data that are stored in the database;
- Reviews periodically and makes recommendations for the improvement of statistical data management within the Ministry and its Entities;
- Implements recommendations for improvements to data management within the Ministry, its Agencies/Entities;
- Supports the Director in the delivery of statistical analysis and techniques at meetings, workshops, seminars and conferences;
- Makes recommendations to the Director and implements agreed approaches to data collection and collations;

- Develops and presents statistical reports to Senior Directors within the Ministry and external stakeholders, as required.

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

#### **Core:**

- Oral and written communication skills
- Analytical thinking
- Problem solving and decision making
- Planning and organizing
- Teamwork and cooperation
- Initiative
- Integrity
- Interpersonal skills

#### **Functional/Technical:**

- Sound knowledge of quantitative and qualitative data collection, analysis and presentation
- Sound knowledge of theory, systems and application statistical research methodology
- Ability to represent findings and conclusions effectively in appropriate tabular, graphical and written formats
- Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (SPSS or other similar applications)

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

- Undergraduate in Statistics, Mathematics or its equivalent from a recognized Tertiary Institution.
- At least two (3) years related work experience

## **5. Executive Secretary 2 (OPS/SS 5)**

### **Job Purpose**

Under the direct supervision of the Chief Technical Director, the Executive Secretary 2 provides efficient and effective secretarial and administrative support to the Chief Technical Director with respect to the smooth operations and optimum output of the office, and the wider Division.

### **Key Responsibilities**

#### **Management/Administrative**

- Schedules and prioritises the engagements and appointments for the Chief Technical Director and advises of matters requiring prompt attention;
- Schedules and coordinates internal and external meetings on behalf of the Chief Technical Director;
- Maintains an effective system that allows security and speedy retrieval of documents/information in accordance with established standards and records all mail received;
- Coordinates preparation for the Chief Technical Director's overseas travel ensuring that all necessary arrangements – travel, accommodation, technical documents/papers are in place;
- Processes assigned correspondence and provides feedback to the Chief Technical Director, as required;
- Assists in managing the Division's budget by liaising with the Finance and Accounts Branch and preparing the relevant internal and external commitments as required;
- Arranges for the printing, photocopying, binding, dispatching, etc. of documents produced from the Chief Technical Director's desk;
- Organises meetings hosted by the Chief Technical Director to include staff meetings and all other relevant meetings to include quarterly Heads of Agencies meetings and prepare Minutes, reproduces and distributes in accordance with established guidelines;
- Receives/hosts visitors on behalf of the Chief Technical Director.

**Technical Support**

- Researches and compiles information on behalf of the Chief Technical Director, as requested;
- Monitors assigned priority programmes directly managed by the Chief Technical Director and provides continuous feedback about the programmes;
- Prepares documents and background information for meetings to be attended by the Chief Technical Director;
- Prepares and edits correspondence communications, presentations and other documents;
- Reviews, proofreads, and edit documents prepared;
- Coordinates the preparation of special Reports such as annual Divisional budget, Divisional Plan and Strategic Business Plan;
- Assists the Chief Technical Director with adhoc reports including and quarterly reviews as instructed;
- Maintains schedules of routine and special appointments for the CTD advising of matters requiring prompt attention;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Receives and makes telephone calls on behalf of the CTD;
- Maintains effective filing system that allows security and speedy retrieval of documents/information in accordance with established standards;
- Records all mail received;
- Works on any other technical matter as assigned by the Chief Technical Director.

**Required Knowledge, Skills and Competencies****Core:**

- Oral and written communication skills
- Problem solving and decision making
- Planning and organizing
- Flexibility and adaptability
- Teamwork and cooperation
- Initiative
- Integrity
- Confidentiality
- Interpersonal skills
- Managing external relationships

**Functional/Technical:**

- Excellent knowledge of general office procedures and practices
- Sound knowledge of Government of Jamaica (GoJ) legislations, policies and procedures
- Good research and information gathering skills
- Sound knowledge in technical/administrative functions
- Excellent Customer and Quality Focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the Administrative Management Courses – Level 2 at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute plus seven (7) years' general office experience.

**OR**

- Graduated from an accredited school of Secretarial Studies; proficiency in typewriting at 50-55 words per minute; training in the use of Microsoft Office; English Language at CXC/GCE O'Level; Successful completion of the Administrative Management Courses, Level 2 at the Management Institute for National Development (MIND) and seven (7) years' general office experience.

**OR**

- Successful completion of the Certified Professional Secretary's course; proficient in typewriting at 50-55 words per minute; English Language at CXC/GCE O'Level; training in the use of Microsoft Office; and seven (7) years' general office experience plus Administrative Management Course – Level 2 at the Management Institute for National Development.

## **6. Administrative Assistant (GMG/AM 4)**

### **Job Purpose**

Under the direction of the National Director, National Cultural and Creative Industries Council Secretariat, the Administrative Assistant is required to assist in the delivery of efficient and effective administrative and general secretarial services to the Secretariat.

### **Key Responsibilities**

- Manages the National Director's Diary and schedule appointments for meetings etc.;
- Provides administrative and support services to the Directors in the Secretariat;
- Assists with research in regard to the preparation of conference papers, policy decision and for meetings/discussions, Operational and Work Plans, as well as quarterly/monthly status reports on the work of the Secretariat;
- Assists with the preparation of budget spreadsheets for all major events;
- Sorts and distributes correspondence (print and electronic), and assists with the follow-up on special requests made of the National Director;
- Provides support to the National Director, in the preparation, organization and circulating of Minutes of meetings;
- Coordinates preparation for the National Director's overseas travel ensuring that all necessary arrangements – travel, accommodation, technical documents/papers are in place;
- Makes travel arrangements and prepares itinerary for local and overseas business trips;
- Provides logistical support for seminars, meetings, press conferences and other events that are being organized by the Secretariat;
- Responds intelligently to official enquires about the work of the Secretariat and where necessary, and refers these enquiries to the appropriate officers
- Attends meetings with the National Director, upon request, takes notes/minutes and transcribe information, where requested.

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

#### ***Core:***

- Oral and written communication skills
- Problem solving and decision making
- Planning and organizing
- Teamwork and cooperation
- Initiative
- Integrity
- Interpersonal skills
- Customer and quality focus
- Managing external relationships

#### ***Functional/Technical:***

- Sound knowledge of general office procedures and practices
- Good research and information gathering skills
- Sound knowledge in technical/administrative functions
- Knowledge of Government Protocols
- Proficient with the use of all Microsoft applications including spreadsheets, word processing, database management, presentation and other graphics-related programmes

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

- Undergraduate Degree in in Administrative Management, Management Studies or Public Administration from an accredited Institution;
- Secretarial Diploma/Certificate from a recognized Institution;
- A minimum of four (4) years' experience at the Administrative Management level

## **7. Senior Public Procurement Officer (GMG/SEG 1)**

### **Job Purpose**

Under the direct supervision of the Director, Procurement the Senior Procurement Officer researches information on prices and procures goods and services requested by the various departments.

### **Key Responsibilities**

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

- Participates in the preparation of annual procurement plan for the procurement of goods, works and services for the Ministry;
- Provides guidance to Internal/External customer on the Ministry's procurement policies and procedures;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Ensures that procurement practices conform with the relevant Acts;
- Represents the Ministry at Meetings, Conferences, Workshops and Seminars.

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

- Prepares contracts;
- Coordinates public procurement tender closing and opening exercise;
- Reviews tender evaluation reports;
- Assesses quotations and make recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all ORGANIZATION contracts are reviewed by the Legal Division;
- Maintains contract register;
- Prepares Procurement Plans for the Ministry;
- Maintains database with current cost and location of goods, works, and services and establish links with ones in other government agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Unit to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and organization's representatives;
- Reviews all tender reports for submission to the Procurement Committee, Ministry's Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Ministry's Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Public Procurement or Director, Asset Management on suppliers reliability/suitable and performance;
- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier, once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered";
- Liaises with the Accounts & Finance Unit to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc;
- Advises on the reliability and performance of suppliers.

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

### **Core:**

- Oral and written communication skills
- Initiative
- Problem solving and decision making
- Integrity
- Teamwork and cooperation
- Interpersonal skills

### **Functional/Technical:**

- Good knowledge of the Government Public Procurement Act 2015 & Regulations
- Good knowledge of the Finance, Administration and Audit (FAA) Act
- Good Knowledge of Procurement Guidelines
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the use of Microsoft Office Suite and other relevant computer application and systems

## **Minimum Required Qualification and Experience**

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Experience in related field: 3 years
- OR**
- ACCA Level 2
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Experience in related field: 3 years
- OR**
- Diploma in Business Administration, Accounting or any other related field
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Experience in related field: 5 years

## **8. Accounting Clerk (FMG/AC 2)**

### **Job Purpose**

Under the direct supervision of the Director, Finance and Accounts, the Accounting Clerk provides accounting support to the Finance and Accounts Unit, ensuring that accounting procedures are in compliance with the Government of Jamaica (GoJ) regulations and in accordance with the Financial Administration and Audit (FAA) Act.

### **Key Responsibilities**

- Assists in the preparation and management of the Annual Budget and Cash Flow;
- Verifies payment schedule against Settled Report;
- Prepares Withholding Tax Certificate and Withholding Tax on Special Services Certificate;
- Prepares payment vouchers and ensures proper authorization of supporting documents;
- Prepares Petty Cash payment vouchers;
- Makes call to external clients in relation to Settled Payments, Withholding Tax Certificate and Withholding Tax on Special Services Certificate;
- Follows-up with external clients for the collection cheques;
- Liaises with the Accounts Unit of the Office of the Prime Minister (OPM) to follow-up on payments and expenditures;
- Assists in preparing cheques and payment vouchers;
- Assists in maintaining records of expenditure;
- Assists in ensuring that Cash Book is checked at the end of each month by designated Senior Officer;
- Assists the Director in the planning and utilization of available cash based on the level and categories of outstanding commitments.

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

#### **Core:**

- Oral and written communication skills
- Planning and organizing
- Flexibility and adaptability
- Teamwork and cooperation
- Initiative
- Integrity
- Interpersonal skills

#### **Functional/Technical:**

- Good knowledge of the general operations of the machinery of the Government of Jamaica, especially the Financial Administration and Audit (FAA) Act
- Good knowledge of the Public Sector Budget Preparation and Administration;
- Sound knowledge of accounting principles, office practice and procedures
- Excellent customer and quality focus.
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

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

- Four (4) CXC General Proficiency or GCE O'Level subjects including English Language, and a numeric subject;
- Certificate/Diploma in Accounting from a recognised institution would be an asset.
- One (1) experience in Public Sector Accounting System.

Applications accompanied by résumés should be submitted **no later than Thursday, 19<sup>th</sup> March, 2026 to:**

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

Email: [careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.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)**