



NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MoFPS), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to have all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service on the use of the system. Please note that the Ministry will be undertaking a series of sessions in the Western region for the period **September 2017**.

The first session will be conducted on Friday September 15, 2017 between 10 a.m. and 4 p.m. For confirmation and registration please contact the Ministry of Finance and the Public Service, Procurement and Asset Policy Unit.

Registration is easy, simply download and read the user manuals, accessible from the user manuals link on the homepage: at www.gojep.gov.jm.

For additional information, please contact the Public Procurement Customer Care Help Desk at: (876) 932-5220/ 932-5251/932-5253 or by sending an email to: [papucustomer@mof.gov.jm](mailto:papucustomer@mofo.gov.jm)

GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.



MINISTRY OF FINANCE AND THE PUBLIC SERVICE REVENUE APPEALS DIVISION

CONSULTANCY FOR TAX APPEAL ADJUDICATION SERVICES

The Ministry of Finance and the Public Service has commissioned a project to eliminate the backlog of tax appeals cases in the Revenue Appeals Division (RAD). The Project will supplement the work of the RAD in adjudicating tax disputes. This is therefore a request for applications to provide the services of a consultant to the project.

JOB SUMMARY:

Under the leadership of the Project Manager, the Consultant functioning as an appeals officer, manages appeal cases from beginning to completion and participates in the hearing and determination of tax disputes assigned to the project.

Responsibilities and Duties include:

- Managing all aspects of the cases from assignment to completion, with the aid of the case management system
- Resolving revenue appeals cases
- Maintaining case records and related documents and preparing progress reports on assigned cases
- Performing and documenting pre-hearing analysis and all preparatory case work
- Conducting research and consulting with the Legal Counsels concerning legal interpretations, case law precedence and issues involving Natural Justice
- Collaborating with the team in training/workshop activities and assist in developing technical notes as learning reference for the RAD
- Serving as a resource for the Commissioner/Project Coordinator and Project Manager

Required Knowledge/Skills & Competencies include:

- Expert knowledge of revenue administration, including revenue laws and related precedents
- Comprehensive knowledge of relevant international principles governing Accounting, Auditing, Commerce, Customs, Trade, and Law
- Working knowledge of investigative policies, methods and objective
- Working knowledge of judicial procedures and the rules of evidence
- Working knowledge of international taxation treatments with specific emphasis on double taxation agreements
- Excellent Problem Solving and Analytical Skills
- Excellent Communication Skills
- High Integrity and propensity for Objectivity

Qualifications & Experience:

- BSc. in Accounting/Management Studies/ LLB Degree/ ACCA II or its equivalent
- Minimum six (6) years related experience in revenue audits or customs valuation within a Revenue Department
- Experience in adjudicating on tax matters would be an asset

Remuneration Package:

Negotiable

The Ministry of Finance and the Public Service (MoFPS) now invites eligible and qualified individuals to submit full Curriculum Vitae for the services as Consultant Appeals Officer on the Appeal Backlog Elimination Project for such period of time commencing **October 1, 2017** up to the end of the project on **May 31, 2019**.

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm. Interested persons should forward their applications **NO LATER THAN Friday, September 22, 2017** to:

**The Project Manager
Revenue Appeals Division
Ministry of Finance and the Public Service
1st Floor
12 Ocean Boulevard
Kingston
Email: rachael.white@mof.gov.jm**

We thank all for applying, however please note that only shortlisted applicants will be contacted.



MINISTRY OF FINANCE AND THE PUBLIC SERVICE STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT (IBRD # 8406-JM)

ICT SUPPORT CONSULTANT

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds towards the hiring of an ICT Support Consultant.

The objective of this assignment is to support the Transformation Programme of the MoFPS in the development and enhancement of the use of ICT as a means of advancing the goals of the Change Management Programme of the Ministry. In order to achieve this outcome the consultant will be required to:

- Analyze, define, and document business requirements; and prescribe or recommend appropriate solutions
- Develop and/or configure and implement software solutions in accordance with the requirements of the various division/units
- Support initiatives to improve quality, and increase awareness and the usage of ICT tools by staff in performing work-related activities

Qualifications

- University degree in Computer Sciences, Information Technology, Management Information System, Mathematics, or equivalent qualification, from a recognized tertiary institution
- Certification in any of the following: Microsoft Visual Studio, .NET, Structured Query Language (SQL), and Java or C and C++ would be an asset

Experience and Specific Technical Knowledge

- Demonstrated working knowledge of several of the following: HTML, ASP, .NET, CSS, PHP, JavaScript, Visual Studio, IIS, XML and other web technologies and standards
- Demonstrated working knowledge of combinations of the following: Linux, Apache, JBoss, SQL, MySQL and PHP
- Knowledge and experience with Office automation tools
- Knowledge of IIS and web based authentication (Basic, Forms, Claims Based, Windows).
- Graphic design experience using tools such as Adobe Creative Suite and Expression Studio would be an asset
- Mainstream Reporting Tools (e.g. Crystal Reports, BIRT, etc.)
- Experience in MS Office: Word, Excel, Power Point
- Experience working with MS Project, and Visio
- Experience working with projects that involve cross functional teams of internal and external implementation partners
- Experience in requirements gathering, solution development and deployment

The Ministry of Finance & the Public Service (MoFPS) now invites eligible and qualified individuals to submit full Curriculum Vitae for the Consultancy Services as **ICT Support Consultant** for a period of 18 Months.

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm. Interested persons should forward their applications and curriculum vitae **NO LATER THAN September 22, 2017** to: -

**The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
Email: spstp@mof.gov.jm**

We thank all interested persons for applying, however please note that only shortlisted applicants will be contacted. The Ministry of Finance and Public Service reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of a curriculum vitae.