



## Ministry of Industry, Investment & Commerce

---

### **JOB ADVERTISEMENT**

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) - Vacant**

Salary Range: \$4,594,306 - \$6,178,830 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  
March 17, 2023 to:**

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

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