

MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE
JOB DESCRIPTION AND SPECIFICATIONS

Job Title	:	Inspection Officer
Job Grade	:	GMG/AM 4
Post No.	:	
Division/Section/Unit	:	Department of Co-operative and Friendly Societies/ Inspectorate Section
Reports to	:	Regional Manager
Manages	:	Nil

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB SIGNIFIED BELOW.

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division/Section/Unit

Date

Head of Directorate

Date

Date Received in
Organizational Development Unit

Date created/revised

1. 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.

2. STRATEGIC OBJECTIVES

Carry out regulatory functions based on the Operational and Corporate Plan of the Inspectorate Section for compliance with the Rules, Acts and Regulations under the supervision of the Regional Manager

3. 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
- Training conducted
- Sensitization sessions conducted (**applicable to Northern Region only**)
- Applications reviewed and submitted (**applicable to Northern Region only**)

4. 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 Financials 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
- Conducts training/presentation at various fora as requested by the Director Research, Policy, Training and Development (**applicable to Northern Region only**)
- 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
- Reviews application for Societies seeking registration under the relevant Acts to ensure criteria are met (**applicable to Northern Region only**)
- 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

Other responsibilities

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

5. CONTACTS (Liaises With)

Internal

Contacts	Purpose
Director of Inspectorate, Manager Senior Inspectors	To obtain feedback on reports submitted, receive instructions as to how best to approach job/duties and to discuss work programmes
Directors & Staff of other Sections	To get guidance on areas that comes under their portfolio, collaboration and team-work

External

Contacts	Purpose
Managers	To obtain reports, pertinent information and clarity on observations
Board Members	To convey concerns the Department has towards the Societies/Organizations
Auditors	To get clarity on items in the audit report as well as their particular observations and timeline in which audit would be completed
Affiliated agencies & other Stakeholders	Collaborations and or strategic alliances to achieve common goals

6. PERFORMANCE STANDARDS (how success will be measured)

- 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

7. REQUIRED COMPETENCES

#	Core Competencies	Required level
1.	Analytical thinking	2
2.	Change Management	1
3.	Goal/results oriented	2
4.	Good interpersonal skills	3
5.	Good oral communication skills	3
6.	Good organizing and planning skills	2
7.	Good written communication skills	3
8.	Initiative	2
9.	Integrity	3
10.	Leadership	2
11.	Problem solving and decision-making skills	2
12.	Social Skills	3
13.	Strategic Vision	2
14.	Strong customer and quality focus skills	2
15.	Teamwork and cooperation	2
16.	Use of Technology	1

#	Functional/Technical Competencies	Required Level
1.	Knowledge of the Acts and Regulations that the Department is mandated to oversee.	2
2.	Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures	2
3.	Sound knowledge of the Cooperatives and Friendly Societies Principles	2
4.	Proficient in relevant software/computer applications	2
5.	Technical Skills	2

8. MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or equivalent in Management Studies/ Business Administration – major in Accounting and or Finance would be an asset with -
- Two (2) years working experience in similar capacity

Knowledge of the following would be an asset:

- Cooperative Societies

Must possess a reliable motor vehicle and a valid driver's license

9. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- 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

10. AUTHORITY (decisions you have the power to make or recommend)
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- Recommends Special Investigations into Societies' Affairs
- Recommends suspension of Charitable Organizations' approval
- Recommends 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