



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 269**  
**OSC Ref. C.6634/S10<sup>2</sup>**

**24<sup>th</sup> June, 2022**

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 **(on a contractual basis)** the post of **Chief Executive Officer and Registrar of Companies (Level 1)** in the **Companies Office of Jamaica (an Executive Agency)**, salary range \$5,152,808 - \$7,334,052 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent will provide leadership to position the Agency as the premier body for the registration and regulation of business in the Caribbean, through the development and timely implementation of effective strategies to advance the Company's Mission and objectives designed to enhance revenue, profitability and growth, promoting efficiency, quality service and cost-effective management of resources.

### **Key Responsibilities**

- Registers business entities in keeping with the law and applies applicable penalties for those in default;
- Agrees with the Minister and sets and monitors performance standards for the organisation and assists and facilitates the achievement of performance standards by effective leadership of executives, managers, supervisors and staff;
- Takes a proactive role in the formulation of future Strategic Objectives and representing these strategies to the Minister, Advisory Board, for appropriate action;
- Ensures that strong strategic and annual planning processes are in place to produce effective plans;
- Ensures that all financial and non-financial reporting requirements are met on a timely and regular basis;
- Determines limitations of authority for direct reports;
- Develops and maintains effective strategic relationships with key stakeholders, including the Advisory Board, the Minister, key Ministry personnel and internal and external customers;
- Ensures that the day-to-day operations of the Agency are effectively and efficiently co-ordinated and implemented and conducted within the agreed framework;
- Reviews activity reports and financial statements to determine progress and status in attaining objectives, and revises objectives and plans in accordance with current conditions;
- Approves company operational procedures, policies, and standards;
- Builds and maintains a high performance culture through effective performance management, communication and coaching of staff; motivates, leads and empowers others to achieve organisational goals;
- Provides clear leadership and promotes and fosters a team culture consistent with the organisation's values;
- Demonstrates an intellectual and professional leadership style that supports the attainment of respect and credibility by others;
- Plans, develops, and implements strategies for generating resources and/or revenues for the Company;
- Improves the cost effectiveness of operations and directs the delivery of core services to agreed performance standards and generates additional revenues through value added services;
- Approves recommendations for the purchase and/or implementation of Financial and Management Information Systems;
- Advises the Minister on issues arising out of policy implementation and makes recommendations for change that correctly deal with those issues, including amendments to legislation;
- Evaluates performance of Executives for compliance with established policies and objectives of the Company and contributions in attaining objectives;

- Undertakes statutory responsibilities as Registrar of Companies in accordance with the law.

### **Required Knowledge, Skills and Competencies**

- Extensive knowledge of the various legislation governing the operations of the Agency
- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches
- Ability to analyse complex policy issues, draw correct conclusions and articulate clear and focused policies to wide and diverse audiences
- Ability to formulate strategies and policies, and create new approaches in adverse situations
- Politically astute; is able to read situations aptly and exhibit sound judgment
- Excellent analytical skills and the ability to think strategically
- Ability to prioritise amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time
- Excellent oral and written communication skills
- Strong human relations and organisational management skills
- Solid negotiation skills and the ability to effectively present and argue a case and reach an agreement in order to achieve those things that the organisation needs to be successful
- An acute understanding of business management principles and techniques
- Effective leadership skills
- An understanding of the application of information technology solutions to business problems and the fundamentals of business process re-engineering
- Integrity and honesty

### **Minimum Required Qualification and Experience**

- Attorney-at-Law (qualified to practise in Jamaica);
- Masters Degree in Business/Management or equivalent qualification;
- Eight (8) years management experience, at least five (5) years of which, should be at the senior management level.

Applications accompanied by résumés should be submitted **no later than Friday, 8<sup>th</sup> July, 2022 to:**

**Chief Personnel Officer  
Office of the Services Commissions (Central Government)  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [jmendez@osc.gov.jm](mailto:jmendez@osc.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.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer