



CIRCULAR No. 141
OSC Ref. C.6555¹⁵

22nd March, 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 fill the **vacant post of Licensing and Compliance Officer (JLG/LO 2)** in the **Office of the Supervisor of Insolvency**, salary range \$2,372,868 - \$2,820,594 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Assistant Supervisor, the purpose of the Director is to ensure Trustee's compliance with the Insolvency Act, in particular, to assist in regulating the Licensing of Trustees and providing general legal advice and support to the Supervisor.

Key Responsibilities

Management/Administrative:

- Oversees the operations of the Application Processing Officer and ensures the applications for Trustees are being dealt with efficiently and appropriately;
- Ensures all records of licences and certificates are being properly stored.

Technical/Professional:

- Reviews applications for Trustees' Licences, assesses the suitability of applicants and makes recommendations to the Supervisor;
- Issues licenses and ensures the records of licenses issued, cancelled, suspended or varied are being maintained;
- Ensures Trustees deposit the security required under the Act;
- Reviews complaints against Trustees, assesses their legitimacy and makes recommendations to the Supervisor;
- Assists with all matters related to hearings concerning Trustees conduct;
- Receives and records all complaints from creditors or other person interested in any estate and investigates such complaints;
- Conducts research, prepares and submits Briefs and advises the Assistant Supervisor with respect to complaints;
- Prepares and files any necessary application or reports to the Court for the purposes of the Act;
- Convenes hearings to resolve disputes between Trustees and other relevant parties;
- Receives notices of compliance from Trustees and issues the relevant certificate;
- Prepares and provides to the Accountant-General particulars of unclaimed dividends in the possession of/or under the control of the Supervisor, upon expiration of the relevant notice period.

Human Resource:

- Assists in the formulation of policy and the drafting of procedural guides for the staff of the Office;
- Assists in establishing quantitative objectives and qualitative standards for the Officers;
- Directs, supervises and evaluates the performance of the Applications and Investigations Officers;
- Assists the Supervisor in ensuring staff is in compliance with the policies and procedures of the Department and Public Service.

Other:

- Assists with the development and review of the legal framework of the Insolvency Sector to maintain the modernization and relevance to the changing environment and its alignment to global standards;
- Assists in the review of the Insolvency Act to determine the need for updating of provisions in response to policy changes and efficiency;
- Performs any other related duties that may be assigned by the Supervisor and/or Assistant Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Excellent organizational and leadership skills
- Ability to work well with others and good interpersonal skills
- Knowledge of the Insolvency regime of Jamaica
- Knowledge of the Insolvency Law and Civil Practice and Procedure
- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- An Attorney-at-Law admitted to practise in the Courts of Jamaica;
- Working experience in Insolvency, Estates or trust matters.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th April, 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**