



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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29th 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 following **vacant posts** in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Compliance Officer (FMG/AS 3) (Hope Complex)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Development and Registration Manager (GMG/SEG 2) (Musgrave Avenue)**, salary range \$2,332,803 - \$4,482,249 per annum.
3. **Inspection Officer (GMG/AM 4) (Montego Bay Office)**, salary range \$2,190,302 - \$2,945,712 per annum.

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;
- Analyses 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;
- Develops and implements a Succession Planning Programme in collaboration with the Human Resource Division 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 system that fosters a culture of teamwork, employee empowerment and commitment to the Section's Organization's goals;
- Completes Performance Evaluations for direct reports.

Required Knowledge, Skills, and Competencies

- Knowledge of the operations of Government/knowledge of the Ministry's Policies and Procedures;
- Excellent knowledge of the Acts, Regulations and Rules governing the Departments functions;
- Proficient in relevant software applications
- Knowledge of the operations and processes of the P. C. Bank
- Knowledge of co-operatives and friendly societies principles
- Analytical thinking
- Compliance
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication
- Good organizing and planning skills
- Good problem solving and decision
- Ability to use own initiative
- Exhibits a high level of integrity
- Leadership and strategic vision
- Strong social skills
- Strong customer and quality focus
- Good teamwork and co-operation

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

- Island-wide travel;
- Working outside the normal working hours in completing the Work Programme;
- Working on weekends;
- Highly unfavourable working conditions at times.

2. Development and Registration Manager (GMG/SEG 2)

Job Purpose

Under the supervision of the Director Research, Policy, Development and Training, the Development Manager is responsible for direct supervision of the Development Unit in order to ensure the effective and efficient registration of entities under the relevant Acts. The incumbent is also responsible to utilize research data to inform technical and strategic decisions to guide the

development of registered societies/charities island-wide and to prepare publications for dissemination of stakeholders.

Key Responsibilities

Management/Administration:

- Reviews correspondence regarding criteria for registration under the respective Acts to ensure that accurate information is disseminated to the public by the Registration and Development Officers;
- Participates in the formulation of the Department's Strategic Plan and Budget;
- Monitors staff work programme to ensure that the registration of societies is achieved;
- Guides the development of the Unit's Work Plans to ensure that they meet the Strategic Objective of the Department;
- Monitors and reviews the Registration and Development Officers Work Plans to meet changing policy directives;
- Co-ordinates the compilation and preparation of Annual Reports;
- Represents the Government and the Department at conferences, congress, and meetings locally, regionally, and internationally.

Technical/Professional:

- Advises the Director Training, Research and Development on issues relation to groups' registration, research and developmental programmes;
- Provides expert guidance to members of the public and the Registration and Development Officers on complex issues regarding the registration and development of societies;
- Hosts and acts as facilitator at Strategic Planning Sessions of Societies to review performance discuss problems and procedures and makes decisions for future action;
- Discusses and gets the approval of the Director on strategies/recommendations to treat with challenges encountered by staff in the execution of their duties;
- Conducts Training and Evaluation Sessions for groups seeking registration under the relevant Acts;
- Supports the registration of entities that have met the criteria for registration under the relevant Acts and Regulations;
- Designs and monitors the implementation of Development Programmes for Societies aimed at enhancing viability and sustainability;
- Monitors the timely implementation of proper Internal Controls within Societies to facilitate governance and improvement of efficiency;
- Liaises with Training Manager in matters pertaining to training programs for Societies;
- Directs Technical Officer to ensure that adequate data is collected from societies to properly assess their training and developmental needs;
- Reviews and makes recommended changes in Societies' Constitutions in keeping with regulatory directives, changes with legislations, market demands and global trends;
- Reviews and makes recommended changes to policies and procedures in consideration of societies' operational and developmental needs;
- Attends Annual, Special or General Members Meetings, as well as Committee of Managements Meetings of Co-operatives, Friendly and Industrial and Provident Societies, in an Instructive and Advisory capacity, on matters concerning management, parliamentary procedures, meeting protocols and compliance with the requisite Acts, Regulations and Rules of these societies;
- Analyses social and economic factors negatively impacting the sustained development of societies and formulate strategies to mitigate same;
- Assists the Boards with the preparation and implementation of Development and Operational Plans;
- Assists with the development and implementation of the Department's ISO Programme;
- Co-ordinates Programme of Work and activities to ensure it complements the specific compliance and development needs of the societies;

Human Resource:

- Provides guidance to staff by prioritizing assignments to optimize performance;
- Makes recommendations to the Director Training, Research and Development regarding training, work enrichment and career development;
- Provides guidance to staff through coaching, mentoring and training;
- Educates staff on the policies, procedures and regulations of the Department, Ministry and Civil Service Staff Orders;
- Monitors staff adherence to the policies, procedures and regulations of the Department, Ministry and Civil Service Staff Orders;
- 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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Identified and addresses the welfare and developmental needs of staff in the Section/Unit;
- Establishes and maintains a system that fosters a culture of teamwork, Employee Empowerment and commitment to the Section's and Department's goals.

Required Knowledge, Skills, and Competencies

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of co-operatives and Friendly Societies Principles
- Proficient in relevant software applications
- Good written and oral communication
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision making skills
- Leadership
- Teamwork and co-operation
- Ability to use own initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Compliance
- Change Management
- Use of Technology

Minimum Required Qualification and Experience

- Bachelors' Degree in Humanities/Social Science/ Co-operative Development and management;
 - Two (2) years working experience in the field of social development .
- OR**
- Ass. Degree/Diploma in Humanities/Social Science/Co-operative Development and Management;
 - Five (5) years working experience in the field of social development;
 - Must possess a reliable motor vehicle and a valid Driver's License.

3. Inspection Officer (GMG/AM 4)

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Inspection Officer (GMG/AM 4), is responsible to provide assistance in conducting on-site and off-site examinations and pre-audit checks to regulate Societies' affairs for compliance with the Acts and Regulations: Co-operative Societies Act, Friendly Societies Act, Industrial and Provident Societies Act, Charities Act, Agricultural Loan Societies and Approved Organizations Act, Rules, policies and other relevant Laws and tools that govern the operations of the Organizations.

Key Responsibilities

Management/Administration:

- Represents the Department at meetings, conferences, Retreats and other functions in order to disseminate and obtain information regarding the movements facilitated by charter under the various Acts and Regulations;
- Liaises with Societies and Charitable Organizations for setting meeting appointments;
- Reports to the Regional Manager on issues relating to Regulatory activities and achievement;
- Attends meetings on behalf of the Department;
- Assists with the preparation of Quarterly Reports;

- Assists with the development of the Budget, Operational and Work Plans of the Department;
- Attends Stakeholders Meetings regarding charities;
- Prepares and submit Annual Evaluations to the Regional Manager.

Technical/Professional:

- Assists with conducting on-site and off-site inspections using established format to determine viability, prudent management safety and soundness of Societies' operations with a view to ensure adherence to the Acts and Regulations and their respective Rules;
- Assists in the examination of Societies Accounting and other statutory records to ensure currency, accuracy and readiness for Annual Audits;
- Analyzes financial statements;
- Analyzes the financial status/operations of Societies by reviewing Monthly and Quarterly Financials to ensure compliance of Returns vis-à-vis established standards and makes recommendations to the Manager based on findings;
- Attends Board, Committee, Annual and Special General Meetings to provide constitutional, legal and technical advice;
- Reviews the operations of Charitable Organizations to ensure the sound financial management of its resources and expenditures are in line with the organization's objects and powers;
- Engages in ongoing review and networking with all other technical staff in relation to all the Acts and Regulations for Societies and Registered Charitable Organizations;
- Conducts training/presentation at various fora as requested by the Director Research, Policy, Training and Development;
- Develops Strategic and Operational Plans for Societies to ensure commonality of purpose and enhancement of growth;
- Gives technical guidance and advice relating to the processing of applying for charitable status and other requirements for compliance with the Charities Act;
- Reviews submission for Charitable status to ensure the relevant criteria are met and makes recommendations to the Regional Manager;
- Conducts research on Registered Charitable Organizations and provides feedback to Regional Manager and the Director of Inspectorate;
- Attends Annual and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of Rules, Parliamentary Procedures, Elections of committees governing the Societies;
- Reviews application for Societies seeking registration under the relevant Acts to ensure criteria are met;
- Assist the Regional Manager in training and monitoring the activities of holiday workers and job experience personnel;
- Disseminates information to external clients pertaining to the Movements.

Required Knowledge, Skills, and Competencies

- Analytical thinking
- Change Management
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication
- Good organizing and planning skills
- Ability to use own initiative
- Demonstrates a high level of integrity
- Problem solving and decision-making skills
- Social Skills
- Strong customer and quality focus skills
- Teamwork and co-operation
- Use of Technology
- Change Management

Minimum Required Qualification and Experience

- Bachelor Degree or equivalent in Management Studies/ Business Administration – major in Accounting and or Finance would be an asset;
- Two (2) years working experience in similar capacity;
- Knowledge of Cooperative Societies would be an asset;
- Must possess a reliable motor vehicle and a valid Driver's License.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th 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**