



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 217** **OSC Ref. C. 6555<sup>13</sup>**

**2<sup>nd</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/be assigned to the following posts in the **Department of Co-operatives and Friendly Societies - Southern Region (Kingston)**:

1. **Senior Auditor (FMG/AS 3) (Vacant)**, salary range \$2,551,250 - \$3,032,635 per annum and any allowance(s) attached to the post.
2. **Senior Inspection Officer (GMG/SEG 1) (2 Vacant Posts)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Inspection Officer (GMG/AM 4) (Not Vacant)**, salary range \$1,467,234 to \$1,744,080 per annum and any allowance(s) attached to the post.
4. **Training Officer (GMG/AM 4) (Not Vacant)**, salary range \$1,467,234 to \$1,744,080 per annum and any allowance(s) attached to the post.
5. **Secretary 2 (OPS/SS 2) (Vacant)**, salary range \$781,231 – 928,638 per annum and any allowance(s) attached to the post.

#### **1. Senior Auditor (FMG/AS 3)**

##### **Job Purpose**

Under the supervision of the Chief Auditor (Financial) (FMG/AS 4), the Senior Auditor- Financial (FMG/AS 3) is responsible for conducting the Audits and Financial Assessment of Co-operatives, Friendly, Registered Charities and Industrial & Provident Societies (inclusive of Peoples Co-operative Banks) in consultation with the Supervisor and in accordance with the programme of work approved by the Director Audits & Investigations.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Reports on Audits assigned;
- Attends Meetings on behalf of the Department;
- Assists with the development of the Budget, Operational and Work Plans for the Department;
- Assists with the preparation of Monthly, Quarterly and Annual Reports;
- Provides oversight on activities of the Accounting Clerk.

###### ***Technical/Professional:***

- Conducts Risk Assessments to determine areas of risk and audit focus;
- Prepares and executes Audit Programme by testing areas agreed on with Chief Auditor;
- Obtains and reviews audit evidence and documents audit conclusions;
- Completes Audit Work papers by documenting test and findings;
- Prepares Draft Auditor's Opinion based on evidence gathered, an understanding of the process and risk;
- Communicates audit progress and findings by providing information and highlighting unresolved issues;
- Provides technical advice to Societies on various issues based on reports submitted

- Provides technical advice at meetings, in matters concerning Financial Management, Accounting or Audit and compliance with the requisite Acts, Regulations and Rules of the Societies;
- Assesses statutory records for compliance with Rules and Bye-laws and applicable accounting standards;
- Assesses compliance with all applicable acts of Parliament e.g.: Income Tax, Co-operative, Friendly and Industrial and Provident Societies Acts etc. ;
- Prepares Draft Report on Audit Findings stating deficiencies, implications;
- Makes recommendations for improved internal controls and procedures to enhance business efficiency and submit reports to Chief Auditor;
- Examines External Audits for correctness and conformity to Department's standard and applicable accounting standards and principles;
- Conducts training of Societies in proper bookkeeping and accounting procedures;
- Monitors the implementation of relevant accounting and internal control systems;
- Conducts assessment of Business Plans of prospective Societies for correctness and viability;
- Develops and Co-ordinates training courses in Accounting and Audit Methods as well as Co-operative Laws and Practices for Department's staff and Societies, in consultation with Director of Audits and Investigations;
- Identifies risk within systems and provides recommended solutions;
- Attends Annual General Meeting and prepares report on issues discussed to facilitate follow-up action.

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

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of Auditing principles
- Excellent knowledge of Accounting principles
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good report writing skills
- Excellent oral and written communication skills
- Good problem solving and decision making skills
- Good interpersonal skills
- Teamwork and cooperation
- Integrity
- Strong customer and quality focus skills
- Analytical thinking
- Ability to work on own initiative
- Good organizing and planning skills
- Strategic Vision
- Leadership skills
- Change Management skills

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

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

#### **Special Conditions Associated with the Job**

- Working on weekends;
- Working outside the normal working hours in completing assignment;
- Island-wide travel to various Co-operative Societies, Friendly, Industrial & Provident Societies, and Groups;

- Unfavourable working conditions at times.

## **2. Senior Inspection Officer (GMG/SEG 1) – (2 posts)**

### **Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Senior Inspection Officer (GMG/SEG 1) is responsible for conducting 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 Reports;
- 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 fora 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 Organization 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 make 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, 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 disseminates 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 objectives;
- 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 coordination 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.

#### ***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.

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

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of Cooperative 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
- 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 cooperation
- Ability to work on own initiative
- Goal/results oriented
- Leadership

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

- Bachelor Degree or equivalent in Management Studies/ Business Administration or equivalent qualifications – major in Accounting and or Finance would be an asset;
- Three (3) years working experience in a similar capacity;
- Holder of a valid Driver's License and access to a reliable motor vehicle.

### **3. Inspection Officer (GMG/AM 4)**

#### **Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Inspection Officer (GMG/AM 4), is responsible for providing assistance in conducting on-site and off-site examinations and pre-audit checks to regulate Societies' affairs for compliance with the Acts and Regulations (Co-operative Societies Act, Friendly Societies Act, Industrial & Provident Societies Act, Charities Act, Agricultural Loan Societies and Approved Organizations Act), policies and other relevant Laws and Guidelines that govern the operations of the Organizations.

#### **Key Responsibilities**

##### **Management/Administration**

- 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;
- Liaises with Societies and Charitable Organizations for setting meeting appointments ;
- Reports to the Regional Manager on issues relating to Regulatory activities and achievement;
- Attends meetings on behalf of the Department;
- Assists with the preparation of Quarterly Reports;
- Assists with the development of the Budget, Operational and Work Plans of the Department;
- Attends stakeholders meetings regarding charities;
- Prepares and submits annual evaluations to the Regional Manager.

##### **Technical/Professional**

- Assists with conducting on-site and off-site inspections using established format to determine viability, prudent management safety and soundness of Societies' operations with a view to ensure adherence to the Acts and Regulations and their respective Rules;
- Assists in the examination of Societies accounting and other statutory records to ensure currency, accuracy and readiness for Annual Audits;
- Analyzes financial statements;
- Analyzes the financial status/operations of Societies by reviewing monthly and quarterly Financials to ensure compliance of Returns vis-à-vis established standards and make recommendations to the Manager based on findings;
- Attends Board, Committee, Annual and Special General Meetings to provide constitutional, legal and technical advice;
- Reviews the operations of Charitable Organizations to ensure the sound financial management of its resources and expenditures are in line with the Organization's objects and powers.
- 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 training/presentation at various fora as requested by the Director Research, Policy, Training and Development;
- Develops Strategic and Operational Plans for Societies to ensure commonality of purpose and enhancement of growth;
- Gives technical guidance and advice relating to the processing of applying for charitable status and other requirements for compliance with the Charities Act;
- Reviews submission for Charitable status to ensure the relevant criteria are met and makes recommendations to the Regional Manager;
- Conducts research on Registered Charitable Organizations and provides feedback to Regional Manager and the Director of Inspectorate;
- Attends Annual and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of rules, parliamentary procedures, elections of committees governing the Societies;

- Reviews application for Societies seeking registration under the relevant Acts to ensure criteria are met;
- Assists the Regional Manager in training and monitoring the activities of Holiday Workers and Job Experience Personnel;
- Disseminates information to external clients pertaining to the Movements;
- Performs other functions that may be assigned by the Regional Manager, Director of Inspectorate or the Registrar.

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

- Knowledge of the Acts and Regulations that the Department is mandated to oversee.
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of the Cooperatives and Friendly Societies principles
- Proficient in relevant software/computer applications
- Technical Skills
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication skills
- Good organizing and planning skills
- Ability to work on own initiative
- Integrity
- Problem solving and decision-making skills
- Social Skills
- Strong customer and quality focus skills
- Teamwork and cooperation
- Use of Technology

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

- Bachelor Degree or equivalent in Management Studies/ Business Administration (major in Accounting and or Finance would be an asset) or equivalent qualifications;
- Two (2) years working experience in a similar capacity;
- Must possess a reliable motor vehicle and a valid Driver's License.

#### **Special Conditions Associated with the Job**

- Working outside the normal working hours;
- Travelling extensively island-wide and internationally on occasions.

### **4. Training Officer (GMG/AM 4)**

#### **Job Purpose**

Under the supervision of the Training Manager (GMG/SEG 2), the Training Officer (GMG/AM 4) is responsible for the provision of technical support and development assistance to registered Societies and those seeking registration under the Friendly Societies and Co-operative Societies Act. The officer is also responsible for collection and collation of data, and to utilize such information in determining training needs and compliance gaps of different Societies and Groups.

#### **Key Responsibilities**

##### **Management/Administration**

- Represents the Department at meetings, conferences and other functions as directed;
- Co-ordinates to ensure adequate supply of stationery and handouts, audio visual and other teaching aids are provided for training sessions;
- Assists with co-ordinating activities for workshops;
- Prepares Monthly Productivity Reports and dispatches to supervisor;
- Liaises with members of staff to obtain and facilitates their training needs;

### **Technical/Professional**

- Conducts Operational Assessment to identify training needs for members of Societies and provides feedback to Societies;
- Facilitates pre and post registration training for individuals in groups and registered societies in keeping with standard
- Files updated with relevant recommendation regarding the Application for Registration and forwarded to supervisor;
- Develops Programme of Work to include basic policies and procedures for approval
- Disseminates information to external clients regarding registration criteria under the relevant Acts and Regulations;
- Recommends promotional activities for the Department;
- Sets target dates for completion of assignments;
- Provides advice to applicants in writing if objects are not in keeping with Schedule 1 of the Charitable Act and outline the shortcomings and recommendation(s);
- Processes and submits application for entities seeking Registered Charitable Status to Tax Administration of Jamaica;
- Applications not in compliance with standards under the Charities Act received and feedback provided;
- Responds to applicants under the Co-operative, Friendly Societies, Industrial & Provident Societies and Charities Acts;
- Reviews files and provides technical guidance to entities seeking registration under the Co-operative, Friendly and Industrial & Provident Societies Act and Regulations;
- Attends Annual, Special or General Members Meetings, as well as Committee of Management Meetings of Co-operatives and Friendly Societies, in an instructive and advisory capacity, on matters concerning management, parliamentary procedures, meeting protocols and compliance with the requisite Acts, Regulations and Rules of these Societies;
- Prepares comprehensive reports of training and meetings and submits to Supervisor to facilitate technical assistance where necessary;
- Prepares files for transfer to the Inspectorate Section
- Expositions co-ordinated and attended;
- Promotes and disseminates information on the Department's services to the general public.

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

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Accounting and Auditing standards and procedures
- Sound knowledge of Cooperatives and Friendly Societies Acts, Regulations and Procedures
- Proficient in relevant software applications
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision-making skills
- Teamwork and cooperation
- Ability to work on own initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Leadership
- Change Management
- Use of Technology
- Social Skills

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

- BSc. in Social Science/Mass Communication/Sociology from a recognized University
- A minimum of three (3) years' experience in Training, Adult Education or Promotional and Business Administration activities and a comprehensive knowledge of the Acts administered by the Department;

**OR**

- Bachelors' of Education/Diploma in Education from a recognized Institution
- Training in Cooperative Societies;

**OR**

- Diploma in Cooperative Societies from Loughborough, Wisconsin or CODAY Institute together with two (2) years' experience in Adult Education and Training Techniques;
- Must possess a reliable motor vehicle and a valid Driver's License.

### **5. Secretary 2 (OPS/SS 2)**

#### **Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2), is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

#### **Key Responsibilities**

- Types letters, memoranda, bill of quantities, contracts and reports from draft notes;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Performs office procedures including scheduling of appointments, answering telephone, fax correspondence for the Section's staff;
- Ensures that the Minutes and Work Programmes are circulated to section staff;
- Keeps calendar of events, meetings, reports and correspondence relating to the Section;
- Reports to Manager on issues relating to the Section's staff welfare such as leave entitlement etc.;
- Receives and transmits confidential information in a professional manner;
- Takes and transcribes Minutes of monthly Section meetings, stakeholder meetings, meetings with Societies/Organizations and circulates to relevant persons in the required timeframe;
- Maintains accurate filing of Departmental and Sick Leave Records for the Section in order to provide data to Manager;
- Prepares and maintains adequate supply of official forms for the use of all officers in the Section;
- Ensures that Outstation Officers are kept up-to-date with affairs of the Section/Department;
- Processes reports, letters, and other documents for dispatch;
- Creates and maintains relevant database to track the Section's progress in relation to its core functions;
- Performs any other related duties which may be assigned from time to time;
- Assists with administrative duties for other Managers/Directors/ Registrar in the absence of their secretaries.

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

- Proficiency in keyboarding skills.



- Proficiency in the relevant software applications.
- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good teamwork and cooperation skills
- Problem solving and conflict management skills
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;

- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 15<sup>th</sup> June, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5**

**Email: hrm@miic.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**