**COMPANIES OFFICE OF JAMAICA**

|  |
| --- |
| **JOB DESCRIPTION** |
| **DOCUMENT NO.: JDM CA1** | **JOB TITLE:** Chief Executive Officer & Registrar of Companies  |
| **DATE: April 1, 2014** | **ACCEPTED BY:** |
| **REVISION NO.: 0.0** | **PAGES: 1 of 4** | **AUTHORISED BY MINISTER:** |

|  |
| --- |
| **JOB GRADE:** Grade 1**UNIT:** CEO/AUDIT |
|  |

**SUPERVISION RECEIVED FROM:** Minister: Industry, Investment and Commerce

**SUPERVISION GIVEN TO:** Deputy CEO; Director, Finance Risk & Asset Management; Director, Information Technology; Director, Human Resource Management & Administration; Chief Internal Auditor; Legal Officer; Executive Assistant.

|  |
| --- |
| **JOB PURPOSE** |

To provide leadership to position the Agency as the premier body for the registration and regulation of business in the Caribbean through the development and timely implementation of effective strategies to advance the company's mission and objectives designed to enhance revenue, profitability and growth, promoting efficiency, quality service, and cost-effective management of resources.

|  |
| --- |
| . **KEY OUTPUTS** |

* Register of all companies, business names operating in Jamaica
* Register of Securities in Personal Property
* Activities indicate adherence to government policy and regulation
* Contemporary Human, Financial and Management Information Systems
* Agency mission and vision
* Corporate/Business Plans
* Agency operational procedures and standards
* Legislative Recommendations
* Periodic Status Reports to portfolio Ministry and other stakeholders
* Suitable and appropriate business location

**PERFORMANCE CRITERIA**

* The accuracy and currency of the Business Register
* The extent to which there is adherence to good corporate governance practices
* The effectiveness of strategies as determined by the achievement of KPIs
* The success achieved in persuading authorities to accept recommended legislative changes that impact the operations of the Agency
* Financial viability of the Agency
* Effectiveness of relationships built with stakeholders
* Quality of service delivered to customers
* Cost effectiveness of policies and programmes pursued
* Satisfaction levels of the Agency’s stakeholders
* Confidentiality and integrity are exercised.

|  |
| --- |
| **JOB DESCRIPTION** |
| **DOCUMENT NO.: JDM CA1** | **JOB TITLE:** Chief Executive Officer & Registrar of Companies  |
| **DATE: April 1, 2014** | **ACCEPTED BY:** |
| **REVISION NO.: 0.0** | **PAGES: 2 of 4** | **AUTHORISED BY MINISTER:** |

#### WORKING CONDITIONS

**Normal Working Hours** Monday to Thursday 8:30 – 5:00

 Friday 8:30 – 4:00

**Work Environment** Normal office conditions.

#### SPECIAL WORKING CONDITIONS

Required to work beyond normal office hours.

#### LIASES WITH

**Internally:** Executives, Managers, and Supervisors

**Externally**: Minister, Industry, Investment and Commerce; Permanent Secretary – Ministry of Industry

Investment & Commerce, other key personnel in Ministry, Industry, Investment and

 Commerce;Deputy Financial Secretaries – Ministry of Finance; Chief Personnel Officer, Auditor

 General, Chief Parliamentary Counsel, Heads of Public and Private Sector entities, Law Firms

 and Chartered Accounting Firms, the Advisory Board, customers

**JOB RESPONSIBILITY**

* Register business entities in keeping with the law and apply applicable penalties for those in default
* Agrees with the Minister, and set and monitor performance standards for the organisation and assist and facilitate the achievement of performance standards by effective leadership of executives, managers, supervisors and staff.
* Takes a proactive role in the formulation of future strategic objectives and representing these strategies to the Minister, Advisory Board for appropriate action
* Ensures that strong strategic and annual planning processes are in place to produce effective plans.
* Ensures that all financial and non-financial reporting requirements are met on a timely and regular basis.
* Determines limitations of authority for direct reports.
* Develops and maintains effective strategic relationships with key stakeholders including the Advisory Board, the Minister, key Ministry personnel and internal and external customers.
* Ensures that the day-to-day operations of the Agency are effectively and efficiently coordinated and implemented and conducted within the agreed framework.
* Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
* Approves company operational procedures, policies, and standards.
* Builds and maintains a high performance culture through effective performance management, communication and coaching of staff; motivates, leads, and empowers others to achieve organisational goals.

|  |
| --- |
| **JOB DESCRIPTION** |
| **DOCUMENT NO.: JDM CA1** | **JOB TITLE:** Chief Executive Officer & Registrar of Companies  |
| **DATE: April 1, 2014** | **ACCEPTED BY:** |
| **REVISION NO.: 0.0** | **PAGES: 3 of 4** | **AUTHORISED BY MINISTER:** |

* Provides clear leadership and promote and foster a team culture consistent with the organisation’s values.
* Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.
* Plans, develops, and implements strategies for generating resources and/or revenues for the company
* Improves the cost effectiveness of operations and direct the delivery of core services to agreed performance standards and generate additional revenues through value added services.
* Approves recommendations for the purchase and/or implementation of financial and management information systems.
* Advises the Minister on issues arising out of policy implementation and make recommendations for change that correctly deal with those issues including amendments to legislation.
* Evaluates performance of executives for compliance with established policies and objectives of the company and contributions in attaining objectives.
* Undertakes statutory responsibilities as Registrar of Companies in accordance with the law

#### JOB DIMENSION/AUTHORITY

* Register Business Entities and apply charges/penalties as enshrined under the Companies Act and the Registration of Business Names Act.
* Authorise recruitment and terminate employees.
* Final authority in internal disciplinary proceedings.
* Authority to approve policies and procedures governing the operations of the Agency
* Authority to set budgets, targets.
* Approve system changes recommended
* Approve Agency expenditure in keeping with governmental guidelines
* Approve spending limits for Executives
* Represent the Agency locally and internationally
* Recommend legislative changes
* Advise the Minister on Agency operations
* Negotiate contracts on behalf of the Agency
* Evaluate direct reports

#### KEY COMPETENCIES

* Extensive knowledge of the various legislation governing the operations of the Agency.
* Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches
* Ability to analyse complex policy issues, draw correct conclusions and articulate clear and focused policies to wide and diverse audiences
* Ability to formulate strategies and policies, and create new approaches in adverse situations
* Politically astute; is able to read situations aptly and exhibit sound judgment
* Excellent analytical skills and the ability to think strategically.
* Ability to prioritise amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time.

|  |
| --- |
| **JOB DESCRIPTION** |
| **DOCUMENT NO.: JDM CA1** | **JOB TITLE:** Chief Executive Officer & Registrar of Companies  |
| **DATE: April 1, 2014** | **ACCEPTED BY:** |
| **REVISION NO.: 0.0** | **PAGES: 4 of 4** | **AUTHORISED BY MINISTER:** |

* Excellent communications skills.
* Strong human relations and organisational management skills
* Solid negotiation skills and the ability to effectively present and argue a case and reach an agreement in order to achieve those things that the organisation needs to be successful.
* An acute understanding of business management principles and techniques
* Effective leadership skills
* An understanding of the application of information technology solutions to business problems and the fundamentals of business process re-engineering.
* Integrity and honesty.

|  |
| --- |
| **QUALIFICATION & EXPERIENCE** |

* Attorney at Law (Qualified to practice in Jamaica).
* Masters Degree in Business/Management or equivalent qualification
* At least eight (8) years management experience of which at least Five (5) years should be at the senior management level.

**Agreement:**

I agree that the preceding Job Description is not designated to be a complete list of all the duties and responsibilities of Chief Executive Office/Registrar of Companies

**Job Holder’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Minister Signature & Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**