



Office of the Services Commissions

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CIRCULAR No. 99 **OSC Ref. C. 6544⁴**

20th May, 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 **Independent Fiscal Commission**:

1. **Strategic Planning, Performance Monitoring & Evaluation Analyst (Level 6)**, salary: \$5,198,035.00 per annum.
2. **Senior Human Resource Officer (Level 5)**, salary: \$4,266.270.00 per annum.
3. **Information Communication Technology Officer (Level 5)**, salary: \$4,266.270 per annum.

1. **Strategic Planning, Performance Monitoring & Evaluation Analyst (Level 6)**

Job Purpose

Under the general guidance of the Fiscal Commissioner, the Strategic Planning, Performance Monitoring and Evaluation Analyst has the responsibility for leading the process of establishing and maintaining the Independent Fiscal Commission's (IFC'S) Corporate and Operational Plans and the correlated Performance Monitoring Process, and facilitates the management team by defining the strategic direction of the IFC and putting in place mechanisms to achieve goals and targets, and acts as a facilitator in mitigating risks which could have negative impact for the achievement of the strategic and operational goals of the entity.

Key Responsibilities

Technical/Professional:

- Facilitates the Management Team in forging the strategic direction of the Commission and develops Corporate and operational plans;
- Participates in the development and implementation of systems and procedures to guide the corporate planning and evaluation process;
- Ensures that sufficient information and communication systems are in place in the IFC to guide the planning process;
- Proactively supports the management control process through the implementation of a Performance Monitoring and Evaluation Framework.
- Presents to the Fiscal Commissioner for approval a timetable for the planning and reporting process;
- Advises Management when there is significant divergence from targets and the need for alternate strategies;
- Identifies problems and potential barriers to effective implementation of planned programmes/projects and provides solutions;
- Participates in project design and forecasting;
- Prepares reports, briefings, presentations and other responses to strategic planning issues on behalf of the Fiscal Commissioner;
- Conducts research on corporate planning and other technical activities and makes recommendations on policy and programme issues to support the work of the IFC;
- Represents the IFC at meetings with external partners, where necessary, to provide information on strategic planning and performance in the organization and also gathers critical information on external factors which may impact the entity;
- Ensures the production of quarterly, semi-annual and annual reports, as required to the Houses of Parliament;
- Issues performance monitoring and evaluation guidelines to Management;
- Establishes evaluation schedules and guides Management Team on the importance of evaluation exercises;
- Designs monitoring and evaluation instruments and develops performance benchmarks;

- Ensures that policies, technical and other inputs into the development and review of corporate and operational plans are obtained as required;
- Manages the flow of information and communication systems in the IFC to guide the planning process;
- Monitors the implementation of projects and programmes to ensure that targets and planned outcomes are in direct relation to the needs of the organization;
- Ensures that corporate and operational plans are based on key outputs and objectives, that performance targets are set and that plans are linked to budget forecasts;
- Consults with staff on planning direction and targets;
- Organizes planning meetings with all members of staff;
- Identifies, assesses and analyses risks to include operational losses from errors and weak processes, control issues, compliance;
- Interacts and consults with the Internal Auditor to ensure effective alignment between the Enterprise Risk Management process and internal audit;
- Coordinates the assignment of risks with the respective departmental head;
- Reviews the level of compliance with the IFC's approved policies and procedures and evaluate the policies and procedures for adequacy to achieve its objectives;
- Evaluates the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have significant impact on the IFC;
- Follows-up on recommendations made, where corrective action has not been taken or is considered inadequate, until matters are satisfactorily resolved.

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation, written and oral communication skills
- Skilled in managing external relationships/partnerships
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- Strong negotiating skills
- Excellent research and analytical skills
- Good problem solving and decision making skills
- Strong interpersonal skills
- Excellent organizing skills

Technical:

- Excellent knowledge of Corporate Planning, Operational Planning and Budgeting Processes and Procedures
- Good working knowledge of performance monitoring techniques and their applications
- Good working knowledge of policy formulation, monitoring and evaluation processes
- Sound knowledge of professional practice for risk management and for evaluating the effectiveness of the risk management activity's performance
- Understanding of the workings of the Public Sector
- Knowledge of Government of Jamaica financial administration rules
- Effective manager of change/transition

Minimum Required Qualification and Experience

- First Degree in Business Administration, Strategic Planning Management; Public Policy; Public Administration or any closely related field
- Three (3) years' related experience at a technical/professional level
- Specialized training in Corporate/Strategic Planning & Performance Monitoring
- Training in Risk Management

Special Conditions Associated with the Job

- Normal office working conditions; may be required to work outside of regular working hours to meet deadlines.
- May be required to travel.

2. Senior Human Resource Officer (Level 5)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Human Resource Officer has the responsibility for performing a range of human resource management activities to support the attraction, development, retention and separation of employees in accordance with the established policies and procedures to meet the IFC'S strategic objectives.

Key Responsibilities

Technical/Professional:

- Supports the administration of the Performance Review System by disseminating information, forms and reminders, compiling and maintaining records, ratings and statistics;
- Supports the recruitment and selection process by:
 - preparing advertisements, and once approved, placing them on the intranet and in the media;
 - arranging interviews, including preparing interview documents, ensuring rooms are booked, and contacting interviewees/interviewers;
 - compiling final score sheets;
 - arranging for background checks to be carried out on job applicants;
 - preparing job offer and refusal letters, and standard employment contracts;
 - preparing documents for payroll processing;
 - conducting/co-ordinating out induction activities e.g. orientation, as per the established programme.
- Disseminates information on the GOJ's Human Resource Policy and Procedural Manual, responds to routine queries and refers other matters to the Director, Human Resource Management and Development;
- Maintains employees' personal files and general files within established records management parameters;
- Administers the processes relating to employee benefits, this includes: leave, health care, pension and life insurance, ensuring that required information is disseminated, forms distributed and accurate records are maintained;
- Processes employees' requests for information/assistance, such as job letters;
- Researches and compiles information as required;
- Plans and organizes staff functions/events.

Required Knowledge, Skills and Competencies

Core:

- Oral and Written Communication
- Team-Work & Cooperation
- Customer & Quality Focus
- Planning and Organising skills
- Analytical Thinking
- Problem Solving
- Interpersonal Skills

Technical:

- Sound knowledge of Government HR procedures and processes
- Knowledge of Labour Laws and Industrial Relations practices
- Comprehensive knowledge of computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies or equivalent qualification;
- A minimum of two (2) years working experience in a similar capacity.

Special Conditions Associated with the Job

- Work is conducted in offices outfitted with standard office equipment and material.
- Required to travel for external meetings and to arrange for staff activities.

3. Information Communication Technology Officer (Level 5)

Job Purpose

Under the general direction of the Senior ICT Officer, the ICT Officer is responsible for providing the IFC with the necessary technological support for the implementation of the business processes being pursued to improve efficiencies, effectiveness and staff productivity.

Key Responsibilities

Technical/Professional:

- Supports the delivery of high-quality ICT services to provide optimal levels of support for the IFC's key ICT operational requirements;
- Supports the development, implementation, evaluation and reporting of the IFC's ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the entity;
- Supports the development of standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users;
- Supports the development of the IFC Data Governance Framework and Strategy;
- Supports the development and implementation of all ICT policies and procedures, including those for architecture, security, disaster recovery, ICT reliability, standards, ICT purchasing, and service provision;
- Identifies and defines specific ICT business requirements in collaboration with the Senior IT Officer, directors, and users across the entity and third-party stakeholders to inform the development of tailored ICT solutions;
- Supports the implementation of the data protection policy guidelines and regulations;
- Supports systems development and enhancement and the integration of new systems within existing systems;
- Drives the implementation and delivery of new systems, technologies and services to deliver innovative and flexible ICT solutions that achieve business requirements;
- Supports the deployment, monitoring, maintenance, development, upgrade, and support of all ICT systems, including servers, PCs, operating systems, telephones, software applications, and peripherals;
- Assists ongoing analysis and review of ICT service delivery to identify opportunities to improve and enhance the services for the IFC;
- Provides expert support during systems upgrades, installations, conversions and file maintenance;
- Creates and maintains all documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades;
- Supports the provision of end-user services, including service/help desk and technical support services;
- Keeps abreast of the latest technologies and determine what new technology solutions and implementations will meet business and system requirements;
- Collaborates with critical staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation;
- Oversees the development of quality assurance mechanisms to ensure value for money.

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 stakeholder 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:

- Knowledge of ICT systems analysis and design
- Sound knowledge of systems networking, hardware engineering and database management

- Knowledge of standards and procedures in the development and implementation of ICT systems
- Knowledge of the local and international ICT systems environment, including standards, practices and trends
- Knowledge of project management principles and practices
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline
- Advanced training in Leadership
- Three (3) years related experience.

Special Conditions Associated with the Job

- Work is conducted in offices outfitted with standard office equipment and material.
- May be required to work extended hours and weekends.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd June, 2026 to:**

**Director, Human Resource Management and Development
The Independent Fiscal Commission
24-26 Grenada Crescent, Kingston 5**

Email: ifcommission1@gmail.com

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)**