

The Access to Information Act, 2002**Statement of Organization and Functions
of Public Authority**

- 1. NAME OF PUBLIC AUTHORITY:** Ministry of Finance and the Public Service
- 2. NAME AND TITLE OF PRINCIPAL OFFICER:** Mr. Devon Rowe
Financial Secretary
- 3. LOCATION:** 30 National Heroes Circle,
Kingston 4
- 4. HOURS OF BUSINESS:** Mondays –Thursdays
8:30 a.m. – 5:00 p.m.
Fridays 8:30 a.m. – 4:00 p.m.
closed on weekends
& Public Holidays
- 5. TEL. NO:** (876) 922-8600 **WEBSITE:** www.mof.gov.jm
FAX NO: (876) 922-7097 **EMAIL:** info@mof.gov.jm
- 6. NAME OF RESPONSIBLE OFFICER:** Miss Helen Rumbolt
- TEL. NO:** (876) 922-8600 **WEBSITE:** www.mof.gov.jm
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**7. DESCRIPTION OF SUBJECT AREAS/PORTFOLIO
RESPONSIBILITIES OF PUBLIC AUTHORITY:**

Subject Areas attached to the Ministry of Finance and the Public Service are as follows:

SUBJECTS (Finance)

Bank Inspection
Banking and Currency
Betting Gaming and Lotteries Act 1965 (excepting sections 51 (1) (a) and 43)
Bauxite Production Levy
Capital Development Fund
Central Treasury Management



Expenditure Budget
Debt/Equity Conversion
Debt Management
Equity Investments
Finance
Financial Administration and Management
Financial Investigations (Money Laundering and Financial Law Enforcement)
Fiscal Policy
Government Investment in Companies and Statutory Corporations
Industrial and Provident Societies Act
Insurance
Loan Negotiations
Monetary Policy
PetroCaribe Development Fund
Public Accountancy Act
Public Bodies Management
Public Debt Charges (Interest Payments)
Public Sector Procurement
Regulation of the Financial Sector
Revenue
Taxation

Subjects (PUBLIC SERVICE)

Benefits and Assistance Policy
Classification Systems
Compensation Policy
Conditions of Service
Establishment Control
Human Resource Management Information Systems (HRMIS)
Organisation Design
Pensions Policy
Pensions Verification and Payment
Scholarships
Staff Orders
Strategic Human Resource Management

Subject (INDUSTRIAL RELATIONS)

Industrial Relations

DEPARTMENT/AGENCIES

1. Air Jamaica (Legacy)
2. Accountant General's Department
3. Bank of Jamaica (BOJ)



4. Betting, Gaming and Lotteries Commission (BGLC)
5. Casino Gaming Commission
6. Caymanas Track Limited
7. Financial Institutions Services Limited (FIS)
8. Financial Investigations Division (FID)
9. Financial Services Commission (FSC)
10. Jamaica Customs Agency
11. Jamaica Deposit Insurance Corporation (JDIC)
12. Jamaica Racing Commission (JRC)
13. National Contracts Commission
14. Public Accountancy Board
15. Revenue Appeals Division (*formerly the Tax Appeals Department*)
16. Students Loan Bureau (SLB)
17. Tax Administration Jamaica
 - Inland Revenue Department (former)
 - Tax Administration Services Department (former)
 - Tax Audit and Assessment Department (former)

8. LIST OF INTERNAL MANUALS/DOCUMENTS:

(Include, for example, manuals and/or other documents containing interpretations, rules, guidelines etc and /or documents used for making decisions or recommendations under or for the purposes of an enactment or scheme administered by the Authority)

Name of Document	Purpose of Document
1. Access to Information Act	Provides members of the public with a general right of access to official documents.
2. Comprehensive Motor Vehicle Policy for the Public Sector	Outlines the conditions for assignment of motor vehicles, duty concession, management and disposal of fleet vehicles.
3. Delegation of Function Order 2002 under the public services regulations	Document which describes the Human Resources functions delegated to Permanent (1961) Secretaries in 2002



4. Financial Administration & Audit Act	Provides for operation and procedures relating to the Consolidated Fund, the administration of expenditure, audit, Government accounts, responsibilities of Accountable Officers, custody and control of Government property
5. Government of Jamaica Environmental Guide to Green Procurement	Sets out GOJ guidelines and standards for purchase of environmentally friendly goods and services.
6. Government of Jamaica Procurement Policy	Sets out guidelines for the procurement of goods and services.
7. Guidelines on the Discharge of Functions Public Authorities Under the Access to Information (Jamaica) Act 2002	Operating procedures for the administration of the Access to information Act.
8. Jamaica Civil Services Staff Orders	Provides guidelines for staffing operations and conditions of service for civil service employees
9. Ministry of Finance and Planning Citizens Charter	Sets out standards of service which customers of the Ministry of Finance and Planning can expect.
10. Ministry of Finance and Planning Disaster Preparedness & Emergency Manual	Guidelines to deal with preparing for disasters and managing the effects of disasters.
11. Ministry of Finance and Planning Disciplinary Procedures	Outlines disciplinary steps for misconduct.
12. Ministry of Finance and Planning Grievance Procedure Manual	Outlines steps in dealing with grievances.
13. Ministry of Finance and Planning Office Code of Conduct	Sets out expected dress code and expected conduct/behaviour by staff.
14. Ministry of Finance and Planning	A continuous process of feedback to



Performance Management Appraisal System

the employee, on the performance of his/her job on relation to the contribution made to the objectives of the organization.

15. Ministry of Finance Records & Information Policy

Outlines procedures and guidelines for dealing with paper-based and electronic records, use of e-mail, internet, computers, fax machines, information systems security.

16. Ministry of Finance and the Public Service Corporate/Strategic Plan

A three year strategic plan which outlines the major issues to be addressed by the Ministry of Finance and Planning and other stakeholders to achieve the Government of Jamaica's priority objectives.

17. Ministry of Finance and the Public Service Operational Plan

Outlines the activities of the Divisions / Departments of the Ministry of Finance and Planning in an attempt to achieve sustainable economic growth.

18. Official Secrets Act

Serves as a safeguard against any possible misuse or wilful disclosure of sensitive or classified information created by or communication to the Government of Jamaica for the execution of its functions.

19. Permanent Secretaries' Accountability Agreement

To ensure accountability under the Delegation of function Order 2002

20. Wage Memorandum of Understanding Contract

An agreement between the Government of Jamaica and the Jamaica confederation of Trade Unions. Its Objective is to provide a peaceful and harmonious Labour relations climate, which will provide a stable economic environment for the Public Sector Employees

