



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 160

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15th July, 2020

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/be assigned to the following posts in the **Co-operates and Friendly Societies, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAf)**:

1. **Regional Manager (GMG/SEG 3), Southern Region – (Vacant)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Compliance Officer (FMG/AS 2) – (Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

1. Regional Manager (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Director of Inspectorate (GMG/SEG 4), the Southern Regional Manager (GMG/SEG 3) is responsible to supervise, coordinate, plan and control regulatory and operational strategies being applied to regulated entities.

Key Responsibilities

Management/Administrative:

- Reports to the Director on issues relating to regulatory activities and achievement;
- Provides guidance to the Officers on regulatory matters;
- Monitors and reviews Work and Operational Plans to ascertain achievements in relation to targets;
- Facilitates and hosts workshops and stakeholder meetings regarding Charities to disseminate information and get feedback on issues as well as recommendation to improve service delivery;
- Ensures preparation and submission of reports to inform Management Decisions;
- Assists with the development of Budgets, Operational and Work Plans;
- Communicates the Department's policies, objective and procedures to stakeholders;
- Prepares and finalizes work programmes in keeping with the Corporate and Operational Plans of the Inspectorate Section;
- Represents the Department at meetings, conferences and other functions.

Technical/Professional:

- Participates in the formulation of the Department's Strategic Plan and Budget;
- Approves and implements the Region's Operational and Strategic Plans within budget;
- Reviews and approves changes to the ISO Procedures under the control of the Region;
- Reviews all Reports generated by staff to detect and prevent breaches of the Rules, Acts and Regulations;
- Makes recommendations for improvement in Societies operation;
- Reviews and verifies Financial Assessments from staff conformity to Operational Standards and makes recommendations for improvements where applicable;
- Reviews the Annual Returns for conformity to the Rules, Acts and Regulations
- Issues regulatory directives for breaches detected;
- Conducts Risk Assessment and recommends mitigating factors to prevent or eliminate the threats to the safety of members' investments;
- Monitors the application process and facilitates the Registration of Entities under the Charities Act;
- Recommends registration of entities under the relevant Acts and Regulations;
- Attends Board, Annual and Special General Meetings to provide technical advice;

- Develops Strategic and Operational Plans for Societies to ensure commonality of purposes, efforts and to enhance futuristic growth;
- Conducts training for Society personnel on areas of the Act that governing their operations;
- Liaises with external entities to facilitate strategies for the promotion and development of Societies/Registered Charitable Organizations;
- Monitors and facilitates the conducting of Special Investigations and Enquiries into the operations of Societies;
- Provides technical assistance and guidance in the interpretation and application of the Rules, Act and Regulations;
- Approves registration status Registered Charities

Human Resource:

- Provides leadership and guidance to the supervisees through effective planning, delegating, organizing, coordinating, controlling, team work and proper communication;
- Fosters good working relationship amongst the Section Staff and other Sections to facilitate the attainment of the Department's objectives;
- Recommends training needs for staff in order to develop their competences;
- Ensures that the welfare of the staff is addressed satisfactorily;
- Completes Performance Evaluations for direct reports.
- Recommends disciplinary action(s) against staff in accordance with the stated guidelines outline in the 2004 Staff order for the Public Service and the Public Service Regulations, 1961.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written 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
- Leadership
- Change Management
- Use of Technology
- Social Skills

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Co-operative and Friendly Societies Principles
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Social Science/ Public Administration
- Five (5) years' experience in Senior Management
- Must possess a reliable motor vehicle and a valid driver's licence

Special Condition Associated with the 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, Groups and other institutions

- Travelling extensively island-wide and internationally on occasions

2. Compliance Officer (FMG/AS 2)

Job Purpose

Under the direct supervision of the Senior Compliance Officer (FMG/AS 3), the Compliance Officer (FMG/AS 2), examines internal control procedures, cashbooks, receipt and payment logs against deposit and withdrawal slips in the People's Co-operative Banks island-wide in accordance with the Agricultural Credit Board/FAA Acts.

Key Responsibilities

Management/Administrative:

- Plans, organizes, directs and controls the schedules/inspections in the People's Co-operative Banks;
- Schedules the relevant Assistant Inspectors her audit assignments;
- Prepares monthly reports based on audits and inspections carried out;
- Checks all cash transactions to ensure that there is a balance in the Cash Books;
- Inspects receipt and payment log to ensure accuracy;
- Analyses and examines periodic information collected from P.C. Banks;
- Makes recommendations regarding corrective measures and improvements to the system as it related to P.C. Banks;
- Writes Intervention Reports based on audits carried out;
- Performs any other related duties that may be assigned by the Director (GMG/SEG 3) Agricultural Board.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision skills
- Teamwork and co-operation
- Initiative
- Integrity
- Analytical Thinking
- Use of Technology

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Cooperatives and Friendly Societies Principles
- Proficient in relevant computer applications
- Good Research skills
- Knowledge of the operations and processes of the PC Banks
- Excellent auditing skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- OR**
- ACCA Fundamentals or equivalent **and no experience**;
- OR**
- Associate Degree, AAT, ACCA-CAT, ACCA Level 1 or equivalent qualifications, plus two (2) years Auditing or Accounting experience.

Special Condition Associated with the Job

- Travelling island-wide

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th July, 2020 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@micaf.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