



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 105**  
**OSC Ref. C. 6555<sup>13</sup>**

**16<sup>th</sup> March, 2022**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Office of the Supervisor of Insolvency, Ministry of Industry, Investment and Commerce**:

1. **Director, Finance and Accounts (FMG/PA 3) (Not Vacant), Finance and Account Unit**, during the period **June 6, 2022 to September 2, 2022**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Systems Administrator (MIS/IT 3) (Vacant), Human Resource Management Unit**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.

### **1. Director, Finance and Accounts (FMG/PA 3)**

#### **Job Purpose**

Under the direct Supervision of the Supervisor of Insolvency, the incumbent will be responsible to ensure the effective, efficient and economical use of the funds in the implementation of the Budget allocated to both the Office of the Supervisor of Insolvency and the Office of the Government Trustee. Ensuring that there is a high standard of probity, propriety, regularity, transparency, accountability and value for money in the pursuit of the fulfilment of their strategic objectives. The incumbent will also be responsible for assisting the Supervisor of Insolvency to regulate the Insolvency regime by reviewing the books and records of trustees and advising the Supervisor as to their compliance with accounting principles and whether there have been any irregularities or breaches of the Insolvency Legislation and Regulations.

#### **Key Responsibilities**

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

- Confers with Heads of Department (HoDs) to review and revise the Organization's accounting policies in accordance with established standards;
- Participates in the Organization's Strategic Planning Process;
- Assists in the preparation and monitoring of the Operational Plan and Budget for the Offices;
- Ensures expenditure is in accordance with the Operational Plan and that agreed targets are being achieved;
- Represents the Organization at meetings, conferences and other functions as directed;
- Provides reports and guidance/advice to the HoDs and Managers on internal financial matters;
- Ensures that the Accounting staff have sufficient and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients and ensures that the Accounting staff provides a high level of service to them.

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

- Ensures that Budgets and Cash Flows are prepared in line with the Ministry of Finance and the Public Service guidelines as well as in accordance with ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary; the priorities, objectives and strategies of the Department outlined in its Corporate Plan; and the national economic and policy priorities and that the consolidated Budget Estimate and Cash Flow Statement of the Department are submitted to Ministry of Finance and the Public Service within the prescribed time;
- Ensures the accurate preparation and prompt submission of Financial Statements to the Ministry of Industry, Investment and Commerce and all other external and internal users;
- Prepares or assists in the preparation of the narrative necessary to support the Budget allocations to ensure that it reflects the specific purposes and performance indicators in the Corporate Plan;

- Advises the relevant Heads on the financial status and performance of their Offices and Units;
- Maintains a system of internal controls and for managing public expenditure which ensures that expenditures are kept within budgetary limits and that there are high standards of performance, value for money is achieved and projects are completed on time;
- Keeps under review, Accounting Books, Records, Registers, etc. to ensure accuracy and completeness of the records of all financial transactions relating to OSI, OGT and CSU;
- Ensures that the Budget requests from Heads/Divisions reflect the level of allocations, in keeping with guidelines established by the Management Team and are supported by realistic implementation plans, where applicable;
- Reviews the structure of user fees and the system of cost recovery to ensure maximum possible recovery, in conjunctions with the Supervisor of Insolvency;
- Ensures validity of the Estimates of Revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.;
- Prepares Annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Exercises overall responsibility for Cash Management by:
  - ✓ Allocating the Monthly and Quarterly warrants in accordance with agreed priorities
  - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
  - ✓ Ensuring that appropriations-in-aid, if any, are fully realized
  - ✓ Keeping under review all Cash Book balances
- Ensures that expenditure against the approved Budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting departmental revenue, etc.;
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances or unauthorized overdrafts;
- Assists the Heads/Divisions in establishing and maintaining an effective system for the operational use, maintenance and security of all assets under the control of the Department;
- Analyses areas of risk in the Operational Systems and take steps to reduce threats;
- Ensures that there is a system for the maintenance of proper records of the financial affairs, the preparation of Monthly Accounts, Financial Reports, and Annual appropriation accounts in accordance with the requirement of the Ministry of Finance and Finance and the Public Service and in keeping with the FAA Act;
- Oversees the posting of all transactions to the FINMAN System and verifies/validates payments made via the Central Treasury Management System (CTMS);
- Prepares Salaries Control Account for all Payrolls to validate payments made;
- Prepares GCT Reports for submission to Ministry of Finance and the Public Service within the specified time;
- Oversees preparation and submission of reports on collection and lodgements of Miscellaneous Revenue to the Cash Management Unit at the Accountant General's Department;
- Ensures that the three percent (3%) Withholding Tax on specified services are applied where relevant and proceeds remitted to Tax Administration Jamaica within the specified time along with the specified forms;
- Ensures that any irregularity/breach detected in the analysis of Trustees' Books and Records are promptly reported to the Supervisor of Insolvency and appropriate recommendations made;
- Maintains records of bonds/security provided by trustees;
- Provides expert advice and specialist assistance to the Supervisor of Insolvency with regards to the:
  - ✓ Examinations/analysis of Accounting Books and records of trustees;
  - ✓ Reviews of trustees' accounts of receipts and disbursements and Final Statements and dividend sheets;
  - ✓ Determinations of the reasonableness of the amount to be paid by the Debtor towards his liabilities in the case where debtors operates a business;
  - ✓ Soundness of proposals presented by trustees;
- Overalls management of Bank Account containing unclaimed dividend and payment from such account to the Consolidated Fund within the specified time.

**Human Resource Management:**

- Participates in the Quarterly Evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Evaluates the performance of the Financial Accountant and the Accounting and Compliance Officer;

- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable to undertake their duties efficiently and effectively;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Department;
- Provides leadership to staff through effective objective setting, delegation and communication.

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

- Excellent presentation, oral and written communication skills
- Excellent analytical skills and judgment
- Good interpersonal and problem-solving skills
- Good organizing and leadership skills
- Ability to work well under pressure and meet deadlines
- Sound knowledge of financial investigating standards and procedures
- Excellent knowledge of the Financial Administration and Audit Act
- Comprehensive knowledge of Government Accounting principles and practices
- Excellent knowledge of the Organization's policies and procedures
- Proficiency in the relevant computer applications

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- ACCA Level 2; **or**
- Associate of Science Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.

## **2. Systems Administrator (MIS/IT 3)**

### **Job Purpose**

Under the direct supervision of the Director of Human Resource Management and Administration, the Systems Administrator is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located within the Office of the Supervisor of Insolvency and Office of the Government Trustee. Ensuring that there is an efficient, robust and reliable network throughout the Office, by troubleshooting, diagnosing and repairing malfunctioning IT equipment and providing help desk assistance to staff as well as ensuring the effective supply and operation of software applications and services.

### **Key Responsibilities**

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

- Troubleshoots and resolves problems with IT equipment for the Offices of the Supervisor of Insolvency and Government Trustee (OSIGT);
- Researches and maintains knowledge of current hardware/software technologies for network equipment;
- Configures and manages user accounts, groups, access policy and permissions for shared network resources;
- Configures and manages network switches, routers and other related equipment;
- Maintains an inventory of the network equipment of the Offices;
- Maintains documentation of network configurations and equipment deployed throughout the Offices;
- Installs and configuring the computer network;
- Conducts Risk Assessments to identify user vulnerabilities and makes recommendations for mitigation/elimination of identified risks;
- Manages distribution of static and dynamic IP addresses;
- Installs network and server operating systems and other system software;
- Manages windows active directory computer domain;
- Monitors and analyzes network usage and performance to effect load balancing and configurations that will enable optimization;
- Implements network parameters to ensure highest security;
- Provides advice in the planning, designing and implementation of network solutions to improve overall efficiency and robustness of LAN/WAN as well as to accommodate the growing information processing needs of the Offices;

- Liaises with contractors in the implementation of the network (cabling and electronics);
- Interfaces with external telecommunications service providers to solve communication and network related issues;
- Establishes connectivity for users to the (Ministry) network and services such as the Intranet and Internet;
- Researches and maintains knowledge of current hardware/software technologies for desktop computers, servers, network topology and infrastructure;
- Installs antivirus, client applications, operating system software on computers as needed;
- Develops a IT Disaster Recovery Plan;
- Attends meetings where necessary;
- Maintains the Office Website.

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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent analytical and problem-solving skills
- Excellent planning and organising skills
- Proficiency in the use of relevant computer applications
- Sound judgment and strong initiative
- Ability to maintain a high level of integrity
- Telecommunication/Network Management
- Extensive knowledge of network protocols, OSI model, bandwidth, VLANs, Firewalls, Remote Access and Network Security

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

- A Bachelor's Degree in Information Technology or Computer Science or equivalent qualification from an accredited tertiary institution;
- Four (4) years' experience in systems administration or a related field;
- Cisco Certified Network Associate (CCNA) and/or Microsoft Certified Solutions Associate (MCSA) certification will be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29<sup>th</sup> March, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

E-mail: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



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