

## Office of the Services Commissions

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### **CIRCULAR No. 41** **OSC Ref. C. 6555<sup>15</sup>**

24<sup>th</sup> 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 fill the following **vacant** posts in the **Department of Co-operatives and Friendly Societies - (Hope Complex)**:

1. **Senior Compliance Officer (FMG/AS 3)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Groundsman (LMO/TS 1)**, salary range \$14,567 - \$19,591 per week.

#### 1. **Senior Compliance Officer (FMG/AS 3)**

##### **Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Senior Compliance Officer (FMG/AS 3) ensures internal policies and procedures are adhered to in accordance with standards of the Financial Administration and Audit Act (FAA Act) and the internal controls are adequate for the maintenance of integrity and transparency in the P.C Bank's operation.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Plans, organizes and co-ordinates inspections and audit interventions to ensure timely and adequate resources for these interventions;
- Administers inspection and audits within budgetary allocations;
- Reviews and compiles Inspection and Audit Reports;
- Participates in Department's Strategic Planning process;
- Develops Operational Plan and specific approaches to interventions;
- Develops schedules for Inspectors and Assistance Inspectors to assist in carrying out audits and inspections;
- Represents the Organization at meetings and seminars/conferences;
- Liaises with other institutions re Departmental issues e.g. audit firms on external audit matters;
- Assists with the development of Budgets, Operational and Work Plans.

###### ***Technical/Professional:***

- Conducts Risk Assessment to determine key areas of audit;
- Reviews and revises working papers of Department;
- Writes Audit Reports stating deficiencies, implications/deviation and makes recommendations;
- Submits Audit Report for perusal and subsequent actions by Board;
- Analyzes PC Bank financial performance by calculating and interpreting financial ratios;
- Reviews policy documents and plans for the P. C. Bank;
- Reviews Fit and Proper Questionnaires for Directors, Committee Members, Senior Staff of the P. C. Bank;
- Reviews all Reports generated by staff to detect and prevent breaches of the Rules and Acts and Regulations;
- Reviews the Annual Returns for conformity to the Rules, Acts and Regulations;
- Attends Board, Annual and Special General Meetings to provide technical advice;
- Liaises with external entities to facilitate strategies for the promotion and development of Societies/Registered Charitable Organization;
- Monitors and facilitates 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:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and /or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Collaborates with the Human Resource Division to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a systems that fosters a culture of teamwork, employee empowerment and commitment to the Section's Organization's goals;
- Completes performance evaluations for direct reports;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good analytical thinking skills
- Compliance
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication skills
- Good organizing and planning skills
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Integrity
- Good leadership skills
- Social skills
- Strategic vision
- Strong customer and quality focus skills
- Teamwork and co-operation
- Technical skills
- People Management

**Functional/Technical:**

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent knowledge of the Acts, Regulations and Rules governing the Departments functions
- Proficient in relevant software applications
- Good Report writing skills
- Knowledge of the operations and processes of the P. C. Bank
- Knowledge of Co-operatives and Friendly Societies principles

**Minimum Required Qualification and Experience**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

**Special Conditions Associated with the Job**

- Will be required to travel island-wide;
- Will be required to work outside the normal working hours in completing the work programme and on weekend;
- Highly unfavourable working conditions at times.

## 2. **Groundsman (LMO/TS 1)**

### **Job Purpose**

Under the direct supervision of the Administrator (GMG/AM 3), the Groundsman is responsible for the overall maintenance of the grounds of the Department and sees to the cleaning of windows internally and externally. He will also be required to perform other duties of handyman that may be necessary.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Cleans and maintains glass doors and windows;
- Relocates Office Furniture under the directive of the HR Manager;
- Ensures vehicles are cleaned (internally and externally);
- Ensures the proper upkeep and maintenance of the Department's grounds;
- Maintains and landscapes lawn;
- Maintains and trims plants;
- Performs other duties that may be assigned by the HR Manager from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good time management skills
- Strong customer relation skills
- Good oral and written communication skills
- Ability to work with minimum supervision
- Ability to user own initiative
- Good teamwork and co-operation

#### ***Technical:***

- Excellent gardening skills
- Knowledge of landscaping
- Basic mechanical skills

### **Minimum Required Qualification and Experience**

- One-two (1-2) years' experience in a similar capacity;
- Completed Grade 9 Level Education.

### **Special Condition Associated with the Job**

- May be required to work beyond normal working.


Applications accompanied by résumés should be submitted **no later than Monday, 6<sup>th</sup> 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](mailto: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**