



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 330**  
**OSC Ref. C.4664<sup>11</sup>**

**28<sup>th</sup> October, 2019**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following vacant posts in the **Accountant General's Department (AGD)**:

1. **Director, Pensions (FMG/PA 3)**, salary range \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.
2. **Loans Manager (FMG/PA 3)**, salary range \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.

**1. Director, Pensions (FMG/PA 3)**

**Job Purpose**

Under the direction of the Director, Pensions and Public Salary, the Director, Pensions, ensures and oversees the accurate and timely disbursement of Pension and Gratuity payments.

**Key Responsibilities**

***Technical:***

- Forecasts the level of resources (budget) that would be required to pay pensioners for each financial year;
- Ensures timely funding in collaboration with the Assistant Accountant General Revenue and Expenditure;
- Ensures adequate payment systems are maintained for the disbursement of pensions payments;
- Ensures the accurate and timely payment of awards, monthly pensions and Health Insurance premiums;
- Assists the Director, Pensions and Public Salary to prepare timely and accurate Financial Management Reports, special reports, forecasts and statements on a periodic basis;
- Acts as a Liaison Officer between the Treasury and other Government Ministries, Departments and Agencies (MDAs) in accordance with defined procedures.

***Strategic Leadership:***

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets;
- Deputizes for the Director, Pensions and Public Salary when required.

***Human Resource Management:***

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;

- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborates with the Training and Development Manager to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff Performance Management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of the Unit's staff are clearly identified and addressed.

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

- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipates changing environmental trends, Industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities and set medium and long term goals
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department
- **Analytical Thinking, Decision Making and Problem Solving Skills:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **Use of Technology:** The ability to accept and implement Information Technology in work activities to enhance organisational performance
- **Collaboration and Team Work:** The ability to be a collaborative business leader and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building Skills:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change and to lead others through change and manage their concerns
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility
- **Interpersonal Skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication Skills:** The ability to communicate proficiently orally, in writing and in one-on-one, face-to-face, with excellent public speaking skills
- Comprehensive knowledge of Accounting practices and applications
- In-depth knowledge and experience in all areas of Financial Management
- Knowledge of Public Treasury operations
- Sound knowledge of how financial markets operate
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

### ***Desirable:***

- Knowledge of banking operations
- Knowledge of investment strategies

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University, **or** ACCA Level 2, **or** related;
- Eight (8) years' experience in Accounting;

- Five (5) years' experience working at a senior executive level in Accounting or Finance;
- Experience in Budget Management and Chart of Accounts formulation and maintenance.

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

- Required to travel locally and internationally (up to 40%);
- Pressured working conditions with numerous critical deadlines.

## **2. Loans Manager (FMG/PA 3)**

### **Job Purpose**

Under the direction of the Director, Public Loans, the Loans Manager is responsible for managing the Revolving Loan Scheme and the processing, disbursement and administration of loans provided by the Government of Jamaica (GoJ) for Central Government employees and Public Officers (Tertiary Loans only), in respect of Motor Vehicle (purchase, insurance, repairs), Computer, Salary Advances, Miscellaneous and Tertiary Loans. The incumbent will ensure the maintenance of accurate and current accounting statements and records and the monitoring and collection of any delinquent loans.

### **Key Responsibilities**

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

- Requests and peruses files to ascertain any indebtedness before initiating loan;
- Ensures the necessary documents (e.g. Title Forms, Bills of Sales, Endorsement and Deduction Orders) are prepared for the signature of the loan recipient and for submission to the relevant Agencies;
- Monitors the repayment schedule for loans to ensure that these are recoverable within the stipulated timeframe;
- Reviews monthly Loan Fund Reports/Statements;
- Liaises with recipients of loans periodically for clarification or additional information pertaining to their loans;
- Prepares monthly billing for loanees;
- Provides information and answers to queries by internal and external customers;
- Monitors disbursements and recoveries and takes appropriate steps to recover outstanding balances from delinquent borrowers or their guarantors;
- Assists in the recovery of outstanding balances in respect of delinquent borrowers and others separated from the service;
- Oversees the administration of repossession of vehicles possessed by delinquent Loanees (Motor vehicle Only);
- Authorizes Payment Vouchers prepared by other officers;
- Ensures that a Register of Motor-Vehicle Titles collected from Tax Officers is maintained for the stipulated time (Motor Vehicle Only);
- Oversees and monitors the maintenance of appropriate accounting and records of loans issuance and repayments;
- Ensures that individual loan records are kept and maintained;
- Ensures that the relevant monthly statements are prepared and audited;
- Ensures that the necessary stop-orders are prepared accordingly and loan accounts are accurately updated in accordance with remittance received;
- Ensures that the relevant status letters are prepared when requested;
- Visits the Tax Offices to verify lien information on an ad hoc basis (Motor Vehicle Only);
- Maintains relationship with all MDAs to ensure the effective monitoring of loan accounts;
- Ensures the timely submission of payment requests to the Treasury Deposits Unit;
- Reviews loan agreements to ensure that they are complete and accurate according to policy;
- Ensures that all payments made from the Central Payment Account (CPA) are fully funded by the Treasury Deposits Unit from the correct Loan Ledger;
- Attends regular meetings with Ministry of Finance and the Public Service, MDAs and other external stakeholders.

#### ***Leadership:***

- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the performance of staff supervised;

- Leads in the smooth and efficient operation of loans processing through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans;
- Contributes to the establishment of internal control processes required to manage and grow the loans processing function;
- Meets or exceeds performance targets.

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

- Plans, organizes and directs the work of staff supervised by participating in the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that staff supervised have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of Direct Reports;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies, mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of staff supervised are clearly identified and addressed;
- Performs any other related duty that may be assigned from time to time.

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

- **Analytical Thinking, Decision Making and Problem Solving Skills:** The capacity to analyze problems promptly, choose between alternatives and effect meaningful solutions
- **Managing the Customer Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner
- **Collaboration and Team Work:** The ability to be a collaborative business leader and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Leadership and Team Building Skills:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, Industry opportunities and threats/risks
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities and set medium and long term goals
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change and to lead others through change and manage their concerns
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness and social skills – The ability to display behaviours appropriate to the AGD's business and social environment
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice and show consistency between established values and behaviours, in order to build trust and credibility
- **Interpersonal Skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues and to build long term internal and external relationships and gain support to achieve desired objectives
- **Oral and Written Communication Skills:** The ability to communicate proficiently orally, in writing and in one-on-one, face- to- face, with excellent public speaking skills

- Ability to work effectively under pressure
- Comprehensive knowledge of Accounting practices and applications
- Knowledge of International Public Sector Accounting Standards (IPSAS)
- Knowledge of Government Accounting

***Desirable:***

- Knowledge of banking operations
- Comprehensive knowledge of public treasury operations
- Customer Service training

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University, **or** ACCA Level 2, **or** related;
- Six (6) years' experience in Accounting;
- Five (5) years' experience working in a similar capacity at the managerial level in Accounting or Finance, with at least two (2) years in the Public Sector.

**Special Conditions Associated with the Job**

- Required to travel locally (up to 50%);
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 8<sup>th</sup> November, 2019 to:**

**Director, Human Resource Management and Development  
Accountant General's Department  
2 - 4 Church Street  
Kingston**

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

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.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**