



JOB ADVERTISEMENT

MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

Applications are being invited from suitably qualified persons to fill the following position in the Department of Co-operatives and Friendly Societies:

Manager, Northern Region (GMG/SEG 3) (Montego Bay Office)

Salary Range: \$4,060,697 - \$5,461,186 per annum

JOB PURPOSE

Under the direct supervision of the Director of Inspectorate, the Manager, Northern Region is responsible to supervise, coordinate, plan and control regulatory and operational strategies being applied to regulated entities.

KEY RESPONSIBILITIES

Management/Administration Responsibilities

- Reports to the Director on issues relating to Regulatory activities and achievement;
- Provides guidance to the Officers on Regulatory matters;
- Monitors and reviews Work and Operational Plans to ascertain achievements in relation to target;
- Facilitates and hosts workshops and stakeholders Meeting regarding Charities to disseminate information and get feedback on issues as well as recommendation to improve service delivery;
- Ensures preparation on Reports within the established time lines;
- Assists with the development of Budget, operational and work plan;
- Represents the Department at conferences and meetings;
- Communicates the Department's policies, objective and procedures;
- Prepares and finalizes work programmes in keeping with the Corporate and Operational Plans of the Inspectorate Section;
- Represents the Department at meetings, conferences and other functions

Technical/Professional Responsibilities

- Participates in the information of the Department's Strategic Plan and Budget;
- Approves and implements the Region's Operational and Strategic Plans within Budget;
- Reviews and approves changes to the ISO Procedures under the control of the Region;

- Reviews all Reports generated by staff to detect and prevent breaches of the Rules and Acts and Regulations;
- Make recommendations for improvement in Societies operation;
- Reviews and verifies financial assessments from staff conformity to operational standards and make recommendations for improvements where applicable;
- Reviews the Annual Returns for conformity to the Rules, Acts and Regulations;
- Issues regulatory directives for breaches detected;
- Conducts risk assessment and recommends mitigating factors to prevent or eliminate the threats to the safety of members' investment;
- Monitors the application process and facilitate the registration of Entities under the Charities Act;
- Recommends registration of entities under the relevant Acts and Regulations;
- Attends Board, Annual and Special General Meetings to provide technical advice;
- Develops Strategic and Operational Plans for Societies to ensure commonality of purposes, efforts and to enhance futuristic growth;
- Conducts training for Society personnel on areas of the Act that governs their operations;
- Liaises with external entities to facilitate strategies for the promotion and development of Societies/Registered Charitable Organization;
- Monitors and facilitate the conducting of Special Investigations and Enquiries into the operations of Societies;
- Provides technical assistance and guidance in interpretation and application of the Rules, Act and Regulations.

Human Resource Responsibilities

- Provides leadership and guidance to the supervisees through effective planning, delegating, organizing, coordinating, controlling, team work and proper communication;
- Fosters good working relationship amongst the Section Staff and other Sections to facilitate the attainment of the Department's objectives;
- Recommends training needs for staff in order to develop their competence;
- Ensures that the welfare of the staff is addressed satisfactorily;
- Completes performance evaluations for direct reports.

REQUIRED COMPETENCES

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Cooperative and Friendly Societies Principles
- Proficient in relevant software applications
- Good written communication skills
- Good oral communication skills
- Good organizing and planning skills

- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision making skills
- Teamwork and cooperation
- Initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Leadership
- Change Management
- Use of Technology
- Social Skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Management/ Social Sciences/ Public Administration or equivalent
- Five (5) years' experience in Senior Management
- Must possess a reliable motor vehicle and a valid driver's license.

**Applications accompanied by resume should be submitted no later than
February 8, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue Kingston 5
Email: hrm@miic.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.