



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 44
OSC Ref. C. 6555¹⁵

26th January, 2023

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 the post of **Director, Insolvency Administration (GMG/SEG 2) – (Not Vacant)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**, salary range \$3,332,803 - \$4,482,249 per annum.

Job Purpose

Under the direct supervision of the Deputy Government Trustee, the incumbent is responsible for ensuring the efficient operation of the Insolvency Administration Unit and compliance with the Insolvency Act.

Key Responsibilities

Management/Administrative:

- Oversees the operations of the Insolvency Administration Unit and ensures the administration is being dealt with efficiently and in compliance with the Insolvency Act;
- Collaborates with the Director of Accounts, Securities and Financial Analysis, to ensure the instruction of the Trustee or Deputy for the Administration of the Estates are carried out;
- Assists the Deputy Trustee in developing procedural guides for Insolvency Administrators.

Technical/Professional:

- Conducts interviews with Debtors and investigates and assesses their financial position and the viability of their businesses;
- Ensures investigation of Debtors' assets is done in a timely manner, taken under the Trustee's control, kept in safe custody and proper condition and disposed of in an appropriate manner;
- Ensures records and reports are prepared in accordance with agreed standards and in a timely manner;
- Ensures publications of relevant notices;
- Examines and verifies the Statement of Affairs of Debtors and reports any evidence of inconsistencies with the information provided;
- Gathers all information necessary for the preparation of proposals and assists in the preparation of proposals and ensures that they are in compliance with the Insolvency Act;
- Collaborates with the Director of Accounts, Securities and Financial Analysis, to determine the feasibility of proposals prepared by other persons listed under the Act as having the capability of preparing such document;
- Assists the Management Accountant in determining the cause(s) of insolvency;
- Liaises with Creditors where necessary, to determine assets owned and liabilities owed by Debtors;
- Takes possession of the deeds, books and records and all property of Debtors;
- Reviews Inventory Report on the Estate of the Debtors;
- Co-ordinates site visits and investigations to be conducted by the Insolvency Administrators;
- Prepares recommendations to the Deputy Trustee regarding the realization of assets;
- Prepares reports of condition and particulars of the bankrupt's Estate;
- Reviews or drafts Affidavits and other documents for applications in the Courts;
- Prepares files and bundles for Court;
- Reviews declarations of dividends and dividend sheets;
- Reviews Final Statement of receipts and disbursements and advise the Deputy Trustee of any issues therewith with the approval of the Deputy Trustee and/or Government Trustee;
- Takes measures to protect the assets of the Estate;
- Disposes of property that is perishable or likely to depreciate rapidly in value;
- Carries on the business of the bankrupt until the date is fixed for the first meeting of creditors.

Human Resource:

- Prepares performance evaluations in conjunction with the Deputy Trustee, for the Insolvency Administrators;
- Ensures Insolvency Administrators are in compliance with the policies and procedures of the Department.

Other:

- Assists in monitoring the operation of the Insolvency Act with a view to identifying issues with and gaps in the law and making recommendations for dealing with same;
- Performs any other related duties that may be determined by the Government Trustee or Deputy Trustee.

Required Knowledge/Skills/Competencies

- Good interpersonal skills
- Ability to work well with others
- Excellent oral and written communication skills
- Excellent organizing, supervisory and analytical skills
- Knowledge of the Insolvency regime of Jamaica
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- An Attorney-at-Law licensed to practise in the Courts of Jamaica;
- Working experience in Insolvency, Estates or Trust matters, would be an asset.

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

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

Email: 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**