



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 228

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8th July, 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 fill the **vacant** post of **Manager, Central Region (GMG/SEG 3)** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

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, co-ordinate, plan and control Regulatory and Operational Strategies being applied to regulated entities.

Key Responsibilities

Management/Administration:

- 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 recommendations 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 and 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' investment;
- 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 governs 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 interpretation and application of the rules, acts and regulations.

Human Resource:

- Provides leadership and guidance to supervisees through effective planning, delegating, organizing, co-ordinating, 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.

Required Knowledge, Skills and Competencies***Core:***

- Good oral and written communication skills
- Excellent organizing and planning skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision making skills
- Teamwork and co-operation
- Initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Leadership
- Change Management
- Use of Technology
- Social Skills
- People Management

Functional/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
- Excellent knowledge of the Acts and Regulations administered by the Department

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 license

Special Conditions 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 and Provident Societies, Groups and other institutions;
- Travelling extensively island-wide and internationally on occasions;

Applications accompanied by résumés should be submitted **no later than Wednesday, 21st July, 2021 to:**

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

Email: hrm@moa.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**