

## Office of the Services Commissions

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### **CIRCULAR No. 135** **OSC Ref. C. 4840<sup>33</sup>**

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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 **Taxation Policy, Corporate Planning and Administration, Public Expenditure, Public Sector Modernization and the Strategic Human Resource Management Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Senior Director International Trade Relations (GMG/SEG 5) (Vacant)**, salary: \$7,716,512 per annum.
2. **Senior Director, Project Development and Technical Support (GMG/SEG 5) (Vacant)**, salary: \$7,716,512 per annum.
3. **Senior Director, Project Appraisal (GMG/SEG 5) (Vacant)**, salary: \$7,716,512 per annum.
4. **Director, Tax Relief (GMG/SEG 4) (Vacant)** salary: \$6,333,301 per annum.
5. **Research Analyst (GMG/SEG 3) (Vacant)** salary: \$5,198,035 per annum.
6. **Research Officer (SOG/ST 5) (Vacant)** salary: \$3,501,526 per annum.
7. **Human Resource Officer (Employee Relations/Benefits) (GMG/AM 4) (Not Vacant)** salary: \$2,803,771 per annum.
8. **TRC/PIMC Recording Secretary (GMG/AM 3) (Vacant)**, salary \$2,190,302 per annum.

#### 1. **Senior Director, International Trade Relations (GMG/SEG 5)**

##### **Job Purpose**

Under the general direction of the Deputy Financial Secretary, Taxation Policy, the Senior Director International Trade Relations, oversees the developments in International Trade Relations to ensure Taxation Policy is consistent with the obligations of Jamaica under various Treaties and Agreements, such as the WTO Agreement, the CARICOM Treaty as well as Agreements between CARICOM and other Third Party countries. This is in a bid to ensure that revenue is safeguarded and agreements reached do not conflict with National Tax Policies and, therefore, would not hinder Jamaica's economic development policy.

##### **Key Responsibilities**

###### ***Technical***

- Liaises with the Ministry of Foreign Affairs and Foreign Trade, other Ministries and the Private Sector to ensure the position of the MOFPS is properly articulated;
- Provides advice to the Minister, Financial Secretary through position papers etc.;
- Leads on the delivery of international trade policy objectives as set out in the international strategy;
- Leads on all international trade matters that affect taxes;
- Reviews articles of Treaties and/or Free Trade Agreements that impact taxes;
- Monitors World Trade Organization Agreements to ensure compliance;
- Identifies breaches to Agreements and brings to the attention of the violating party;
- Facilitates the review of the Jamaica Customs Tariff;
- Implements the Revised Common External Tariff (CET) based on the updated Harmonized System (HS) of Classification;

- Provides information on Trade through the conducting of Trade Research, Market Intelligence, Market Profiling and Business Mapping in Foreign Markets;
- Examines and analyzes Trade Reports; monitors International Trade practices, and makes recommendations on its implications for tax policy;
- Conducts research and analyzes and monitors appropriate information on the international and regional trading arena for the purpose of making well-informed decisions;
- Determines preferential access on items to safeguard the revenue;
- Conducts annual reviews on tax types at the border;
- Conducts analysis on the reform of Border Taxes;
- Creates tax models and conducts simulations to inform the Annual National Budget process;
- Prepares Cabinet Submissions, Briefs, and Reports etc., regarding Tax Policies, as they relate to the provisions of the various Trade Agreements WTO, CARICOM and other Bilateral Agreements;
- Reviews Cabinet Submissions prepared by other Entities;
- Conveys decisions pertaining to the MOFPS to the relevant stakeholders;
- Represents Jamaica at Regional and International Meetings to ensure concessions negotiated are in keeping with Jamaica's Economic Development Plan;
- Prepares Reports Briefs and Submissions, outlining recommendations for policy changes and decisions;
- Prepares Speeches for the Minister regarding the trade portfolio;

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

- Plans, organizes and directs the work of the Branch, including the development of the Branch's component of the Corporate and Operational Plans and Budgets, and monitors the Branch's achievement against them;
- Represents the MOFPS at conferences, symposiums/seminars/workshops and meetings both local, and overseas, and makes presentations on issues bearing portfolio responsibility;
- Serves as member of technical working groups where required;
- Conducts periodic reviews of supervisees, in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance report;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Ensures that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Coordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Utilizes management tools, such as Succession Planning/Training, job rotation and job enrichment, to motivate and empower employees;
- Develops and reviews the Division's policies, procedures and systems to meet Ministry's goals, objectives and targets;
- Conducts regular Staff Meetings and Ad-Hoc meetings, as necessary, to discuss job 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**

#### **Core**

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation.
- **Problem Solving and 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
- **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.

**Technical**

- 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.

**Minimum Required Qualification and Experience**

- BSc. Degree in Economics, International Relations International Trade or equivalent
- Five (5) years' experience in Foreign Affairs/Trade or other related areas.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Ability to manage multiple complex assignments;
- Will be required to work abnormal working hours;
- May be required to travel both locally and overseas on official work related business;
- Frequent meetings

**2. Senior Director, Project Development and Technical Support (GMG/SEG 5)****Job Purpose**

Under the general direction of the Principal Director, the Senior Director Project Development and Technical Support, has responsibility for directing, co-ordinating and managing the screening of draft submissions and provision of technical support, advice and guidance to MDA/SPS in the preparation of public investment project submissions, including the design and assessment of M&E Framework for project concepts and proposals; establishing a Quality Assurance (QA) framework to meet project related quality and performance requirements of MDA/SPS and PIAB; leading the establishment and execution of a communication plan to support understanding and compliance with the PIMS pre-investment requirements; managing the prioritisation of appraised public investment projects; directing the review and evaluation of M&E reports from MDAs and managing the identification, reporting and organisation of training in PIMS pre-investment appraisal matters for MDA/SPS entities.

**Key Responsibilities****Technical**

- Supports the Principal Director by providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Provides leadership to staff through effective objective/goal setting and performance evaluation,
- Manages the provision of technical support, advice and guidance to proposing authorities within MDAs/SPS Entities during the screening process so as to facilitate:
  - Timely and appropriate responses to queries, concerns and request for information
  - A smooth and efficient flow of complete, accurate and timely information in support of the pre-investment appraisal process of the PIMS process;
- Directs collaboration between the Project Appraisal Unit and M&E Analysts in establishing sound and logical results framework and M&E models for appraised public investment projects that are to be considered by the TRC and PIMC;
- Leads the provision of support by the Technical Support Unit to the Project Appraisal Unit in arriving at recommendations and decisions in respect of project concepts and proposals;
- Leads the collaboration with Project Appraisal and Strategic Support and Administration Units to enable timely completion key outputs within areas of responsibility, including Investment Prioritisation reports and Appraisal Reports for projects recommended to Cabinet for approval by the PIMC;
- Manages the preparation of Project Appraisal Reports for projects recommended by PIMC for Cabinet approval;
- Directs the prioritisation of appraised projects for provision of advice to the PIMC;
- Presents prioritisation reports for appraised projects to the Technical Review Committee (TRC) and Public Investment Management Committee (PIMC);
- Manages the development, implementation and ongoing evaluation of a comprehensive communications and public relations programme, aimed at promoting awareness and

transparency among PIMS stakeholders, of the PIAB's role and function, and the GOJ investment initiatives;

- Directs the process of evaluating and validating the adequacy and appropriateness of MDAs Project Management and M&E systems and processes, and ensures findings, lessons learnt and best practices are shared with stakeholders;
- Oversees the development of an archive of lessons learnt to inform future development of project submissions related activities;
- Manages the Unit's collaboration with MDAs and Project Analysis Unit, in identifying training and sensitization needs and facilitating capacity building exercises;
- Manages the collaboration with MDAs/SPS entities in:
  - Identifying and clarifying proposal development information needs
  - Developing and implementing systems, tools and mechanisms to inform and facilitate project proposal development and to capture and report on quality of performance in keeping with established standards
  - Establishing clear performance indicators, standards and quality requirements for the development of Public Investment Proposals;
- Facilitates the collaboration with MDA/SPS, PIAB personnel and MIND, in identifying, documenting, collating and reporting on training, development and sensitization needs;
- Leads the development and implementation of a QA framework to streamline systems and processes to meet project related quality and performance requirements;
- Directs and fosters effective communication channels with proposing authorities, so as to facilitate and ensure the adequacy of support and guidance;
- Oversees the establishment and creation of a community of practice for management of public investment projects;
- Develops, implements, monitors and reviews Work Plans to guide the management of Technical support activities;
- Ensures the maintenance of Record Keeping Systems to facilitate the efficient and effective day-to-day operations of the Unit;
- Manages the preparation and submission of internal Periodic and Special Reports on areas of responsibility including the status of proposals being developed, challenges and recommendations;
- Directs the provision of technical inputs into the development of the Management Information Systems that track and monitor progress on projects.

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

#### **Core**

- **Planning and Organizing** – Excellent planning and organization skills.
- **Research and Analysis** – Strong research and analytical capabilities
- **Problem Solving** - Logical problem solving skills.
- **Communication** - Possess excellent written and oral communication skills.
- **Initiative and Judgment** - Ability to exercise initiative and sound judgment.
- **Accountability** – Manages performance to achieve expected results in a timely manner.
- **Quality of Output** - Deliver output of a consistently high quality.
- **Customer Service** – Demonstrates excellent (Internal and external) customer service skills.
- **Teamwork** - Be a team player.

#### **Technical**

- Knowledge of PIMS Operational Guidelines, legislative, regulatory and governance frameworks
- Excellent knowledge of all phases of project life-cycles and project management principles and practices
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities
- Sound appreciation of risks identification and strategies
- Proficiency in results based management framework
- Proficiency in Microsoft Office applications, including Microsoft Word and Project and Flow Chart Software eg. Lucid charts

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

- Masters' Degree in Economics, Business Administration, Public Sector Management or equivalent qualification from a recognised Tertiary Institution;
- Four (4) years proven work experience in an area of Project Management, including three (3) years in a managerial/supervisory position;
- Certification or training as a Project Management Professional (PMP) or its equivalent.

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

- Numerous critical deadlines.
- May sometimes be required to work beyond regular work hours including on weekends.

### **3. Senior Director, Project Appraisal (GMG/SEG 5)**

#### **Job Purpose**

Under the general direction of the Principal Director, the Senior Director Project Appraisal has responsibility for managing and facilitating the conduct of financial, economic, social, environmental and technical appraisal of assigned public investment projects (concepts and proposals); ensuring application of the relevant capital budgeting/development project appraisal techniques in support of evidence-based decision making and preparing thorough reports emanating therefrom.

#### **Key Responsibilities**

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

- Supports the Principal Director in providing inputs in the development and implementation of the Branch's Strategic and Operational Plans;
- Supervises and directs the preliminary screening of project concepts to ensure:
  - Alignment with Government's Strategic Objectives/Priorities and MDAs Corporate/Sector Plans;
  - Concept proposal meets budget classification tests for inclusion as a project;
  - A sufficiently good prima facie case exists for proceeding to the detailed appraisal stage;
- Coordinates and manages the conduct of financial, economic, social, environmental and technical appraisal of public investment concepts and proposals submitted by MDA/SPS, including:
  - Rationale for the project - strategic justification
  - Cost/benefits to public entities/economy/society
  - Cost effectiveness of technical options proposed for investment
  - Social, economic and environmental, climate impact
  - Financial sustainability
  - Project options/alternatives
  - Major risks and mitigation strategies
  - Technical design and management arrangements
  - Monitoring and evaluation framework;
- Directs the auditing of all metrics to support prioritization of appraised projects for provision of advice to the PIMC;
- Reviews and validates legislative and policy alignment assessments to ensure that investment projects are within prescribed mandates and requirements;
- Reviews prioritisation reports for accuracy, relevance and completeness;
- Ensures completion of climate risk assessment for all public investment projects;
- Collaborates with and engages a wide range of PIMS stakeholders in soliciting and securing technical inputs in the screening and appraisal of project concepts and proposals;
- Provides technical support to the Principal Director, TRC and PIMC in arriving at recommendations in respect of the appraisal of public investment project concepts and proposals;
- Coordinates the collation and preparation of reports for submission/presentation to the TRC and PIMC for their consideration and recommendations;
- Develops and fosters effective communication channels with the Project Management Office (PMO) of proposing entities and relevant MOF&PS stakeholders, so as to facilitate and ensure:
  - The adequacy of support and guidance in the preparation of concepts and proposals
  - A smooth and efficient flow of complete, accurate and timely information in support of the screening and appraisal processes.
- Provides leadership in implementing and monitoring quality standards, best practices and international benchmarks, to guide the assessment of investment concepts and proposals;
- Undertakes reviews and audits of screening and appraisal reports submitted to gauge and ensure:
  - The most appropriate assessment and appraisal techniques and tools have been utilized
  - The accuracy and soundness of forecasts, projections and conclusions
  - Concepts and proposals satisfy the criteria and objectives of alignment with GOJ strategic priorities, relevance, feasibility, sustainability and value for money

- Management of the optimism bias which may result from an overestimation of benefits and an underestimation of the costs of project proposals;
- Provides support to staff supervised in facilitating and conducting research to gather data and information to support project analysis, benchmarking and recommendations;
- Provides leadership in the analysis of project performance data entered on the PIMIS, and the initiation of appropriate action to ensure lessons learnt, guide future assessments and drive continuous process improvements;
- Collaborates with MDAs and Project and M&E Analysts in identifying training and sensitization needs and facilitating capacity building exercises;
- Keeps abreast of developments, trends and international best practices in the field of project management and analysis, so as to inform proactive planning, decision-making and continuous improvement;
- Manages the preparation and provision of technical input on Cabinet Submissions prepared by MDAs, technical reports, special papers, presentations, briefs and other relevant report as required on assigned projects within portfolio.

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

#### **Core**

- **Planning and Organizing** – Excellent planning and organization skills.
- **Research and Analysis** – Strong research and analytical capabilities
- **Problem Solving** - Logical problem solving skills.
- **Communication** - Possess excellent written and oral communication skills.
- **Initiative and Judgment** - Ability to exercise initiative and sound judgment.
- **Accountability** – Manages performance to achieve expected results in a timely manner.
- **Quality of Output** - Deliver output of a consistently high quality.
- **Customer Service** – Demonstrates excellent (Internal and external) customer service skills.
- **Teamwork and Cooperation** - Be a team player.

#### **Technical**

- Sound planning, coordinating, organizing, problem solving and time management skills
- Excellent conceptual, analytical, risk management and critical-thinking skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Meticulous attention to detail, with an eye for accuracy, rigor, logic and causes and effects
- Ability to demonstrate sound judgment, objectivity and integrity in decision making
- Exhibits a passion for achieving excellence in performance outcomes and customer satisfaction
- Excellent knowledge of all phases of project life-cycles
- Excellent knowledge of the methods, principles, practices and tools of project appraisal
- Ability to develop and analyze financial and economic models and undertake cost-benefit and cost effectiveness analysis of public investment projects
- In-depth knowledge of the application of the tools and methodologies of project analysis and research in arriving at evidence-based and sound decision-making
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in project appraisal activities
- Ability to collaborate with relevant stakeholders to provide relevant information for pre-investment appraisal of public investment projects
- Ability to compile and analyse data and prepare comprehensive reports
- Relevant knowledge of the following Industries/Sectors would be an advantage: Commerce/Trade, Infrastructure (Economic and Social), Information Communication Technology, Agriculture, Tourism, Mining, Transportation

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

- Master's Degree in Economics, Actuarial Sciences, Statistics, Finance, or relevant Social Science discipline;
- Certification as a Project Management Professional (PMP) or its equivalent;
- Five (5) years' proven experience and demonstrated ability in a project management, economic/business/finance analytical role particularly in the conduct of investment appraisal; Two (2) years of which must be in a managerial/supervisory position;
- Proven track record of handling multiple and complex range of project assignments concurrently, with successful project delivery results;
- Proven experience in coordinating, synthesizing and evaluating a wide range of complex qualitative and quantitative information/data;
- Extensive experience utilising excel or econometric software packages would be an asset.

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

- Numerous critical deadlines to be met;
- May sometimes be required to work beyond regular work hours, including weekends.

### **4. Director, Tax Relief (GMG/SEG 4)**

#### **Job Purpose**

Under the general direction of the Deputy Financial Secretary (DFS), the Director, Taxation Relief, has the responsibility of effectively and efficiently administering a taxation relief regime consistent with the provisions of the relevant Acts.

#### **Key Responsibilities**

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

- Evaluates requests for relief to facilitate determination of the effectiveness of enacted legislation and to identify loopholes in the System;
- Represents the Division/Ministry at meetings on taxation matters;
- Investigates and makes recommendations on all applications for relief under the various Tax Acts;
- Prepares submission of recommendations received by the Unit to the Minister through the DFS Taxation;
- Conducts interviews/meetings with applicants/interest groups;
- Monitors Organizations granted relief under the various Tax Acts;
- Liaises with other Government Departments and Private Organizations on Tax matters;
- Investigates/Re-routes to relevant Units/individuals, complaints received, in order to resolve the matter, if possible;
- Examines proposals for changes in Taxation Policy, as it relates to the granting of exemption, concessions and incentives for savings and investments;
- Ensures that requests for relief are analyzed, investigated and properly documented by staff;
- Prepares Draft Cabinet Submissions;
- Examines Submissions prepared by staff for submission to the Minister/DFS, Taxation;
- Facilitates the receipt of proposals from interest groups on tax matters by way of interviews/meetings;
- Makes recommendations to the Minister/DFS Taxation on requests for relief submitted to the Ministry;
- Supervises the maintenance of a DBMS to monitor Concessions granted, to facilitate the informational needs of the Division/Ministry;
- Prepares reports/briefs, and submissions outlining recommendations for policy changes/decisions;
- Ensures the effective and efficient administration of the 20% Concession on motor vehicle regime.

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

- Plans, organizes and directs the work of the Branch, including the development of the Branch's component of the Corporate and Operational Plans and Budgets, and monitors the Unit's achievement against them;
- Represents the MOFPS at conferences, symposiums/seminars/workshops and meetings both local and overseas, and makes presentations on issues bearing portfolio responsibility;
- Serves as a member of technical working groups, where required;
- Conducts periodic reviews of supervisees, in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance report;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments, as well as compliance with established systems and procedures;
- Utilizes management tools, such as Succession Planning/Training, job rotation and job enrichment, to motivate and empower employees;
- Participates in the development and revision of the Division's policies, procedures and systems, to meet Ministry's goals, objectives and targets;

- Conducts regular Staff Meetings and Ad-Hoc Meetings, as necessary, to discuss job scheduling and any other issues/problems that impact the Branch, so as to provide solutions to achieve its objectives;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to all parties.

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

#### **Core**

- **Strategic Management** - Possess the ability to plan and set realistic objectives and develop a course of action to manage and achieve organization's goals
- **Leadership** - Excellent leadership and people management skills
- **People Management** - Possess the ability to select, and develop employees through training, mentoring and job rotation.
- **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.

#### **Technical**

- Sound knowledge of Tax Laws and Treaties
- Sound knowledge of taxation policies
- 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 application
- Possess and exercise high integrity and ethical standards
- Keen attention to detail

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

- BSc. in Management Studies/Economics/Accounting or equivalent academic qualifications.
- Five (5) year experience with at least two (2) of which should be at the supervisory level.

### **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
- Frequent Meetings

## **5. Research Analyst (GMG/SEG 3)**

### **Job Purpose**

Under the supervision of the Senior Policy Analyst, the Research Analyst will undertake applied research and analysis to support the review of the Machinery of Government (MoG). The role contributes to the development of evidence-based recommendations for improving institutional structure, governance, and functional alignment across the Public Sector.

### **Key Responsibilities**

#### ***Classification Framework and Entity Inventory***

- Designs typology and classification frameworks for Public Sector Entities;
- Compiles, clean, and validate entity-level data across all branches of Government;
- Maps Entities to functions, portfolios, legal frameworks, and accountability structures;
- Develops metadata architecture and classification rules for digital platform integration;
- Collaborates with the Solutions Architect/Database Developer to ensure data interoperability and platform accuracy.

#### ***Evaluation and Analysis***

- Conducts environmental and institutional analysis of factors affecting MoG effectiveness;
- Evaluates functional overlaps, duplications, redundancies, and alignment gaps;
- Assesses coherence between subject allocations, entity mandates, and organisational structures;
- Synthesises findings into policy-relevant insights and contribute to the drafting of recommendations for structural and functional optimisation.

#### ***International Benchmarking***

- Conducts comparative analysis of legal, institutional, and operational frameworks against international jurisdictions;
- Documents formal and informal MoG change mechanisms and governance arrangements;
- Develops case studies for Portfolio Ministries highlighting comparative governance models and lessons applicable to Jamaica's context.

#### ***Quality Assurance and Knowledge Management***

- Coordinates stakeholder consultations to validate findings;
- Maintains detailed documentation of sources, assumptions, methodologies and limitations;
- Ensures alignment with project quality criteria, scope and reporting deadlines;
- Conducts stakeholder engagement and prepares validation reports;
- Prepares technical reports, summaries and presentation materials;
- Documents lessons learned and transfers knowledge for future governance reform monitoring.

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

#### ***Core***

- Ability to communicate effectively
- Ability to work collaboratively
- Developing capability
- Ability to see the big picture
- Driving continuous change and improvements
- Ability to make effective decisions
- Provide quality service

#### ***Technical***

- Policy Development and Analysis Level 3
- Research and Analysis
- Consulting and Negotiating
- Monitoring and Evaluation
- Knowledge of the Political environment
- Advanced proficiency in the use of Microsoft Office 365 Applications (Word, Excel, PowerPoint, Teams, SharePoint, Power Bi)

## **Minimum Required Qualification and Experience**

- Bachelor Degree in the field of Social Sciences, Statistics, Data Science, Economics or related discipline;
- Advanced training in research design, methods and analysis;
- Proficiency/Professional Certification in Data Analytics and Statistical Programming and Analysis is desirable;
- Demonstrated experience as a Researcher or Analyst, for at least 3 years in the Public or Social Sectors;

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

### **Job Purpose**

To design and implement research projects, analyse research projects and prepare technical reports in order to support and achieve the research objectives of the PSED.

### **Key Responsibilities**

#### ***To assist with the preparation and implementation of research design and plans:***

- Assists in the development of an appropriate survey design;
- Prepares Questionnaires for surveys and research;
- Determines the various variables involved including cost, time, labour etc;
- Holds discussions with various stakeholders re development of survey;
- Meet with various Unit Heads to discuss research objects in keeping with policy direction;
- Develops research plan in keeping with available resources;
- Discusses and obtains approval for research plan;
- Prepares research design, and sample scale.

#### ***To undertake research based on specific instructions and in accordance with the policy direction of the PSED:***

- Identifies required data and makes contact with data sources to enable collection,
- Organizes and analyze data by statistical and other techniques;
- Interpret the results of classified data and present the findings and conclusions in reports;
- Prepares tables and charts for use in plans, reviews and other Ad-Hoc Reports, as requested;
- Supervises research projects;
- Analyses results and makes recommendations for actions to the Director;
- Selects and trains temporary field staff in techniques of interviewing by:
  - Determining the category of interviewing that are required for specific projects/programmes;
  - Interviewing and selecting temporary staff;
  - Holding training sessions in interviewing techniques with those selected for training;
  - Arranging pre-testing exercises both for interviewers and for interviewing schedules.
- Analyses, interprets and presents data to facilitate project/programme planning by:
  - Editing, coding and summarising collected data;
  - Working out statistical distributions averages, measures of dispersion, percentages and inferences;
  - Interpreting the survey results.

#### ***To collect, tabulate, analyse, classify and interpret data and generate relevant reports:***

- Interprets results of classified data and presents the findings and conclusions for practical applications;
- Classifies, tabulates and documents data collected during the research;
- Prepares research reports, papers and analysis;
- Prepares Special Papers required for presentation at local seminars and conferences;
- Generates information/data for inclusion in regular and special reports;

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

- Takes initiative
- Excellent interpersonal skills
- High quality output
- Teamwork and cooperation
- Compliant
- Good written and oral interpersonal skills

- Thorough job knowledge
- Knowledge of relevant computer applications
- Competent in Microsoft Word, Excel, Power Point, and Database Management
- Sound knowledge of research and statistical management tools
- Ability to analyse and interpret
- Ability to analyse trends and make projections

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

- BSc. Management Studies, Public Administration or an equivalent area in Social Sciences
- Two (2) years experience in a similar position.

## **7. Human Resource Officer (Employee Relations/Benefits) (GMG/AM 4)**

### **Job Purpose**

To support the Human Resource activities of the Ministry and the implementation of benefits/welfare services and social programmes in accordance with established policies and procedures.

### **Key Responsibilities**

#### ***To assist with the processing of pension benefits and the application for vacation leave.***

- Advises staff on matters relating to pensions;
- Obtains information on financial status of perspective retirees from Accounts Unit.
- Prepares documents for the processing of retirement benefits for submission to Pensions Branch
- Prepares documents for submission to the Conditions of Service Section on matters relating to pre-retirement leave and linking of service.
- Computes leave entitlements for staff
- Advises staff on matters relating to leave entitlement
- Prepares submissions to the Chief Medical Officer – Ministry of Health for Medical Board to determine suitability of officers who have been on extended sick leave or recommendations for special sick leave
- Assists in the preparation of the leave roster.

#### ***To ensure that service records are up-to-date and maintained.***

- Manages the updating of service records for all employees of the Ministry;
- Maintains a system for revising and updating such documents as necessary;
- Maintain accurate time and attendance records for all members of staff and issues warning letters as required;
- Prepares monthly schedules of employees who are habitually late or absent for submission to the Human Resource Management Committee (HRMC);
- Assists in the monitoring of the Attendance Register
- Prepares monthly schedule of employees who are habitually late or absent for the attention of the Senior, Human Resource Officer
- Prepares documentation for submission to the Disciplinary Committee for employees who are habitually late and/or absent.

#### ***To assist with the provision of personnel, administrative and benefit services to employees of the Ministry***

- Prioritises and co-ordinates the issuing of leave approvals for all members of staff.
- Prepares documents relating to staff requests for the payment of salary in lieu of vacation leave.
- Submits timely information to Finance & Accounts, Accountant General Department and taxation Division on employees who are separating from the Service and follows through on cases of indebtedness.
- Co-ordinates the preparation of the Ministry's annual vacation leave roster.
- Advises Heads of Units and members of staff on matters relating to the grant of leave of all types.
- Provides guidance to junior staff on leave and pension-related matters and ensure that they are kept aware of new guidelines/amendments.
- Verifies officer's eligibility for various benefits and prepares submission to the relevant divisions for processing.
- Advises officers on the outcome of their applications for various benefits.

***To contribute to the establishment of an environment that is conducive to motivating staff and ultimately enhances productivity.***

- Assists in the implementation of programmes related to staff welfare e.g. canteen, sports, transportation, first aid, rest room facilities and community involvement.
- Participates in the execution of the Ministry's Wellness Programmes as specified, to promote and encourage a balanced approach to living;
  - AIDS Programme
  - Jamaica Cancer Society
  - Diabetics Association
  - Blue Cross of Jamaica

***To assist with the planning and implementation of social, welfare and outreach programmes***

- Assists with the coordination of functions planned by the HRM Unit and the Staff Social & Outreach Association (SSOA).
- Performs the Administrative duties for the SSOA, which supports the integration of staff and outreach programmes to the Community.
- Assists in the preparation of the annual rewards and recognition function.

**Required Knowledge, Skills and Competencies**

***Core***

- Job Knowledge
- Teamwork and cooperation
- Ability to act on own initiative
- Good interpersonal Skills
- Good oral and written communication
- Good customer relations skills
- Confidentiality

***Technical***

- Sound knowledge of Human Resource processes and procedures.
- Sound knowledge of office computer applications.
- Knowledge of benefits administration
- Counselling skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Human Resource Management or Management Studies.
  - Two (2) years experience in a related area.
- OR**
- Diploma in Human Resource Management.
  - Four (4) years experience in a related area.

**8. TRC/PIMC Recording Secretary (GMG/AM 3)**

**Job Purpose**

Under the direction of the Principal Director, Public Investment and Appraisal, the TRC/PIMC Secretary is responsible for providing day-to-day logistical, secretarial and administrative support services in ensuring the efficient and effective functioning of the Office of the Principal Director and the attainment of PIMS Secretariat's Operational and Strategic Objectives, while ensuring sound judgement, tact, diplomacy, professionalism and timelessness in the performance of responsibilities.

**Key Responsibilities**

***Technical/Professional***

- Provides logistical and administrative support in the day-to-day operations of PIAB/PIMS Secretariat, including the planning, organizing, coordinating and scheduling of meetings, conferences, workshops, field visits and other events;
- Undertakes a broad range of secretarial duties in support of the efficient functioning of the Principal Director's Office, including:
  - Processing incoming and outgoing correspondences;
  - Responding to enquires and correspondence within scope of authority or as directed;
  - Editing, drafting and preparing correspondence, reports, memoranda, presentations, and other documents;

- Taking and transcribing minutes of meetings.
- Functions as a liaison for effective communication between the Principal Director's Office and key internal and external stakeholders in a manner that serves to maintain credibility and trust to foster teamwork;
- Maintains the Principal Director's appointment schedule and provides updates accordingly;
- Receives and screens incoming calls and visitors and alerts the Principal Director and/or provide information, or refer to appropriate staff as necessary;
- Prioritizes and follows-up on issues and concerns addressed to the Principal Director and refers and/or responds as deemed appropriate;
- Conducts research and collect and collates information in preparing special and routine reports;
- Establishes and maintains records management systems, and a library of resources, electronic and manual, that facilitates the efficient and effective functioning of the Principal Director's Office;
- Process routine requisitions to pay bills, expense advances, clear expenses and /or order supplies.

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

#### **Core**

- Good leadership skills
- Logical problem solving and analytical skills
- Excellent written and oral communication skills
- Ability to exercise initiative and sound judgment
- Excellent interpersonal skills
- High quality output
- Excellent people management skills
- Teamwork and cooperation

#### **Technical**

- Considerable knowledge of the Financial Administration and Audit (FAA) Act, Executive Agencies Act, Regulations and Financial Instructions
- Sound knowledge of Government Policies, Procedures, Rules and Regulations
- Considerable knowledge of management principles and practices
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts
- Ability to compile and analyse data and prepare comprehensive reports
- Sound appreciation of risks identification and strategies

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

- Bachelor's Degree in Office Administration, Business/Public Administration, Management Studies or related discipline;
- Three (3) years related experience in a fast-paced Executive/Corporate Analysis environment.

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

- 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.

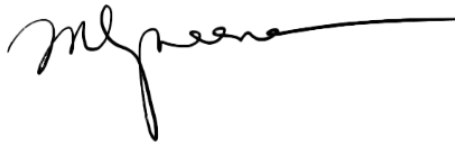
Applications accompanied by Résumés should be submitted **no later than Tuesday, 21<sup>st</sup> July, 2026 to:**

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

Email: [hrapplications@mof.gov.jm](mailto: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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**