



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the **Department of Co-operatives & Friendly Societies**, Inspectorate Unit (Northern Region); a department of the Ministry of Industry, Investment and Commerce.

INSPECTION OFFICER (Northern Region) (GMG/AM 4) – NOT VACANT

Salary: \$2,803,771 per annum

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 & 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 OUTPUTS

- Onsite-and off-site inspections and investigations conducted and reports produced and submitted
- Pre-audit checks for auditing conducted and reports produced and submitted
- Reports on meetings prepared and submitted
- Risk assessments and operational assessments conducted, and reports prepared and submitted
- Fit and Proper Questionnaires of Governing Board Members reviewed and report prepared and submitted.
- Technical advice and guidance given at Board Meetings for Registered Charities and registered societies.
- Work programs, Monthly Productivity and Achievement Reports prepared and submitted
- Policy documents and Plans developed and submitted
- Management Retreats facilitated

KEY RESPONSIBILITIES:

Management/Administration Responsibilities

- 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 Responsibilities

- 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 Financial to ensure compliance of Returns vis-à-vis established standards and make 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
- 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 make recommendations to the Regional manager

- Conducts research on registered charitable organizations and provide 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
- 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

Human Resource Responsibilities:

None

Other Responsibilities:

- Performs other functions that may be assigned by the Regional Manager, Director of Inspectorate or the Registrar.

PERFORMANCE CRITERIA

- Key outputs are produced within agreed time frames at required standards
- Established adequate and effective controls, systems and procedures are implemented within Societies
- Accurate and comprehensive reports submitted within established time frame
- Efficient completion of Inspection Reports along with timely implementation of follow-up actions
- Monthly productivity performance reports submitted

MINIMUM EDUCATION AND EXPERIENCE

Qualifications 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

KEY COMPETENCIES

Technical competencies

- Knowledge of the Acts and Regulations that the Department is mandated to oversee.
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of the Cooperatives and Friendly Societies Principles
- Proficient in relevant software applications

Core competencies

- 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

LIAISON/PRINCIPAL CONTACTS

Contact	Nature of Relationship
<p><u>Internal</u></p> <p>Director of Inspectorate, Manager, Senior Inspectors</p> <p>Directors & Staff of other Sections</p>	<p>To obtain feedback on reports submitted, Receive instructions as to how best to approach job/duties and to discuss work programmes.</p> <p>To get guidance on areas that comes under their portfolio, collaboration and team work</p>
<p><u>External</u></p> <p>Managers</p> <p>Board Members</p> <p>Auditors</p> <p>Affiliated agencies & other Stakeholders</p>	<p>To obtain reports, pertinent information and clarity on observations</p> <p>To convey concerns the Department has towards the Societies/Organizations To obtain audit confirmations</p> <p>To get clarity on items in the audit report as well as their particular observations and timeline in which audit would be completed</p> <p>Collaborations and or strategic alliances to achieve common goals</p>

DIMENSIONS, AUTHORITIES AND DECISION MAKING

- Recommends Special Investigations into Societies' Affairs
- Recommends suspension of Charitable Organizations' approval
- Recommend reinstatement of charitable status
- Recommends cancellation of Societies' status
- Recommends liquidation of Societies

- Recommend Inquiries into Societies' operations
- Recommend mergers of Societies
- Recommend Arbitration proceedings against delinquent members and cases of disputes
- Authorize Board, Special and Annual General Meetings' proceedings

SPECIAL WORKING CONDITIONS ASSOCIATED WITH THIS JOB

- Highly unfavorable working conditions at times
- Working on weekends
- Working outside the normal working hours in completing the Work Programme
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial & Provident Societies, Agricultural Loans Societies & Approved Organizations' and Groups
- Travelling extensively island-wide and internationally on occasions

**Applications accompanied by resume should be submitted no later than
Friday, April 24, 2026 to:**

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

We appreciate your responses; however only short-listed applicants will be contacted.