



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 52
OSC Ref. C.4858³⁷

8th February, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Compliance Officer (FMG/AS 2) – (Not Vacant)** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

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 and 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/ Financial Administration and Audit (FAA) Acts.

Key Responsibilities

Technical/Professional:

- Plans, organizes, directs and controls the schedules/inspections in the People's Co-operative Banks;
- Schedules the relevant Assistant Inspectors to 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;
- Analyzes and examines periodic information collected from P.C. Banks;
- Makes recommendations regarding corrective measures and improvements to the system as it relates to PC 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 Credit Board

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning, organizing, problem-solving and decision-making skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Ability to work in a team
- Ability to use initiative
- Integrity
- Analytical thinking skills
- Good use of technology

Technical:

- 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 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**
- Qualification for entry level Audit position, plus at least two (2) years Auditing or Accounting experience.

Special Condition Associated with the Job

- Will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Friday, 19th February, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of 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**