



MINISTRY OF FINANCE & THE PUBLIC SERVICE VACANCY NOTICE

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitable qualified officers in their Ministries/Departments/Agencies from to fill the following vacant posts in the **Ministry of Finance and the Public Service (MOF&PS)**:

1. **Research Officer (SOG/ST 5) – Vacant**, salary range \$1,322,684-\$1,572,255 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) - Vacant**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

1. **Research Officer (SOG/ST 5)**

Job Purpose

Under the general direction of the M&E Director, and working in close collaboration with M&E Analyst and Project Analysis and PDSS staff, the Research Assistant is responsible for providing support and assistance in identifying and establishing project M&E data and information needs; researching, collecting, collating, analyzing, and reporting on statistical information and data; and establishing a database of M&E related data and information, as a basis for evaluation of project performance, ensure evidenced based decision-making and the attainment of project objectives.

Key Responsibilities

Technical / Professional Responsibilities

- Works collaboratively with M&E and Project Analysis and PDSS staff in providing project related technical support, advice and guidance to MDAs in:
 - developing M&E framework for projects;
 - identifying and implementing data collection and related system needs;
 - establishing baseline data for tracking changes from baseline conditions.
- Develop, tests and implements a data model for documenting and organizing data for M&E activities in support of MDAs.
- Supports the Director in the development and implementation of M&E tools for data collection, analysis and reporting on project indicators by MDAs.
- Participates in developing research and survey instruments and in the collection and collation of research and evaluation data as a basis for establishing baseline and end-line data and identifying models of best practices and benchmarks.

- Analyzes quantitative and qualitative research data and contributes to the reporting and interpretation of findings to inform project appraisals.
- Identifies strengths and weaknesses in existing data collection systems and propose solutions.
- Ensures data collected is credible, user friendly and aids and facilitates development and refinement of M&E Plans.
- Develops spreadsheets and database to support project M&E activities in the MDAs.
- Participates in the analysis, interpretation and verification of MDA M&E framework in order to assess adequacy for use in identify trends, patterns and changes in project activity and performance.
- Supports the Director in preparing periodic and special statistical and narrative reports as required, including, chart, tables and graphs indicating trends, patterns and relationships, on the basis of data collected and analysed.
- Stays abreast of trends and developments in the field of research and statistical analysis by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations.

Other

- Performs other related duties and responsibilities as may be determined by the Director.

Management/Administrative

- Supports the Director in making presentations to stakeholders on the findings of data analysis.
- Prepares internal periodic and special reports on areas of responsibility including the status of assignments, problems and solutions
- Provides inputs into the development of the Management Information Systems that tracks and monitors progress on projects.

Performance Standards

- Sound and timely advice and support is provided in identifying and establishing data collection and related system needs
- A data model is developed, tested and implemented that effectively and efficiently meets M&E data needs
- Effective systems, procedures, methodologies and mechanisms for the collection, analysis and evaluation of data and information are developed and implemented
- Proactive support is provided in undertaking research, surveys and comparative studies as a basis for driving best practices and continuous improvements
- A database of information and data is established and maintained that is current, relevant, reliable and accessible and aid and facilitates M&E activities
- Data is analyzed and interpreted and trends, patterns and changes in activity and performance identified, verified and reported on
- Statistical reports are thorough and insightful and are prepared and submitted in accordance with stipulated/agreed format and timelines
- Effective working relationships and networks are developed and maintained with a range of internal and external stakeholders
- Training needs are identified and communicated and facilitated in a timely manner

Required Knowledge, Skills and Competencies

- Ability to work independently as well as with cross-functional teams
- Ability to communicate effectively, orally and in writing and with diverse stakeholders
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences
- Well-developed planning, analytical and organizing skills
- Ability to forge effective working relationships internally and externally
- Ability to demonstrate sound and objective judgment in decision making
- Performance and outcome oriented
- Meticulous attention to detail
- Ability to work under pressure in meeting demanding schedules and timelines

Technical

- Knowledge of research and data collection and analysis methodologies and techniques
- Ability to design surveys, tools and mechanisms for data collection and analysis
- Ability to quality assure, verify and validate data
- Ability to analyze and synthesize quantitative and qualitative information and data to produce reports
- Proficiency in data analysis packages such as SAS and SPSS and database management systems such as Access and Excel

Special Condition of the JOB

- Work is performed in normal office conditions;
May be required to work beyond normal working hours in order to meet deadlines.

Minimum Required Qualification and Experience

- Bachelor's Degree or equivalent, preferably in, Economics, Statistics or other relevant Social Science field;
- Specialized Training in Monitoring and Evaluation or Project Planning;
- Two (2) years of proven experience conducting research, data collection and statistical analysis in a multi-sectoral/agency setting;
- Proven experience in data model design and implementation and database management.

2. Senior Secretary (OPS/SS 3)

Job Purpose

The Senior Secretary is responsible for providing administrative/secretarial support services to the Director of Administration in accordance with established standards and procedures in order to ensure the efficient operations of the unit and its staff.

Key Responsibilities

General Administrative Responsibilities

- Liaises with Heads of Sections and personnel outside of the division to facilitate required administrative support.
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information.
- Coordinates activities for a variety of meetings; attends meetings, takes notes and prepares minutes as required.
- Controls and monitors all files and documents that come directly to the HRM & Administration unit.
- Maintains “third copy” files for correspondences sent out of the division by the Director of Administration.
- Screens visitors and phone calls intended for the Director of Administration and refers them to the appropriate personnel in the event of his/her absence or unavailability.
- Follows-up on directives given and requests made by the Director of Administration.
- Compiles, stores, and retrieves management data.
- Researches and provides information to the Director of Administration in the preparation of reports.
- Assists in compiling and maintaining detailed spreadsheets, of the unit’s performance.
- Arranging for the printing, photocopying, binding, dispatch etc of documents produced by the Head of the Unit;
- Types and composes letters, memos and all necessary correspondence for dispatch based on general instructions.
- Circulates memoranda, circulars, magazines and other documents within the Division.
- Proofreads documents for accuracy, completeness, and conformity to established formats.
- Arranges meetings, workshops, conferences etc., including the location, agenda, and relevant documents.
- Responds promptly to internal and external customer requests;
- Assists in the compiling of the division’s expenditure information.

Human Resource Management & related Support Responsibilities

- Provides administrative support in respect to staff welfare issues.
- Computes leave entitlements, update leave records and prepares leave roster for all members of staff;
- Maintains the Petty Cash Imprest;
- Attends HR & Administration meetings and other related meetings as directed by the Director of Administration;
- Apprising stakeholders of personnel changes within the Unit;
- Assists in the preparation of required HRM & Administration documentation.

Other Administrative and support Responsibilities

- Assist in requesting pro forma invoices and or quotations from suppliers;
- Provides administrative support in relation to the refurbishing, maintaining and accounting for the equipment and facilities of the Division;
- Provides administrative support with respect to the ordering, logging, securing and distribution of items of stationery, materials and of goods and services for the division;
- Assists in the scheduling of support services for the appeal resolution unit;

- Assists in the update of information to the electronic case management system;
- Provide relief support service to the Customer Service Officer and other administrative officers as required;
- Performs other related duties as assigned by the Director of Administration.

Required Knowledge, Skills and Competencies

- Knowledge of general office administration practices, procedures and standards.
- Knowledge of relevant computer applications.
- Knowledge of human relations concepts, practices, policies and procedures.
- Knowledge of revenue administration policies and procedures.
- Knowledge of team dynamics.
- Excellent organizational and file management skills.
- Excellent interpersonal skills.
- Excellent computer related skills, including word processing, spreadsheet, and database management applications.
- Excellent time management skills.
- Excellent oral and written communication skills with the ability to foster internal and external relationships.
- Effective conflict resolution skills and public relation skills.
- Effective inventory management skills.
- Effective decision-making and problem-solving skills.
- Ability to meet performance and deadline driven output standards.
- Proficient Minute-/note-taking skills.

Minimum Required Qualification and Experience

- Diploma in Business Administration or Management Studies; or
- CAM level II or equivalent qualification; and
- 5 GCE O'level or CXC General subjects including English Language, math or a math related subject
- 5 years related work experience, three (3) of which should be in Administration.

Suitably qualified persons are invited to forward a cover letter and résumé no later than

Monday, February 21, 2022 to:

Senior Director, Human Resource Management & Development

Human Resource Management & Development Branch

Ministry of Finance & the Public Service

30 National Heroes Circle

Kingston 4

hrapplications@mof.gov.jm

Please identify the job title of interest as the Subject

Detailed information about the positions can be accessed on the Ministry's website

www.mof.gov.jm

We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.