



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. 233
OSC Ref. C. 6555¹²

13th 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 Senior Registration and Inspection Officer (GMG/SEG 1)** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$1,577,167.00 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Senior Registration and Inspection Officer (GMG/SEG 1) is responsible to conduct on-site and off-site examinations aimed at regulating the Societies' affairs for compliance to the written Acts and Regulations, Rules and other relevant Laws under which they are registered; and to promote prudent business practices for the protection of members' shares and investments and other stakeholders interests.

Key Responsibilities

Management/Administration:

- Liaises with Societies and Charitable Organizations for setting meeting appointments;
- Assists with the preparation of Quarterly and Annual Report;
- Assists with the development of the Budget, Operational and Work Plans of the Department;
- 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;
- Reports to the Regional Manager on issues relating to Regulatory activities and achievement of entities regulated under the relevant Acts;
- Conducts training/presentation at forum as requested by the Director;
- Develops forms to be used to gather information;
- Disseminates information to external clients and the public pertaining to the entities registered under the various Acts and Regulations.

Technical/Professional:

- Conducts on-site and off-site Inspections using established format to determine viability, prudent management, safety and soundness of Societies and Charitable Organizations operations with a view to ensure adherence to the Acts and Regulations and their respective Rules;
- Analyzes and correlates the data from inspections conducted and submits findings to the Regional Manager;
- Checks Societies Accounting and other Statutory records to ensure currency, accuracy and readiness for Annual audits;
- Analyzes the financial status/operations of Societies by reviewing Annual and Monthly and Financials to ensure compliance of Returns vis-à-vis established standards and makes recommendations to the Regional Manager based on findings;
- Attends Board, Annual, Inaugural and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of Rules, parliamentary procedures, elections of committees in accordance with the established statutes governing Co-operative and Friendly Societies; Also Board of Directors meetings to provide technical advice to Registered Charitable Organizations;
- Develops Strategic and Developmental/Operational Plans for Societies to ensure commonality of purpose to enhance futuristic growth;
- Provides post Inspection technical assistance to Registered Charitable Organizations and Societies;
- Examines Annual Returns and Financial Statements for Charitable Organizations and other Societies to ensure they have been audited by an approved Auditor and have been audited in accordance with the International Financial Reporting Standards, also that they are in compliance with their Rules and Statutes;

- Reviews/Examines Fit and Proper Questionnaires to ensure compliance with the Charities Acts;
- Reviews application for Societies and Charities seeking registration under the relevant Acts to ensure criteria are met;
- Reviews applications to facilitate renewal of Charitable Organizations;
- Attends stakeholders Meetings of Charities;
- 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 Risk Management analyses to ensure that members' interests are safeguarded;
- Develops and reviews Policy Manuals in consultation with management of the Societies to guide and standardize the operations of Societies;
- Provides on-the-job training for management and staff of Societies in critical areas of their operation;
- Acts as mediator to resolve disputes between parties at Societies;
- Provides technical guidance and assistance to organizations seeking registered charitable status;
- Organizes and/or makes representation at meetings with stakeholders of Societies to gather and disseminate information of regulatory nature;
- Liaises with management and staff of Societies to ensure the timely submission of legal documents for the approval and/or attention of the Registrar;
- Plans and co-ordinates Management Retreats to determine long-term development plans with a view to enhance societies futuristic growth;
- Monitors the work programmes based on the available resources to effectively and efficiently achieve pre-determined objectivities;
- Updates Accounting Records of Societies in special cases as delegated by Manager;
- Compiles detailed reports on findings of suspected irregularities or any other matter(s) requiring criminal investigation for referral to the Manager for further action;
- Liaises with colleagues of the other Units of the Department in the networking and co-ordination of our actions in keeping with the Department's established policies on the execution of the regulation of Registered Charitable Organizations in furtherance of the objects of the charities Act 2013;
- Conducts training for new groups and Registered Societies as requested by the Director Policy, Research, Training and Development (**applies to only the Northern and Central Region**);
- Reviews the relevant Acts and Regulations for possible amendments.

Human Resource:

- Ensures that Annual Evaluations are prepared and submitted to the Regional Manager, Director of Inspectorate or the Registrar;
- Ensures compliance to policies pertaining to leave requirements;
- Maintains a system that fosters a culture of teamwork, and commitment to the Division's and Organization's goals;
- Assists the Manager in training and monitoring the activities of holiday workers and job experience personnel;
- Performs other functions that may be assigned by the Manager, Director and/or the Registrar.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Analytical thinking
- Good interpersonal skills
- Problem solving and decision making skills
- Integrity
- Teamwork and co-operation
- Initiative
- Strategic Vision
- Goal/results oriented
- Change Management
- Leadership

- Use of Technology
- Social Skills
- Technical skills

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of Co-operative and Friendly Societies Principles and procedures
- Proficient in relevant software applications
- Good Report writing skills
- Excellent knowledge of the Acts and Regulations administered by the Department

Minimum Required Qualification and Experience

- Bachelor of Science Degree or equivalent in Management Studies/Business Administration – Major in Accounting and or Finance would be an asset;
- Three (3) years working experience in similar capacity;
- 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 Monday, 26th 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**