



Office of the Services Commissions

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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 **Public Expenditure, Taxation Policy, Public Expenditure Policy Co-ordination, Corporate Planning and Administration Divisions, Ministry of Finance and the Public Service:**

1. **Senior Director, Public Sector Investment, Programme Strategic Coordination and Analysis (GMG/SEG 5) (Vacant)**, salary range \$7,716,512 – \$10,377,851 per annum.
2. **Audit Co-ordinator – Information Systems (FMG/AS 4) (Not Vacant)**, salary range \$6,333,301 – \$8,517,586 per annum.
3. **Risk Monitoring & Evaluation Analyst (GMG/SEG 3) (Vacant)**, salary range \$5,198,035 – \$6,990,779 per annum.
4. **Risk Management Policy Analyst (GMG/SEG 3) (Vacant)**, salary range \$5,198,035 – \$6,990,779 per annum.
5. **Procurement Officer (GMG/SEG 1) (Vacant)**, salary range \$3,501,526 – \$4,709,163 per annum.
6. **International Trade Relations Officer (GMG/SEG 1) (Not Vacant)**, salary range \$3,501,526 – \$4,709,163 per annum.

1. **Senior Director, Public Sector Investment, Programme Strategic Coordination and Analysis (GMG/SEG 5)**

Job Purpose

Under the general direction of the Principal Director Public Expenditure Performance Monitoring & Evaluation, the Senior Director Public Sector Investment Programme (PSIP) Strategic Coordination and Analysis is responsible for:

- High level monitoring & management of the GOJ public sector investment programme, to ensure that it maintains its integrity as the rolling five-year plan of Cabinet approved, new and ongoing prioritized public investment projects undertaken by Self-Financed Public Bodies and the Central government.
- Managing the preparation of the comprehensive annual PSIP Paper to be tabled in parliament.
- Undertaking regular monitoring and analysis of the PSIP against (i) the strategic objectives of government (ii) the fiscal and debt sustainability agenda (iii) and prevailing socioeconomic and environmental conditions and reporting to the Public Investment Management Committee (PIMC) chaired by the Minister with responsibility for Finance, the Cabinet and other stakeholders.
- The preparation of the comprehensive performance report tabled in Parliament which informs the preparation of the PSIP Policy as required by the Fiscal Responsibility Framework of the Financial Administration and Audit (FAA) Act for publishing by the Minister.

Key Responsibilities

Technical/ Professional

- Ensures that the integrity of the PSIP is maintained as a rolling five (5) Year medium term public;

- investment plan of projects undertaken by Self Financing Public Bodies and the Central Government;
- Leads the monitoring, analysis and updating of the ongoing PSIP against the strategic priorities of government, fiscal and debt sustainability agenda, prevailing socio-economic and environmental conditions; implementation status and technical capacity of executing agencies;
- Leads the preparation of the comprehensive Medium Term PSIP for tabling in Parliament in keeping with the requirements of the FAA Act;
- Provides the Planning Institute of Jamaica with technical information to aid its preparation of the statutory PSIP Policy Paper that provides guidance on the medium term PSIP, for presentation at the Cabinet Planning Retreat in September;
- Supports the loan & grant negotiation processes through strategic collaboration with the Economic Management Division (EMD) and the Planning Institute of Jamaica (PIOJ) as required, where this relates to the financing of PIPs within the PSIP;
- Coordinates reviews of Project Change Submissions for conformity with established protocols and provides recommendations to assist the PIMC in its consideration and actions to be approved;
- Ensures that high level risk-based monitoring reports are prepared for the PIMC and include projects identified according to their risk of delivery failure.

Management/Administrative

- Plans, organizes and directs the work of the Section/Unit;
- Supports the Senior Director in developing the Unit's corporate and operational plans and budgets, and monitoring the Unit's achievement against them;
- Represents the MOFPS at conferences, symposiums/seminars/ workshops and meetings both local and overseas and make presentations on issues bearing portfolio responsibility;
- Conducts periodic reviews of supervisees in accordance with work plans and final assessment based on performance assessment criteria and prepares performance report;
- Conducts regular and ad-hoc meetings, as necessary to discuss job scheduling and any other issues/problems that impact the Unit so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them;
- Attends meetings of the PIMC to provide updates on the PSIP.

Human Resource

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members;
- Provides leadership to staff through effective objective/goal setting, performance evaluation on-going feedback, delegation and communication;
- Contributes to the building of institutional knowledge for the PSIP by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching.

Required Knowledge, Skills and Competencies

- Considerable knowledge of Financial Administration and Audit (FAA) Act, Executive Agencies Act, the Public Bodies Management Accountability Act and accompanying regulations
- Strong knowledge and familiarity with the legislative, regulatory and governance framework of the Public Investment Management System
- Sound knowledge of GOJ policies and programmes and the machinery of government
- Sound appreciation of risks identification strategies
- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis and interpretive skills
- Excellent knowledge of the methods, principles, practices and tools of project research and implementation
- Working knowledge of public budgeting principles and practices
- Ability to compile and analyse data and prepare comprehensive reports
- Leadership – Possess the ability to provide direction, allocate responsibilities, delegate and motivate staff
- Planning and Organizing – Possess the ability to plan, organize and structure time efficiently meticulous, quality conscious and thorough in approach to organizational activities
- Negotiating and Persuading – Possess the ability to provide ideas, convince others and gain agreement to proposals, plans and activities
- Problem Solving & Analysis – Possess the ability to identify and analyse work related problems and generate innovative or appropriate solutions
- Communication - Possess excellent written and oral communication skills
- Interpersonal Skills - Possess the ability to interact co-operatively with others and able to build long term internal and external relationships

- Quality of Output - Deliver output of a consistently high quality
- People Management – Possess the ability to effectively select and develop employees through training, mentoring and job rotation
- Teamwork - Be a team player

Minimum Required Qualification and Experience

- Masters' degree in Economics, Development Studies, Business Administration, Public Sector Management, Project Management or a related field.
- Five (5) years' experience at a senior level (with 3 years in portfolio management, project management or monitoring and evaluation)

OR

- Bachelors' degree in Economics, Business Administration, Public Sector Management, Project Management or a related field.
- Seven (7) years' experience at a senior level (with 4 years in portfolio management, project management or monitoring and evaluation)

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with stakeholders to meet critical deadlines;
- May be required to work beyond normal hours;

2. Audit Co-ordinator – Information Systems (FMG/AS 4)

Job Purpose

To promote probity, regularity, transparency, accountability, and value for money in the management of Government information system (IS) resources:

- MDA is Ministry, Department or Agency;
- Information Systems refers to technology, processes, human and other resources.
- Where the term “integrated audit” is used, it refers primarily to audits that combine IS Audits with other types of audit.
- Where this Job Description refers to the “PX Unit”, it refers primarily to the FAA Act analysts within those units, or the PX Unit heads, for it is with them that IAD will primarily liaise;

Key Responsibilities

Support promulgation of information system audit standards and policies.

- Propagate audit policies, procedures, and methodologies and issue guidelines and other material related to IS audit;
- Support the development and promotion of a variety of analytical and IS auditing techniques designed to assure the adequacy and effectiveness of the internal control structure in computer systems and operations;
- Advise the Financial Systems Unit, MOFP of key areas of improvement detected through IS audits;

Training of internal audit units (IAUs), PX Units and Audit Committees conducted.

- Record information on the education and training IAUs have received in IS audit;
- Perform training needs analysis for IAU staff; development of training objectives; and identification of suitable, cost-effective training programmes to meet the objectives, i.e. these may be provided by external institutions or developed by the IS Auditor;
- Provide training (in-house workshops/short courses and on-the-job) and technical support to the IAUs, PX Units and Audit Committees;

Audits overseen and directed.

- Recommends to the Functional Coordinator-IS Audits, IS areas to be audited within the Ministries and Departments;
- Plan, supervise direct and control IS audit assignments within the various Ministries and Departments;
- Guide the Internal Auditors in determining automated testing capabilities and methods to improve efficiency and effectiveness in the audit process;
- Conduct independent review of audits performed by Internal Audit Units, including, but not limited to reviewing audit working papers, findings sheets and reports, and making comments

or suggested revisions as necessary; where necessary, making recommendations regarding weak internal controls collaborating as appropriate with others, for example other PXPC Units;

- Provide specialist advice on internal audit issues and when necessary, undertake special assignments, as requested by Unit Head/ Functional Coordinator - IS Audit.

Computer audit applications selected and implemented;

- Guide the implementation of the selected applications by conducting or arranging training for users.

Required Knowledge, Skills and Competencies

- Sound knowledge of the principles, practices and methodologies of IS audits;
- Proficient in systems development methodologies, Web-based applications, Client Servers; Technology and other operating systems;
- Comprehensive knowledge of the current audit principles, standards and techniques;
- Working knowledge of data processing principles and automated financial systems;
- Sound knowledge of sampling techniques;
- Sound knowledge of training policies and methods;
- Working knowledge of the public finance legal framework.
- Proactive and task/output-focused approach to policy formulation and dissemination;
- Ability to think strategically;
- Proficient analytical and judgment skills;
- Proficient written and oral communication skills;
- Excellent management, leadership and teambuilding skills;
- Ability and willingness to work cooperatively and collaboratively across MoFP and GoJ.
- Strategic Management - Ability to think strategically
- Leadership - Excellent leadership skills
- People Management - Possess excellent people management
- Problem-solving and analysis - Logical problem-solving and analytical skills
- Communication - Possess excellent written and oral communication skills
- Initiative - Ability to exercise initiative and sound judgment
- Integrity/Ethics - Possess good integrity and ethical standards
- Negotiation - Possess good negotiation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in a related area with major course in Information Technology, Accounting or Auditing;
- Professional Accounting Qualification such as ACCA, CPA; Possession of Certified Information System Auditor (CISA) qualification or any other recognized IT professional qualification would be an asset; At least two years related experience.

3. Risk Monitoring & Evaluation Analyst (GMG/SEG 3)

Job Purpose

Under the leadership and direction of the Principal Director, Enterprise Risk Management Policy, the position provides technical assistance to develop M & E frameworks, plans and indicators to capture performance results and provide effective, accurate and timely monitoring and evaluation reports to inform relevant stakeholders of progress or issues. The position is responsible for developing the process, designing and implementing M&E activities, and ensuring that lessons learned are integrated into policy and programme implementation to aid the improvement of quality interventions and outcomes continuously.

Key Responsibilities

Technical/Professional

- Provides direction on Monitoring & Evaluation (M&E) mechanisms to ensure that the Government of Jamaica's Risk Management Policy and Programme achieve its goals and corresponding objectives and targets;

- Design risk monitoring guides for Ministries, Departments and Agencies (MDAs) Monitoring and Evaluation System, in line with the Office of the Cabinet minimum standards;
- Assesses and maintains risk maturity profiles for the Government of Jamaica;
- Develops and monitors data flow/pattern of MDAs' programmes and projects, to ensure timely reporting;
- Monitors MDA's development and implementation of Risk Management Plans to capture performance and results, including routine data reporting, baseline and end-line assessments;
- Develops and monitors data flow/pattern of MDAs' programmes and projects, to ensure timely reporting;
- Develop risk results reporting to the Financial Secretary and Minister by providing written documentation on M&E activities and indicator results for progress and annual reports, as applicable;
- Executes strategic collaboration activities with key stakeholders to learn from policy and programme/project data and adapt interventions as appropriate;
- Uses data to contribute towards strategic decision-making policy, programme and project planning;
- Develops and maintains mechanisms to ensure the quality of data through data verification procedures including routine data quality audits of MDAs;
- Cultivates strategic M&E relationships and alliances with MDAs, donor partners and represents M&E activities in public and professional circles through meetings, conferences, and presentations;
- Evaluate and report on the development and/or implementation of policy directives by MDAs to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, industry and academia to research and understand potential issues in M & E and risk management sector(s) in a Government of Jamaica (GOJ) context, and assesses and supports work by those actors to address these issues;
- In collaboration with the Legal Services Units of the AGC, contributes to the design and amendments of the Risk Management Legislation by providing proposals and recommendations, where applicable;
- Provides expert risk management M & E advice to the Deputy Financial Secretary - PXPC, Financial Secretary, Permanent Secretaries and other Head of Entities;
- Evaluate and report on the development and/or implementation of policies and risk management assessment tools to identify issues and ensure the achievement of desired outcomes;
- Mentors and guides Risk M & E mechanism within MDAs, facilitating compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives;
- Liaises with senior executives in MDAs on plans and strategies for risk management issues to guide policy development and programme evaluation;
- Guides the development of mechanisms to effectively monitor and align each portfolio's risk plan, programmes to ensure cohesive and complimentary execution of risk programme initiatives;
- Guides, reviews and assists in the preparation of decision-making documents, including Cabinet Submissions, Notes, Ministry Papers, Technical Papers etc.
- Establishes and maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on risk management matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Keeps abreast of enterprise risk management policies, monitoring and evaluation initiatives to ensure adherence to international standards and competitiveness.

Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the Branch's Plan;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Enterprise Risk Management as needed.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of risk practitioners for the Public Sector/MDAs;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff within the Unit and across the Public Sector;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations for capacity building across the public sector.

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 meet expectations;
- Performs all other duties and functions, as may be required from time to time.

Required Knowledge, Skills and Competencies**Technical/Professional**

- Provides direction on Monitoring & Evaluation (M&E) mechanisms to ensure that the Government of Jamaica's Risk Management Policy and Programme achieve its goals and corresponding objectives and targets;
- Design risk monitoring guides for Ministries, Departments and Agencies (MDAs) Monitoring and Evaluation system, in line with the Office of the Cabinet minimum standards;
- Assesses and maintains risk maturity profiles for the Government of Jamaica;
- Develops and monitors data flow/pattern of MDAs' programmes and projects, to ensure timely reporting;
- Monitors MDA's development and implementation of Risk Management Plans to capture performance and results, including routine data reporting, baseline and end-line assessments;
- Develops and monitors data flow/pattern of MDAs' programmes and projects, to ensure timely reporting;
- Develop risk results reporting to the Financial Secretary and Minister by providing written documentation on M&E activities and indicator results for progress and annual reports, as applicable;
- Executes strategic collaboration activities with key stakeholders to learn from policy and programme/project data and adapt interventions as appropriate;
- Uses data to contribute towards strategic decision-making policy, programme and project planning;
- Develops and maintains mechanisms to ensure the quality of data through data verification procedures including routine data quality audits of MDAs;
- Cultivates strategic M&E relationships and alliances with MDAs, donor partners and represents M&E activities in public and professional circles through meetings, conferences, and presentations;
- Evaluate and report on the development and/or implementation of policy directives by MDAs to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, industry and academia to research and understand potential issues in M & E and risk management sector(s) in a Government of Jamaica (GOJ) context, and assesses and supports work by those actors to address these issues;
- In collaboration with the Legal Services Units of the AGC, contributes to the design and amendments of the Risk Management Legislation by providing proposals and recommendations, where applicable;
- Provides expert risk management M & E advice to the Deputy Financial Secretary - PXPC, Financial Secretary, Permanent Secretaries and other Head of Entities;
- Evaluate and report on the development and/or implementation of policies and risk management assessment tools to identify issues and ensure the achievement of desired outcomes;
- Mentors and guides Risk M & E mechanism within MDAs, facilitating compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives;
- Liaises with senior executives in MDAs on plans and strategies for risk management issues to guide policy development and programme evaluation;
- Guides the development of mechanisms to effectively monitor align of each portfolio's risk plan, programmes to ensure cohesive and complimentary execution of risk programme initiatives;
- Guides, reviews and assists in the preparation of decision-making documents, including Cabinet Submissions, Notes, Ministry Papers, Technical Papers etc.
- Establishes and maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on risk management matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Keeps abreast of enterprise risk management policies, monitoring and evaluation initiatives to ensure adherence to international standards and competitiveness.

Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the Branch's Plan;
- Prepares reports and project documents, as required;
- Prepares and delivers Public Policy presentations related to Enterprise Risk Management, as needed.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of risk practitioners for the Public Sector/MDAs;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff within the Unit and across the Public Sector;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations for capacity building across the public sector.

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

Minimum Required Qualification and Experience

- Master's Degree in Business Administration or related discipline
 - Certification in risk management or data management and analysis
 - Over three (3) years' experience in risk management and/or data management
 - Three (3) years' experience in a relevant management analysis environment.
- OR**
- Bachelor's Degree preferably in business administration or a related discipline;
 - Certification in risk management or data management and analysis
 - Over four (4) years' experience in risk management and/or data management

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 ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. It may be required to travel locally and overseas to attend conferences, seminars and meetings.
- Required to work abnormal working hours;
- May be required to travel, both locally and overseas, on official work related business;
- Will be required to attend frequent meetings.

4. Risk Management Policy Analyst (GMG/SEG 3)**Job Purpose**

Under the leadership and direction of the Principal Director – Enterprise Risk Management Policy, the incumbent is responsible for executing evidence-based research and analysis mechanisms to inform the development of policy initiatives and programmes, to support the advancement and application of GOJ Enterprise Risk Management Systems, legislative instruments, tools, procedures, standards and guidelines for all government entities.

Key Responsibilities***Technical/Professional***

- Guides the establishment and maintenance of an enterprise risk management philosophy within the Government of Jamaica;
- Researches, analyses and develops sound policy submissions and advice to enable informed decision-making on a range of Enterprise Risk Management matters in the GOJ;
- Proactively identifies and analyses policy options and emerging issues related to a range of Enterprise Risk Management in the GOJ;
- Assesses and maintains risk maturity profiles for the Government of Jamaica;
- Identifies and analyses sector trends to continuously improve the GOJ's risk management approach, including the identification of gaps in processes and capabilities;
- Provides expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of a range of risk management policies to support MDAs;
- Develops the prioritisation and implementation of Enterprise Risk Management policy research and analysis activities to identify, evaluate and critically analyse highly complex and

politically sensitive issues and concerns affecting policy outcomes to deliver effective policy resolutions;

- Provides technical direction, coaching and peer review to the Policy team, and implements developmental strategies to build capability and capacity to deliver quality policy analysis and development needs into the future;
- Provides tactical advice to direct enterprise risk management policy proposals and initiatives through parliamentary processes;
- Aligns and integrates enterprise risk management policy development activities with the broader strategic policy framework of the GOJ;
- Assist with the implementation and maintenance of an Enterprise Risk Management Framework within MDAs, processes, tools and templates that support the GOJ ERM policies and procedures;
- Guides the development, implementation and maintenance of a strategic Enterprise Risk Management plan for the GOJ;
- Research emerging risk assessment methodologies, models and systems;
- Develops mechanisms that are geared at guiding MDAs in identifying risks at the strategic and operational levels;
- Guides the development of protocols to appropriately assess identified risks using severity ratings and matrix;
- Guide the development and maintenance of strategic and operational risk registers for MDA's in line with the ERM Framework and other guidelines;
- Guides the development of risk response strategies/mitigation plans to manage identified risks;
- Produces Public Sector Risk Reports working with key contributors and, supports the analysis of significant risks and the appropriate mitigation measures;
- Guides the development of quality assurance system of MDAs risk management process that ensures risk reporting aligns with organisational strategy and supports decision-making, management oversight and performance reporting;
- Through the application of sound change management principles, drives a culture of risk management awareness and capabilities across the GOJ;
- Identifies and analyses sector trends to continuously improve the GOJ's risk management approach, including the identification of gaps in processes and capabilities;
- Develop the direction of costings and analyses of alternative enterprise risk management policies to inform the Financial Secretary and DFS regarding their potential fiscal and economic impacts;
- Guides, reviews and assists in the preparation of responses to risk management policy queries, petitions, and requests from the Cabinet Office, other GOJ stakeholders, as well as external stakeholders;
- Liaises with senior executives in MDAs on plans and strategies for risk management issues to guide policy development and programme evaluation;
- Maintains mechanisms to effectively monitor align of each portfolio's risk plan, and programmes to ensure cohesive and complimentary execution of risk programme initiatives;
- Guides, reviews and assists in the preparation of decision-making documents, to include: Cabinet Submissions, Notes, Ministry Papers, Technical Papers etc.
- Establishes and maintains liaison and linkages with MDAs, Statutory Bodies, Private Sector and Non-Governmental Organizations on risk management matters to ensure that the stakeholders' interests are addressed in the design of policies and programmes;
- Establishes and sustains effective working relationships with senior policy professionals and key stakeholders across the public sector to optimize engagement, consultation, negotiation and facilitation of policy alignment, implementation and response;
- Works with relevant MDAs, industry and academia to research and understand potential issues in the enterprise risk management sector(s) in a GOJ context, and assesses and supports work by those actors to address these issues;
- Keeps abreast of enterprise risk management policies, monitoring and evaluation initiatives to ensure adherence to international standards and competitiveness.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the Branch as required and ensures timely submission of all documents/information requested;
- Develops Individual Work Plan based on strategic alignment with MOFPS's Operational Plan;
- Establishes and maintains various Policy Formulation and Monitoring/Evaluation Committees that make recommendations for the implementation of improved procedures and systems;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Enterprise Risk Management as needed.

Human Resources

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures, as well as participate in recruitment of ERM staff for MDAs;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff within the Unit and across the Public Sector;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations for capacity building across the public sector.

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

Required Knowledge, Skills and Competencies

- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- In-depth knowledge of policy monitoring and evaluation frameworks;
- In-depth knowledge of Enterprise Risk Management principles and practices;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes;
- Excellent verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, databases
- Excellent research skills
- Strong analytical and problem-solving skills
- Excellent interpersonal and team management skills
- Excellent communication 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

Minimum Required Qualification and Experience

- Master's in Business Administration or related discipline
 - Certification in risk management
 - Over three (3) years' experience in risk management and/or policy development
- OR**
- First Degree preferably in Business Administration or a related discipline
 - Certification in risk management
 - Over four (4) years' experience in risk management and/or policy development

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 ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

- It may be required to travel locally and overseas to attend conferences, seminars and meetings.

5. Procurement Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director 3 – Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

- Prepares contracts.
- Coordinates public procurement tender opening and closing exercises
- Drafts Terms of References (TOR), Request for Proposals (RFP) and standard bidding documents
- Prepares addenda to tender documents
- Reviews tender evaluation reports
- Ensures that all Ministry contracts are reviewed by the Legal Department
- Assesses quotations and makes recommendations for award
- Assists with negotiations suppliers/contractors to obtain best prices and value for money
- Maintains Contract Register and updates PO Listing/Register
- Liaises with stores to maintain re-order levels
- Liaises with Finance and Accounts Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Liaises with suppliers and assists in resolving discrepancies on a timely basis
- Assists with preparation and presentation of recommendations to the Procurement Committee
- Maintains data file with Government of Jamaica Procurement Procedures
- Prepares Purchase Orders
- Prepares contracts for each procurement submissions
- Prepares contract award letters
- Uploads tender on GOJ Electronic Portal
- Reviews and prepares all tender reports and make presentations to Procurement Committee, MOF&PS 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

Management/Administrative

- Prepares Individual Work Plans;
- Assists in ensuring that the Branch has sufficient and appropriate physical resources to enable the staff to perform their duties efficiently and effectively;
- Participates in regular staff meetings and ad-hoc meetings, as necessary to discuss task scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- A sound working knowledge of multilateral and bilateral trade agreements to which Jamaica is signatory
- Strong knowledge of direct and indirect taxes as well as emerging taxes
- Working knowledge in Human Resource Management practices.
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus
- Problem Solving and Analysis – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Communication – Possess excellent written and oral communication skills
- Initiative – Ability to exercise initiative and sound judgment

- Integrity – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner.
- Interpersonal Skills – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the government and tax space
- Time Management – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized university in Management Studies/Public Administration, Business Administration, Public Sector Management, Economics or in a closely related field.
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 at MIND
 - Three (3) years' experience in related field
- OR**
- ACCA Level 2
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 at MIND
 - Three (3) years' experience in related field.

Special Conditions Associated with the Job

- Visit suppliers to determine the quality of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

6. International Trade Relations Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Director International Trade Relations, the International Trade Relations Officer has the responsibility to conduct research and administer the system of relief provided for under the CARICOM Trade Agreement, whilst ensuring that revenue is safeguarded.

Key Responsibilities

Technical/Professional

- Examines and actions decisions made by the Council for Trade and Economic Development (COTED);
- Reviews policies, submissions, documents, Free trade Agreements etc.;
- Makes recommendations based on sound research;
- Provides advice to Customs and other appropriate clients;
- Analyzes requests for waiver of additional import duties;
- Makes the necessary recommendation through the Director for consideration;
- Prepares letters advising applicants and the relevant Revenue Department of the decision and where required convey decision by phone also;
- Receives requests for information, conducts research and provide same;
- Discusses with Director, where necessary for direction;
- Conducts research to provide the Director with the information to facilitate preparation of reports, briefs and policy papers;
- Provides accurate and timely information to members of the public,
- Public and Private sector entities, on matters relating to the CET and additional stamp duty;
- Ensures that all requests for information/reports/documents are produced and disseminated to various clients within the time and with the quality specified;
- Ensures that clients of the Branch are politely and courteously dealt with via telephone, email or by any other means of communication;
- Participates in meetings;
- Liaises with the different stakeholders;
- Ensures the flow of information is maintained both internally and externally;
- Keeps abreast as to environmental developments;
- Develops and maintains a database of applicants receiving CET Suspensions;
- Prepares monthly reports.

Management/Administrative

- Prepares Individual Work Plans;
- Assists in ensuring that the Branch has sufficient and appropriate physical resources to enable the staff to perform their duties efficiently and effectively;

- Participates in regular staff meetings and ad-hoc meetings, as necessary to discuss task scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of tax laws and treaties
- Sound knowledge of taxation policies
- A sound working knowledge of multilateral and bilateral trade agreements to which Jamaica is signatory
- Strong knowledge of direct and indirect taxes as well as emerging taxes
- Working knowledge in Human Resource Management practices.
- Strong research and analytical skills
- Sound knowledge of computer applications
- Possess excellent written and oral communication skills
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus
- Problem Solving and Analysis – Possess the ability to identify and analyze work related problems and generate innovative or appropriate solutions
- Communication – Possess excellent written and oral communication skills
- Initiative – Ability to exercise initiative and sound judgment
- Integrity – Possess the ability to act within guidelines, honesty, conduct business transactions, and treat these in a confidential manner.
- Interpersonal Skills – Possess the ability to interact co-operatively with others and to build long term internal and external relationships; extensive network of professional contacts in the government and tax space
- Time Management – Superior time management skills with respect to setting priorities and managing multiple workflows against tight deadlines.

Minimum Required Qualification and Experience

- BSc. Degree in Economics, International Relations or International Trade or equivalent
- One (1) years' experience in Foreign Affairs/Trade or other related areas.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Managing multiple complex assignments;
- Required to work abnormal working hours;
- May be required to travel both locally and overseas on official work related business.

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 17th March, 2026, to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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)**

