



## Jamaica Defence Force

### CAREER OPPORTUNITIES

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 posts in the Jamaica Defence Force (JDF):

1. **Director, Management Accounts (FMG/PA 3) (Vacant)**  
Salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Director, Final Accounts (FMG/PA 3) (Vacant)**  
Salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
3. **Director, Accounts Payable and Payroll (FMG/PA 3) (Vacant)**, Salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
4. **Financial Systems Manager (FMG/PA 2) (Vacant)**  
Salary Range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post
5. **Senior Management Accountant – (FMG/PA 1) (Vacant)**  
Salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
6. **Director, Organizational Development & PMAS (GMG/SEG 2) (Vacant)**  
Salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
7. **Director, Human Resource Management (GMG/SEG 2) (Vacant)**  
Salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
8. **Administrative Assistant (GMG/AM 3) (Vacant)**  
Salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post.
9. **Administrative Assistant (GMG/AM 2) (Vacant) – The Jamaica Regiment, Moneague St. Ann**  
Salary range \$986,421– \$1,172,544 per annum and any other allowances attached to the post.
10. **Records Officer 2 (PIDG/RIM 3) (Not Vacant)**  
Salary Range \$897,182 - \$1,066,467 per annum and any allowance(s) attached to the post.
11. **Senior Secretary (OPS/SS 3) (Vacant)**  
Salary range \$969,960 – \$1,151,908 per annum and any allowance(s) attached to the post.
12. **Records Officer 1 (PIDG/RIM 2) (Vacant) - Two (2) positions**  
Salary range \$748,959 – \$890,277 per annum and any allowance(s) attached to the post.
13. **Office Attendant (LMO/TS 2) (Vacant) - Two (2) positions**  
Salary range \$9,860 – \$11,156 per week and any allowance(s) attached to the post.

#### 1. **DIRECTOR, MANAGEMENT ACCOUNTS (FMG/PA 3)**

Under the general direction of Director, Finance and Accounts, the Director, Management Accounts is responsible for the planning, preparation and management of the JDF's budget processes; and also to manage the request and allocation of the warrants. He/she also assists the Director, Finance and Accounts in exercising his/her overall responsibility in organizing, directing and coordinating all budgetary activities.

#### KEY RESPONSIBILITIES

##### Management/Administrative Responsibilities

- Participates in the development of the strategic direction of the JDF's civilian establishment;

- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

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

- Provides technical advice and specialist assistance, relating to the budget and commitment processes, to JDF's divisional and programme managers as required;
- Advises the Director, Finance and Accounts on the financial performance and budget status of the JDF;
- Prepares/reviews and submits annual Budget for Recurrent and Capital A to the Ministry of National Security and Ministry of Finance & Public Service as directed;
- Prepares/reviews and submits Annual Cash flows to the MNS;
- Prepares and submits monthly cash flows and warrant request to the MNS;
- Develops and maintains effective budgeting and commitment control systems that ensure:-
  - a. resources are allocated to the priorities as indicated through the corporate planning processes of the JDF; and
  - b. expenditures are kept within the limits of the warrant and budgetary allocations;
- Prepares draft Expenditure Budgets for the JDF through a process of coordination, consultation and consolidation;
- Analyses budget requests from Divisions/Companies and related formations within the JDF to ensure that these requests are in line with allocations and guidelines established by the MOFPS as well as the approved objectives in the JDF's Corporate Planning mechanisms;
- Maintains regular communication and conduct visits to the various Divisions, Companies and related formation in the JDF to advise and direct the preparation of the Budget Estimates;
- Submits consolidated draft Budget Estimates to the Director – Finance and Accounts ensuring its conformity with the prescribed guidelines and adequate time for its review and approval by the Principal Finance Officer - MNS for submission to the Public Expenditure Division of the MOFPS within the stipulated deadline;
- Prepares/reviews and submits supplementary budgets;
- Prepares virement request and submits through the Director – Finance and Accounts to the Principal Finance Officer - MNS for approval;
- Prepares and submits quarterly report of virement requests to the MNS;
- Maintains control over the level of expenditure by ensuring that expenditure are kept within budgetary limits and that there are funds committed for each expenditure;
- Implements and maintains an effective cash management system by:-
  - a. Allocating the monthly warrants in accordance with agreed priorities;
  - b. Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control;
  - c. Reconciling cash balances held in the Treasury Single Account (TSA) with the Accountant General's Department on an on-going basis;
  - d. Investigating outstanding commitments with a view to minimize the timeline with which funds are tied up;
- Establishes and maintains a sound system for budget implementation to ensure proper expenditure management and control in the JDF;
- Puts in place a mechanism to monitor the implementation of the budget relating to the JDF's divisions, companies, and related formations;
- Obtains and analyses monthly reports to determine whether funds have been utilized for the purpose indicated in the approved budget;
- Allocates funds and process commitments for JDF's divisions, companies and related formations;
- Reviews and authorizes the following vouchers on the JDF's unique AS 400 Infinium where applicable and the GOJ's Financial Management System (FINMAN):
  - a. Voted Provisions
  - b. AIA Provision
  - c. Warrant Treasury
  - d. Finance Committee Amendments
  - e. Virements
  - f. Supplementary Estimates

- g. Payment Vouchers/commitment vouchers
- h. Budget Adjustments
- i. Journal vouchers
- Signs cheques, electronic and bank transfer letters after careful review of payment documentation;
- Assists the Director – Finance and Accounts in addressing issues/concerns raised in the Auditor General queries and reports in respect of the Finance Directorate;
- Accompanies Permanent Secretary and Principal Finance Officer to the Public Accounts Committee and Standing Finance Committee of Parliament as required;
  - Keeps current with the latest tools/techniques in Public Financial Management (Specifically Budget Formulation & Commitment Management) to determine what new solutions and implementations will meet JDF business/operational requirements.

#### **Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staffing levels and continuity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.
- Performs all other related duties and functions as may be required from time to time.

#### **REQUIRED COMPETENCIES**

- Expert knowledge of Financial and Accounting Principles and Practices, to include budgeting and commitment control mechanisms;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Proficiency using Microsoft Office Programs and other relevant database programmes;
- Demonstrated experience in accounting software packages for example FinMan;
- Ability to confidently interact with staff at all levels and build strong business relationships.
  - Oral and Written Communication

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; **OR**
- Association of Certified Chartered Accountant (ACCA) Level 2; **OR**
- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course; **Plus**
- At least five (5) years' experience at a middle management level in an accounting and financial management operations.

#### **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 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 to attend conferences, seminars and meetings.

## **2. DIRECTOR, FINAL ACCOUNTS (FMG/PA 3)**

### **JOB PURPOSE**

Under the general direction of Director, Finance and Accounts, the Director, Final Accounts is responsible for coordinating the preparation of monthly, quarterly and annual financial reports and other financial reports/analyses for review Director, Finance & Accounts in keeping with the FAA Act, Regulations and Instructions.

### **KEY RESPONSIBILITY AREAS**

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

- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

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

- Oversees and coordinates the preparation of monthly, quarterly and annual financial reports and other financial reports/analyses in accordance with GOJ guidelines for review by the Director, Finance & Accounts;
- Devises, implement and monitor mechanisms that ensures the financial reports/statements prepared are true and fair and are prepared on a timely basis;
- Ensures that the financial statements are supported by adequate notes where required by the requisite accounting standards;
- Collaborates with Managers in the Finance & Accounts Branch by preparing comprehensive and long-term accounting/financial forecast to aid decision making;
- Develops and manages models, programmes and reporting tools to support the financial reporting requirements pertaining to the diverse activities of Finance & Accounts;
- Designs and develops financial information reports to provide current and relevant information for divisional/companies/formation managers to assist them in assessing their resources and making sound business decisions;
- Provides guidance to members of staff on all the complexities and intricacies regarding the preparation of the accounts;
- Develops and reviews programmes and project reports to respond in a timely and accurate manner to internal and external data requests;
- Corroborates financial and accounting information/datasets on the military's AS 400 Infinium system and GOJ's FINMAN;
- Manages the creation of new financial reports, in consultation with ICT and the military arm as required, to respond to immediate access and analysis of large datasets;
- Works closely with the Director, Finance & Accounts as required to prepare financial analysis and models supporting the economical use of public funds;
- Works closely with the Director, Finance and Accounts to assess and recommend strategies to maximize financial opportunities such as reducing costs, and evaluates the risks associated with the strategies;
- Prepares the annual audit requirements for programmes and initiatives as set forth the FAA Act, Regulations and Instructions;
- Provides leadership, advice, and support within the Finance and Accounts Branch by recommending strategies to improve or enhance existing financial reports, and the development and use of ad-hoc reporting;
- Signs cheques, electronic and bank transfer letters after careful review of payment documentation;
- Assists the Director – Finance and Accounts in addressing issues/concerns raised in the Auditor General queries and reports in respect of the Finance Directorate;
- Accompanies Permanent Secretary and Principal Finance Officer to the Public Accounts Committee and Standing Finance Committee of Parliament as required;

- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Reporting) to determine what new solutions and implementations will meet JDF business/operational requirements.

#### **Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Branch to ensure adequate staffing levels and continuity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices

#### **REQUIRED COMPETENCIES**

- Expert knowledge of Financial and Accounting Principles and Practices, to include financial analysis and reporting mechanisms;
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Proficiency using Microsoft Office Programs and other relevant database programmes;
- Demonstrated experience in accounting software packages for example FinMan;
- Ability to confidently interact with staff at all levels and build strong business relationships.
  - Good Oral and Written Communication

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; **OR**
- Association of Certified Chartered Accountant (ACCA) Level 2; **OR**
- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course; **Plus**
- At least five (5) years' experience at a middle management level in an accounting and financial management operations.

#### **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 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 to attend conferences, seminars and meetings.

### **3. DIRECTOR, ACCOUNTS PAYABLE AND PAYROLL (FMG/PA 3).**

#### **JOB PURPOSE**

Under the general direction of the Director – Finance and Accounts, the Director, Accounts Payable and Payroll will supervise the JDF's payroll functions for both Military and Civilian Staff, ensuring pay/salaries are processed on time, accurately, and in compliance with GOJ's Financial Administration and Audit Act (FAA), Regulations and Instructions.

## KEY RESPONSIBILITY AREAS

### Management/Administrative Responsibilities

- 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 JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

### Technical/Professional Responsibilities

- Manages the operation of an effective and efficient payroll system by being directly responsible for the fortnightly/monthly payroll for permanent and temporary staff in respect of: JDF Military and JDF Civilian;
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, statutory obligations (taxes), and authorized deductions; and changes to pay scales;
- Reviews and certifies that salaries and benefits are correctly computed by the system and any differences/errors found are promptly corrected;
- Reduces the numbers of instances of overpayment and underpayment of salaries through the integration of stricter controls and checking;
- Reviews and certifies that all statutory deductions and other authorized deductions are paid over in accordance with established procedures and timeframes;
- Prepares Personnel Emoluments budgets by providing information to the Management Accounts Section on a going basis;
- Prepares/reviews and maintains accurate records and reports of payroll transactions;
- Ensures strict compliance with Financial Administration and Audit Act, Regulations and Instructions, as well as professional best practices;
- Facilitates audits by providing records and documentation to MNS and AuGD auditors;
- Identifies and recommends updates to payroll processing software, systems, and procedures;
- Maintains liaison with the Financial Institutions, associated Agencies/Departments and other external associates as necessary;
- Maintains contact with Accountant General's Department and the Ministry of Finance and the Public Service on matters relating to the CTMS;
- Develops and recommends proper controls for the early detection of errors, fraud and related irregularities;
- Reviews and signs letters providing financial matters concerning salaries payable, NHT contributions, Income Tax, etc. to employees or organizations upon requests;
- Corroborates financial and accounting information/datasets on the military's AS 400 Infinium system and GOJ's FINMAN;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Payroll initiatives) to determine what new solutions and implementations will meet JDF business/operational requirements.

### Human Resources Responsibilities

- 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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- 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 on role of Division/Unit for the Orientation/Onboarding programme.

### REQUIRED COMPETENCIES

- Good knowledge of Financial and Accounting Principles and Practices, to include General Payments and Payroll approaches;
- Knowledge of Audit Principles and Techniques;

- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Proficiency using Microsoft Office Programmes and other relevant database programmes;
- Demonstrated experience in accounting software packages for example FinMan;
- Good Oral and Written Communication
- Customer & Quality Focus

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; **OR**
- Association of Certified Chartered Accountant (ACCA) Level 2; **OR**
- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course; **Plus**
- At least two (2) years' experience in an accounting and financial management operations.

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

#### **4.FINANCIAL SYSTEMS MANAGER (FMG/PA 2)**

Under the general direction of Director, Finance and Accounts, the Financial Systems Manager, is responsible for ensuring the effective, efficient and economical use of computerised financial systems within the Finance and Accounts Branch of the JDF.

#### **KEY RESPONSIBILITIES**

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

- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

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

- Ensures the proper management and operation of the FinMan/Government Financial Management System (GFMS) to obtain optimum system performance and efficient computer utilisation through:
  - Setting up authorised users on the system to perform their assigned function;
  - Providing training and technical assistance to users;
  - Monitoring, controlling and administering the security and back up procedures;
  - Providing maintenance of the Chart of Accounts;
  - Providing manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
  - Execution of the procedures for the opening and closing of a period;
  - Adaptation of the system to meet the needs of the ministry/department through customisation of events, set up special procedures etc.;
  - Co-ordinate the process of repairing or replacing defective hardware;
  - Assisting in the upgrade and development of the system by:
    - Submitting request for enhancement, modification, the fixing of bugs etc. to the Ministry of Finance & the Public Service (MOFPS);
    - Assisting in the testing of new or modified programmes and functions;

- Ensures that the system is operating above the standard prescribed by the MOFPS and that there is compliance with all instructions and guidelines issued by MOFPS and FSL regarding the operation of the system.
- Ensures the proper management and operation of the Bank Reconciliation System (BRS) to obtain optimum system performance and efficient computer utilisation through:
  - Setting up authorised users on the system to perform their assigned function;
  - Providing training and technical assistance to users;
  - Monitoring, controlling and administering the security and back up procedures;
  - Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
  - Co-ordinating the process of repairing or replacing defective hardware;
- Assisting in the upgrade and development of the system by:
  - Submitting request for enhancements, modifications, the fixing of bugs etc. to the MOFPS;
  - Assisting in the testing of new or modified programmes and functions;
- Ensures the proper management and operation of the Payroll System (AS400) to obtain optimum system performance and efficient computer utilisation through:
  - Setting up authorised users on the system to perform their assigned function;
  - Providing training and technical assistance to users;
  - Monitoring, controlling and administering the security and back up procedures;
  - Providing manuals, user guides, code sheets etc. to users to assist them in the execution of their duties;
  - Co-ordinating the process of repairing or replacing defective hardware.
- Ensures that the PayCorp is meeting its objective of payment of employees' salary on a timely basis through:
  - Maintenance of proper links with the bank;
  - Setting up authorised users on the system to perform their assigned function;
  - Provide training and technical assistance to users;
  - Monitoring, controlling and administering the security and back up procedures;
  - Providing manuals, user guides, code sheet etc. to users to assist them in the execution of their duties;
  - Co-ordinating the process of repairing or replacing defective hardware;
- Conducts analysis of the JDF's monthly financial reports for the purposes of:
  - Arriving at a position on the JDF's current financial position;
  - Making projections on the JDF's performance over a defined period;
- Provides the Director, Finance & Accounts with monthly reports on the financial status of the JDF;
- Undertakes special assignments on behalf of the Director – Finance and Accounts to facilitate the proper financial operation, management and control mechanisms;
- Assists in implementation and operation of the accrual-based accounting system through:
  - Training users of the system;
  - Providing manuals, guideline, instructions etc. to users of the system;
  - Providing technical assistance and resolving problems;
  - Liaising with the MOFPS for updates and decision on technical matters.
- Partners with the ICT and related senior management (both Military and Civilian) in designing and implementing approaches to bring about greater integration/synergies with FINMAN/GFMS and AS 400 Infinium systems;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Financial Management Information Systems) to determine what new solutions and implementations will meet JDF business/operational requirements.

## **REQUIRED COMPETENCIES**

- Good knowledge of Financial and Accounting Principles and Practices;
- Good knowledge of FMIS i.e, FinMan, Infinum, PayCorp etc.
- Knowledge of Audit Principles and Techniques;
- Knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;



- Proficiency using Microsoft Office Programs and other relevant database programmes;
- Ability to confidently interact with staff at all levels and build strong business relationships.
- Good Oral and Written Communication
- Interpersonal Skills

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; **OR**
- Association of Certified Chartered Accountant (ACCA) Level 2; **OR**
- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course; **Plus**
- At least five (5) years' experience at a middle management level in an accounting and financial management operations.

#### **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 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 to attend conferences, seminars and meetings.

### **5. SENIOR MANAGEMENT ACCOUNTANT (FMG/PA 1)**

#### **JOB PURPOSE**

Under the general direction of the Director, Management Accounts, the Senior Management Accountant – Recurrent is responsible for providing effective cash management systems for controlling disbursements within the limits of the approved budget and warrant allocations for the Capital A head of public expenditure.

#### **KEY RESPONSIBILITY AREAS**

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

- 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 JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

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

- Analyses Recurrent budget requests from JDF's divisions, companies and related formations to determine that they reflect the level of allocations and guidelines established by the JDF's senior management team and are supported by realistic implementation plans where applicable;
- Prepares draft Recurrent and supplementary budgets for the JDF through coordination, consultation and consolidation;
- Provides guidance where necessary to JDF's divisions, companies and related formations in the preparation of the narratives in support of the Recurrent budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Corporate Plan;
- Allocates the Voted Provision, AIA Provision and Supplementary Estimates based on approval received from Ministry of Finance and the Public Service.
- Allocates the monthly warrants in accordance with agreed priorities;
- Ensures the FINMAN/GFMS is updated with Vote Provision, AIA Provision, Monthly Warrant Allocation and Supplementary Estimates by certifying the related vouchers
- Implements mechanisms for containing expenditures within the warrant limits through a system of commitment planning and control;
- Reviews on an on-going basis all accounts to ensure that there are no large idle cash balances;

- Certifies commitment requisitions vouchers by programme managers within prescribed limits and escalates complex requisitions or matters falling outside of the prescribed limits to the Director, Management Accounts;
- Maintains the following components in the FINMAN accounting application suite:
  - Commitment Requisition
  - Voted Provisions,
  - Supplementary Budgets of Warrant Issues
  - Warrant Transfers/Lodgements
  - AIA Provision
- Updates financial and accounting information relating to the budget and commitment lifecycle in the JDF's AS 400 Infinium accounting system, ensuring alignment with the FINMAN/GFMS system;
- Drafts and reviews vigorous proposals for Virement Requests for the MNS;
- Advises the Director, Management Accounts Divisional/Programme/ Company/Formation Managers, etc. on the status of:
  - Funds available under activities/sub-activities
  - Commitment requisitions
- Assists in the commitment planning process and in the determination and classification of commitments;
- Examines commitment requisitions submitted by Divisional/Programme/ Company/Formation Managers to see whether funds are available and to approve and block funds where appropriate for such commitment;
- Informs Divisional/Programme/ Company/Formation Managers of the status of their requisitions and the funds available under their respective programmes;
- Facilitates the proper maintenance of the Commitment Control Register for the JDF's Recurrent head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly report to the Director – Management Accounts on the position of undischarged commitments.
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Budget Formulation & Commitment Management) to determine what new solutions and implementations will meet JDF business/operational requirements.

## REQUIRED COMPETENCIES

- Good knowledge of Financial and Accounting Principles and Practices;
- Good knowledge of GOJ budgeting, commitment and corporate planning processes and procedures;
- Strong communication, customer service and interpersonal skills to build rapport with a diverse range of stakeholders;
- Demonstrated sound analytical and problem-solving skills to create an environment of continuous improvement within the industry;
- Sound organizational and project management skills, including the ability to prioritize different tasks to meet deadlines;
- High level personal ethics, integrity and respect for others, including the ability to maintain confidentiality at all times; proven ability to work autonomously;
- Good knowledge of GOJ operations and of public sector issues;
- Working knowledge of relevant computer systems and accounting applications, i.e. FINMAN or related systems.
- Good Oral and Written Communication

## MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; **OR**
- Association of Certified Chartered Accountant (ACCA) Level 2; **OR**
- Associate Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course; **Plus**
- At least two (2) years' experience in an accounting and financial management operations.

## 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 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 to attend conferences, seminars and meetings.

## **6. DIRECTOR, ORGANISATIONAL DEVELOPMENT & PMAS (GMG/SEG 2)**

### **JOB PURPOSE**

Under direction of the Director – Human Resource Management and Administration, the Director, Organisational Development & PMAS is primarily responsible for designing and delivery of organisational development interventions, performance management strategies and the management of change in support of the organisation's strategic and operational plans. The Manager also provides technical information and advice to guide decision-making as required.

### **KEY RESPONSIBILITY AREAS**

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

- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

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

- Conducts research, analysis and ideas to aid the development of the JDF's HR strategy in order to ensure that organisational development and PMAS initiatives are appropriately integrated and aligned with strategic and business goals;
- Designs and delivers OD and change management strategies, processes and interventions that support the JDF's ambition in building a high performing organisation, by:
  - Consulting with Divisional Heads and other senior managers and staff in the JDF to identify and determine problems;
  - Developing detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
  - Examining relevant statutes, regulations, directives and reports related to the organisation to determine legislative framework for functional responsibility;
  - Conducting preliminary surveys to determine and define the objectives of studies, scope of studies, appropriate methods and techniques to be employed and the requisite Terms of Reference (ToR);
  - Conducting systems and procedures studies;
  - Conducting organisational studies/reviews within the JDF;
  - Conducting business process identification and reengineering;
  - Developing new and modifying Job Descriptions and Specifications;
  - Developing charts of existing and proposed organizational structures;
  - Developing findings, rationale and recommendations for problems identified;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the JDF;
- Designs and conducts PMAS sensitization sessions within the JDF;
- Reviews samples of unit work plans and individual work plans throughout the system to ensure quality of content (alignment and completeness in specification);
- Develops customized PMAS material for employee onboarding and orientation sessions;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Works with managers and supervisors to ensure that PMAS documentations are completed for all relevant staff members within the agreed timeframes;
- Coordinates mechanisms to monitor compliance with the conduct of interim evaluations and provides guidance as necessary;

- Coordinates approaches that ensures performance appraisals for all relevant staff members are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of development plans as an important aspect of performance management;
- Coordinates systems and procedures that ensures the maintenance of performance appraisal records;
- Devises systems and procedures that ensures that staff eligible for an increment/award are identified, and the relevant HR and payroll intervention made;
- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Plans and coordinates the arrangement of recognition and reward activities/events at the corporate level;
- Keeps abreast of trends and changes in OD and PMAS methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization;

### **Human Resources Responsibilities**

Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;

- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

### **REQUIRED COMPETENCIES**

- Sound knowledge of Human Resource Management principles and practices;
- Sound knowledge of developing OD and Change Management interventions;
- Sound knowledge of designing and implementing Performance Management and Appraisal systems and programmes;
- Good knowledge of the Public Service Regulations;
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Good knowledge of and experience in GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Ability to confidently interact with staff at all levels and build strong business relationships
- Good Oral and Written Communication
- Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Organisational Development, Human Resource Management, Management Studies, Public/Business Administration, Business Analysis, or related Social Sciences;
- Management Analysis Certificate;
- Four (4) years' experience in a Human Resource Management/Development or Organisational Development environment.

## **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 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 internationally to attend conferences, seminars and meetings.

## **7 DIRECTOR, HUMAN RESOURCE MANAGEMENT (GMG/SEG 2)**

### **JOB PURPOSE**

Under direction of the Director – Human Resource Management and Administration, the Director, Human Resource Management manages the human resource planning mechanisms, people retention and employee relations functions of the JDF's civilian arm in furtherance of its Vision and Mission and the Government of Jamaica's Human Resource Management policies and guidelines.

### **KEY RESPONSIBILITY AREAS**

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

- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

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

- Manages the design, implementation and monitoring of Human Resource Management business processes and service level agreements to support the achievement of the JDF's strategy, policy priorities and programmes;
- Manages the human resource planning and talent management mechanisms of the JDF (civilian) by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the JDF's goals;
- Manages the recruitment and selection processes of civilian staff within the JDF in keeping with human resource plans and strategies;
- Designs, reviews/modifies tools and instruments geared at supporting the recruitment and selection processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.
- Reviews and presents submissions to the Director - HRM&A for hearing at the Human Resource Executive Committee on matters relating permanent and acting appointments, transfers, secondments and related matters;
- Coordinates and manages the employee relations and benefits administration processes for staff within the JDF, to include leave management (vacation, study, special, maternity, etc.), loans, duty concessions, refunds, etc.;
- Manages HRM informatics and compile statistical reports concerning people management data such as new recruits, acting assignments, transfers, and related matters;
- Analyses statistical data and reports to identify and determine root cause of Human Resource problems and develop recommendations for improvement of the various HR policies and practices;
- Participates in the formulation and execution of HR policies, plans and procedures regarding recruitment;
- Develops and maintains records management systems geared at safeguarding staff files/information and generating accurate staff listing for the JDF at any given time;
- Reviews employees Performance Management and Appraisal System (PMAS) instrument for permanent appointment and submits to the OD/PMAS Section for action;

- Provides advice for the design of human resource forms; and the service level agreements and standards regarding the provision of job letters and related items;
- Provides and contributes to training sessions on Human Resource policies and procedures;
- Prepares and reviews reports/submissions in relation to grievance and disciplinary issues for submission to the appropriate committee;
- Assists with the coordination and conducts the JDF's onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the JDF's organizational objectives;
- Provides current and prospective employees with information about GOJ HR policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits;
- Assists with developing and maintaining the Succession Planning Programmes for the JDF;
- Collaborates with the Director – HRM&A in addressing Industrial/Labour Relations challenges to ensure the maintenance of a harmonious working environment;
- Keeps abreast of trends and changes in HRM methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization.

#### **Human Resources Responsibilities**

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

#### **Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time.

#### **REQUIRED COMPETENCIES**

- Good knowledge of the principles of public sector management;
- Sound knowledge of Human Resource Management principles and practices;
- Good knowledge of the Public Service Regulations;
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Good knowledge of and experience in GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Ability to confidently interact with staff at all levels and build strong business relationships
- Oral and Written Communication

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;

- Four (4) years' experience in a Human Resource Management environment.

### **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 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 internationally to attend conferences, seminars and meetings.

## **8. ADMINISTRATIVE ASSISTANT (GMG/AM 3)**

### **JOB PURPOSE**

Under the general direction and leadership of the Director – HRM&A, the Administrative Assistant works closely with the various HR teams by providing a wide range of HR administrative services and support. The Administrative Assistant supports in routine HR processes, conducts minor research and analysis, prepares various routine and specialized administrative documents and correspondence; and coordinates, oversees and maintains day-to-day office operations.

### **KEY RESPONSIBILITY AREAS**

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

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

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

- Provides diverse range of confidential support and is responsible for the overall efficient management of the HRM&A Section and Director's office;
- Provides supports to and liaises with key stakeholders on HRM&A matters as required;
- Conducts routine/factual research and data analysis as directed;
- Compiles, analyses and summarizes data from various sources, including circulars, regulations, policy documents and related HRM materials;
- Summarizes data and generate reports, letters and other documents for a variety of audiences including senior executives', unions, MDAs and other related departments;
- Manages the maintenance, security, reproduction, logging, tracking and storage of all HRM&A files, records and databases;
- Identifies and recommends best practices, procedures and guidelines for the efficient operation of the HRM&A Section;
- Organizes and maintains calendars for the Section;
- Prepares schedules and coordinates all activities related to hosting committee meetings, such as attendees, agendas and decisions;
- Arranges for Branch team travel including making hotel accommodations and land and air transportation bookings;
- Coordinates and organizes meetings and conferences including meeting venue bookings, catering requirements, sets up the room with audio-visual equipment and flip charts and tends to other requirements as required;
- Coordinates and completes significant special projects independently or in cooperation with other groups as directed by the Director, or designate;
- Receives, screens and prioritizes communications/correspondence to the Director and other key staff;
- Independently responds to letters and general correspondence as appropriate;
- Coordinates the day-to-day management of supplies, equipment, and maintenance for the office;
- Verifies and records staff compliance with the JDF's administrative and financial policies and procedures, including travel expense claims and staff attendance reports;

- Assists with the development of workshop and training session materials;
- Assists with the monitoring and tracking of the HRM&A Section's budget;
- Participates in the revision, development and dissemination of registry policies, procedures and regulations
- Enhances professional development by keeping abreast of current and emerging trends in technologies, techniques, issues and approaches;

## **REQUIRED COMPETENCIES**

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint, and Excel
- Oral and Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Associate degree in Office Administration, Human Resource Management, Business Administration, Management Studies or a related discipline;
- Three (3) years related experience, in a fast-paced Executive/HR Office environment.

## **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 on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Maybe required to travel to meetings and other sessions intra island.

### **9. ADMINISTRATIVE ASSSITANT (GMG/AM 2)**

#### **Job Purpose**

The incumbent is responsible for providing administrative support to ensure efficient functioning of the Commander's Office.

#### **Key Responsibilities**

- 1. To provide general administrative and secretarial support facilitating the smooth and efficient operations of the Brigade Commander's office:**
  - Monitors the progress of activities within the Brigade Commander's portfolio, providing background information, as well as preparing the Brigade Commander for participation in meetings;
  - Drafts letters, memoranda and reports based on general instructions;
  - Produces and distributes correspondence, memos, letters and faxes and forms;
  - Maintains and shares electronic folders containing calendar and contacts;
  - Prepares monthly status reports on activities;
  - Maintains the Brigade Commander's diary (both electronically and manual) recording appointments, meetings, visits etc. on a day-to-day basis;



- Makes travel and accommodation arrangements (flights, couriers, hotels) for the Brigade Commander when necessary;
- Organizes conference calls, meeting rooms, etc.
- Records and prepares minutes in meeting occasionally.
- Maintains supply inventory, anticipates needed supplies, checks inventory levels, places orders for supplies, verifies receipt of supplies;
- Ensures operation of equipment by completing preventative maintenance requirements, calls for repairs, maintains equipment inventories

**2. To provide exemplary service to internal and external agencies:**

- Provides polite and knowledgeable service;
- Greets and screens visitors and directs them to the relevant personnel;
- Responds to calls and provides responses within scope of duties or immediately routes callers to the relevant officer;
- Takes messages and delivers to relevant officers;

**3. To ensure the maintenance of a filing system in accordance with the JDFs' Documentation and Information guidelines and manages the reproduction and dissemination of information and documents based on requests:**

- Designs, develops and maintains a filing system/database to effectively manage records within the office;
- Disseminates relevant information;

**• To ensure accuracy and timeliness in the preparation and processing of documents in accordance with prescribed guidelines:**

- Prepares documents to be distributed i.e. letters, memoranda;
- Records incoming and outgoing correspondence;
- Photocopies scan and distributes documents

**Other Responsibilities:**

- Performs other related functions assigned from time to time

**Required Knowledge, Skills and Competencies:**

- Proficiency in Reporting Writing;
- Proficiency in Administrative Writing;
- Knowledge of the organization's policies and procedures;
- Knowledge of general office administration, systems, processes and practices;
- Good time management skills;
- Attention to detail and problem solving skills;
- Ability to function effectively as part of a team;
- Strong planning and organizational skills;
- Ability to record and transcribe meeting minutes
- Ability to work under pressure and meet deadlines
- Ability to maintain calendars and schedule appointments
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Ability to use the office machines, e.g. tape recorder, binder, photocopier, computer and fax machine.

**Minimum Required Qualification and Experience:**

- Associate degree in Office Administration, Business Administration, Management Studies or a related discipline;
- Three (3) years related experience, in a fast-paced Executive Office environment. **OR**
- CXC or GCE 'O' Level English Language;
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school or successful completion of Certified Professional Secretary Course;
- Proficiency in typewriting at a speed of 50 -55 words per minute and shorthand at a speed of 100 – 120 words per minute;
- Training in the use of Microsoft office and other relevant computer applications;

- Four (4) to five (5) years general office experience.

**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 on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to work beyond the normal working hours, weekends and public holidays.
- Office located some distance from the main entrance;
- May be subjected to search on JDF's based.

**10. RECORDS OFFICER 2 (PIDG/RIM 3)**

The incumbent is responsible for providing effective supervision to civilian staff.

**KEY RESPONSIBILITIES**

- 1. To provide human resource function to ensure that the welfare of staff within the Unit is maintained:**
  - Liaises with Officers in relation to matters affecting civilian staff assigned to the Unit;
  - Maintains records of attendance and absenteeism;
  - Processes applications for leave of absence and vacation leave;
  - Submits a Monthly Leave Schedule to the Director Human Resource & Administration;
  - Actions the Monthly Leave Schedule;
  - Records injuries on the job in the Accident Book and submits the necessary forms to Health Services Corps;
  - Completes and submits applications for payment of Subsistence and Overtime Allowances in respect of civilian staff;
- 2. To provide administrative support to ensure the smooth operations of the Unit:**
  - Collects and dispatches incoming and outgoing mails of the Battalion Headquarters (BN HQ);
  - Arranges for correspondence to be delivered / collected to/from the Communication Centre, Post Office and Headquarters.
- 3. To manage direct reports and ensure they are provided with the basic resources to achieve the objectives:**
  - Coordinates the work flow of the Unit;
  - Provides copies of Procedural Manual and other Financial and Administrative Guidelines or Circulars issued from time to time;
  - Supervises, coaches, provides continuous feedback and on the job training to new and existing members of staff;
  - Prepares and submits Work Plans and Performance Evaluation Reports for direct reports;
  - Recommends staff performance enhancing strategies in achieving the Unit's objectives (e.g. job rotation).
  - Recommends disciplinary action.

**OTHER RESPONSIBILITIES:**

- Performs other related functions assigned.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Working knowledge of the FAA Act, Regulations, Staff Orders 2004 and other GOJ Financial and Administrative guidelines;
- Good knowledge of the Ministry's Records Management Policy & Procedures Manual;
- Supervisory Management Skills;
- Ability to work under pressure.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- Minimum four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject
- Training in Records and Information Management
- Five or more (5+) years' experience in the particular field

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Normal working environment
- Office located some distance from the main entrance;
- Maybe subjected to search based on JDF's rule;

**11. RECORDS OFFICER (PIDG/RIM 2)****JOB PURPOSE**

Under direction of the Senior Information & Documentation Officer, the Records Officer supports the Records and Information Management programme of execution of the JDF's civilian functions.

**KEY RESPONSIBILITY AREAS****Technical/Professional Responsibilities**

- Create official files in accordance to established guidelines;
- Processes file and document requisitions from the various divisions/branches/sections/units in the JDF;
- Monitors that all files are complete and include relevant enclosures;
- Updates and docket files;
- Retrieves and replaces files in line with established procedures;
- Processes incoming and outgoing correspondence;
- Maintains up-to-date records of file activities;
- Monitors and manages files on loan to various units within the JDF;
- Maintains an effective file-tracking system;
- Photocopies documents;
- Assists with the clearing of closed and inactive files;
- Participates in periodic reviews of mail operations with a view to develop the systems and procedures for processing mails;
- Processes and dispatches incoming and outgoing correspondence;
- Contributes to a reliable system for collecting and dispatching mail, in collaboration with the Administration Section;
- Maintains a recording system for all incoming and outgoing correspondence;
- Maintains an electronic database to facilitate tracking of dispatched correspondence requiring follow-up and ensures the appropriate action;
- Maintains current postage of official correspondence;
- Keeps abreast of changes in the postal service;
- Prepares monthly reports on file and mail activities.

**Human Resources Responsibilities**

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's and organization's goals;
- Prepares and conducts presentations on role of Section/Unit for the Orientation/Onboarding programme.

**REQUIRED COMPETENCIES**

- Basic knowledge of Records and Information Management principles and practices;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Basic ICT skills
- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance

- Interpersonal Skills
- Change Management

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC Subjects including English Language or NVQ Level 1 Records Management or related field;
- One (1) years' experience in a similar environment.

#### **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 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 to attend conferences, seminars and meetings.

### **12. SENIOR SECRETARY (OPS/SS 3)**

#### **JOB PURPOSE**

Under the general direction and leadership of the Director – Finance & Accounts, the Senior Secretary is responsible for assisting with the organisation and management of the administrative activities related to the Finance & Accounts Branch of the JDF.

#### **KEY RESPONSIBILITY AREAS**

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

- 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 JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

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

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Organizes meetings for the Director – Finance & Accounts and staff as necessitated;
- Maintains the Director's diary electronically by recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointment on the Director's behalf;
- Attends meetings as required, makes notes and produces minutes for dissemination and follow-up action;
- Manually logs receipt and dispatch of correspondence;
- Handles routine correspondence on behalf of the Director by retrieving and sending correspondence from intranet and internet;
- Receives and disseminates information on behalf of the Director's office;
- Creates and maintains database with weaknesses, recommendations, management response and the implementation status of recommendations;
- Updates and maintains database with reports and documentation;
- Assists with formatting and issuance of reports and documents produced by the Director's office;
- Follows-up with Agencies/Departments to ensure the submission documents to aid the work of the Director's office;
- Maintains monthly attendance reports for the Finance and Accounts Branch;
- Monitors staff absenteeism and ensures that the relevant leave forms are submitted, and the register updated by the designated official;
- Addresses matters relating to the general maintenance of the Director's office;
- Liaises with internal and external stakeholders;
- Drafts letters and memoranda for the Director's signature;
- Conducts research and prepare draft responses to correspondence for vetting by the Director;
- Keeps abreast of the progress of activities within the JDF, providing background information, as well as preparing briefs for the Director for participation in meetings;

- Makes travel and accommodation arrangements for the Director/staff when necessary;
- Prepares and disseminates internal advisories from the Director's office to internal stakeholders;
- Follows-up with entities/divisions regarding submission of management responses to communicate;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the organization's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

### **REQUIRED COMPETENCIES**

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Excellent keyboarding dexterity;
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the organization;
- General knowledge in budget preparation;
- Knowledge of office management and administrative procedures and practices, including records management;
- Knowledge of the principles and practices of public administration;
- Knowledge of research and statistical methods and techniques;
- Ability to compose correspondence and reports.
- Oral and Written Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Associate degree in Office Administration, Business Administration, Management Studies or a related discipline;
- Three (3) years related experience, in a fast-paced Executive Office environment. **OR**
- CXC or GCE 'O' Level English Language;
- Successful completion of the prescribed course of study at the Management Institute for National Development (MIND) or Diploma/Certificate from an accredited secretarial school or successful completion of Certified Professional Secretary Course;
- Proficiency in typewriting at a speed of 50 -55 words per minute and shorthand at a speed of 100 – 120 words per minute;
- Training in the use of Microsoft office and other relevant computer applications;
- Four (4) to five (5) years general office experience.

### **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 on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Maybe required to travel to meetings and other sessions intra island.

## **13. OFFICE ATTENDANT (LMO/TS 2)**

### **JOB PURPOSE**

Under the general direction of the Director, Administration, the Office Attendant is responsible for providing ancillary and hospitality services for the efficient operations of the JDF.

### **KEY RESPONSIBILITY AREAS**

- Maintains and secures stocks of required refreshments and cleaning items and requests new supplies when inventory is low;
- Maintains an inventory of all kitchen utensils;

- Cleans the interior and exterior of cupboards in the kitchenette;
- Ensures that all kitchen appliances and utensils are securely kept;
- Stores items for kitchenette such as cutlery, dishes, dish washing liquid among others;
- Prepares refreshments to support hosting of meetings;
- Prepares area for meetings;
- Serves refreshments at meetings;
- Tidies areas used after meetings and seminars;
- Ensures adequate supply of bathroom toiletries and supplies;
- Ensures that the office facilities for staff and other related work areas are always clean;
- Ensures that office plants are watered periodically;
- Maintains the lunchroom in a clean condition and washes and stores dishes and utensils at the end of each day;
- Replaces tissue and hand towels in the bathroom/ kitchen as necessary;
- Supports the administrative assistants by providing administrative/clerical support in copying, collating and binding documents for meetings, presentations and seminars;
- Assists in moving files and correspondence to and from various locations;
- Ensures that outgoing correspondence is correctly recorded for dispatch;
- Packs materials for dispatch and affixes labels where necessary;
- Sorts, delivers and picks up mail from various offices on the premises and keeps records as required.

#### **REQUIRED COMPETENCIES**

- Working knowledge of office management and office tools/equipment, such as photocopiers
- Good Janitorial skills
- Good Food Handling and Preparation skills
- Good Housekeeping skills
- Basic Report Writing
- Oral and Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Interpersonal Skills

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Four (4) CXC Subjects including English Language; **OR** NVQ Level 1 Housekeeping or related field;
- One (1) years' experience in a similar environment.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Duties require incumbent to perform a variety of physical labour activities including, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials; Exposure to fumes, hazardous materials and cleaning chemicals.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 1, 2021 to:**

**Human Resource & Administration Manager  
Jamaica Defence Force  
Up Park Camp  
Kingston 5**

Email: joboppsjdfciv@gmail.com

***Please note that we thank you all for responding but only shortlisted applicants will be contacted.***