



Office of the Services Commissions

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CIRCULAR No. 334 **OSC Ref. C.6555¹⁴**

8th August, 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 be assigned to the following posts in the **Office of the Supervisor of Insolvency, Ministry of Industry, Investment and Commerce**:

1. **Director, Finance and Accounts (FMG/PA 3) – (Not Vacant)** during the period **November 7, 2022 to February 3, 2023**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Licensing and Compliance Officer (JLG/LO 2) – (Not Vacant)** during the period **October 3, 2022 to January 4, 2023**, salary range \$2,372,868 - \$2,820,594 per annum and any allowance(s) attached to the post.
3. **Director, Human Resource Management and Administration (GMG/SEG 2) – (Not Vacant)** during the period **October 31, 2022 to January 23, 2023**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

1. **Director, Finance and Accounts (FMG/PA 3)**

Job Purpose

Under the direct supervision of the Supervisor of Insolvency, the incumbent will be responsible to ensure the effective, efficient and economical use of the funds in the implementation of the Budget allocated to both the Office of the Supervisor of Insolvency and the Office of the Government Trustee. Ensuring that there is a high standard of probity, propriety, regularity, transparency, accountability and value for money in the pursuit of the fulfilment of their strategic objectives. The incumbent will also be responsible for assisting the Supervisor of Insolvency to regulate the insolvency regime by reviewing the books and records of trustees and advising the Supervisor as to their compliance with accounting principles and whether there have been any irregularities or breaches of the Insolvency Legislation and Regulations.

Key Responsibilities

Management/Administrative:

- Confers with Heads of Department (HoDs) to review and revise the Organization's Accounting policies in accordance with established standards;
- Participates in the Organization's Strategic Planning process;
- Assists in the preparation and monitoring of the Operational Plan and Budget for the Offices;
- Ensures expenditure is in accordance with the Operational Plan and that agreed targets are being achieved;
- Represents the Organization at meetings, conferences and other functions as directed;
- Provides reports and guidance/advice to the HoDs and managers on internal financial matters;
- Ensures that the Accounting staff have sufficient and appropriate resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients and ensures that the Accounting staff provides a high level of service to them.

Technical/Professional:

- Ensures that Budgets and Cash Flows are prepared in line with the Ministry of Finance's guidelines as well as in accordance with ceilings and guidelines outlined in the Budget Call issued by the Financial Secretary; the priorities, objectives and strategies of the Department outlined in its Corporate Plan; and the national economic and policy priorities and that the Consolidated Budget Estimate and Cash Flow Statement of the Department are submitted to MOF within the prescribed time;

- Ensures the accurate preparation and prompt submission of Financial Statements to the Ministry of Industry, Investment and Commerce and all other external and internal users;
- Prepares or assists in the preparation of the narrative necessary to support the Budget allocations so as to ensure that it reflects the specific purposes and performance indicators in the Corporate Plan;
- Advises the relevant Heads on the financial status and performance of their Offices and Units;
- Maintains a system of internal controls and for managing public expenditure which ensures that expenditures are kept within budgetary limits and that there are high standards of performance, value for money is achieved and projects are completed on time;
- Keeps under review, accounting books, records, registers, etc. to ensure accuracy and completeness of the records of all financial transactions relating to OSI, OGT and CSU;
- Ensures that the Budget requests from Heads/Divisions reflect the level of allocations, are in keeping with guidelines established by the Management Team and are supported by realistic implementation plans, where applicable;
- Reviews the structure of user fees and the system of cost recovery to ensure maximum possible recovery in conjunction with the Supervisor of Insolvency;
- Ensures validity of the estimates of revenue in light of the reasonableness of the existing rates relative to current costs, trends of actual collection and any special factors that will affect future trends etc.;
- Prepares Annual Estimate of Miscellaneous Revenue and/or Appropriations-in-Aid in accordance with the format stipulated by the Financial Secretary;
- Exercises overall responsibility for Cash Management including:
 - ✓ Allocating the monthly and quarterly warrants in accordance with agreed priorities
 - ✓ Implementing an effective mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
 - ✓ Ensuring that Appropriations-in-Aid, if any, are fully realized
 - ✓ Keeping under review all Cash Book balances
- Ensures that expenditure against the approved Budget is met from the warrant allocation and not from unauthorised sources such as withholding statutory and other approved deductions, diverting Departmental Revenue, etc.;
- Reviews on an on-going basis all bank accounts to ensure that there are no large idle cash balances or unauthorized overdrafts;
- Assists the Heads/Divisions in establishing and maintaining an effective system for the operational use, maintenance and security of all assets under the control of the Department;
- Analyses areas of risk in the operational systems and take steps to reduce threats;
- Ensures that there is a system for the maintenance of proper records of the financial affairs, the preparation of monthly accounts, financial reports, and annual appropriation accounts in accordance with the requirement of the Ministry of Finance and in keeping with the FAA Act;
- Oversees the posting of all transactions to the FINMAN System and verify/validate payments made via the Central Treasury Management System (CTMS);
- Prepares Salaries Control Account for all Payrolls to validate payments made;
- Prepares GCT reports for submission to Ministry of Finance within the specified time;
- Oversees preparation and submission of reports on collection and lodgements of Miscellaneous Revenue to the Cash Management Unit at Accountant General's Department;
- Ensures that the 3% withholding tax on specified services are applied where relevant and proceeds remitted to Tax Administration Jamaica within the specified time along with the specified forms;
- Ensures that any irregularity/breach detected in the analysis of Trustees' books and records are promptly reported to the Supervisor of Insolvency and appropriate recommendations made;
- Maintains records of bonds/security provided by Trustees;
- Provides expert advice and specialist assistance to the Supervisor of Insolvency with regards to the:
 - ✓ Examination/analysis of accounting books and records of Trustees
 - ✓ Review of Trustees' accounts of receipts and disbursements and final statements and dividend sheets
 - ✓ Determination of the reasonableness of the amount to be paid by the Debtor towards his liabilities in the case where Debtors operates a business
 - ✓ Soundness of proposals presented by Trustees
- Has overall management of bank account containing unclaimed dividend and payment from such account to the Consolidated Fund within the specified time;

Human Resource:

- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Corporate Plan;
- Evaluates the performance of the Financial Accountant and the Accounting and Compliance Officer;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable to undertake their duties efficiently and effectively;
- Provides guidance to staff through coaching, mentoring and training as well as providing assistance and support as needed;
- Participates in the recruitment of staff for the Department;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Performs any other related duties that may be assigned from time to time by the HoD.

Required Knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills
- Excellent analytical skills and judgment
- Good interpersonal and problem-solving skills
- Good organizing and leadership skills
- Ability to work well under pressure and meet deadlines
- Sound knowledge of financial investigating standards and procedures
- Excellent knowledge of the Financial Administration and Audit Act
- Comprehensive knowledge of Government Accounting principles and practices
- Excellent knowledge of the Organization's policies and procedures
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- BSc in Accounting or Management Studies with Accounting or Business Administration Degree with an accounting concentration from a recognised institution plus at least three (3) years' experience in Government Accounting;
OR
- A.Sc. Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course plus at least five (5) years' experience in Government Accounting;
OR
- ACCA, Level 2 certification or any equivalent accounting/management professional qualification plus at least three (3) years' experience in Government Accounting;
- Extensive experience in Accounting and Financial Management operations with knowledge of Government Accounting.

2. Licensing and Compliance Officer (JLG/LO 2)**Job Purpose**

Under the direction of the Assistant Supervisor, the purpose of the Licensing and Compliance Officer is to ensure Trustee's compliance with the Insolvency Act, in particular, to assist in regulating the licensing of Trustees and providing general legal advice and support to the Supervisor.

Key Responsibilities***Management/Administrative:***

- Oversees the operations of the Application Processing Officer and ensures the applications for Trustees are being dealt with efficiently and appropriately;
- Ensures all records of licences and certificates are being properly stored.

Technical/Professional:

- Reviews applications for Trustees' licences, assesses the suitability of applicants and makes recommendations to the Supervisor;
- Issues licences and ensures the records of licenses issued, cancelled, suspended or varied are being maintained;
- Ensures Trustees' deposit the security required under the Act;
- Reviews complaints against Trustees, assesses their legitimacy and makes recommendations to the Supervisor;
- Assists with all matters related to hearings concerning Trustees' conduct;

- Receives and records all complaints from creditors or other person interested in any estate and investigates such complaints;
- Conducts research, prepares and submits Briefs and advise the Assistant Supervisor with respect to complaints;
- Prepares and files any necessary application or reports to the Court for the purposes of the Act;
- Convenes Hearings to resolve disputes between Trustees and other relevant parties;
- Receives notices of compliance from Trustees and issues the relevant certificate;
- Upon expiration of the relevant notice period, prepares and provides to the Accountant-General, particulars of unclaimed dividends in the possession of or under the control of the Supervisor.

Human Resource:

- Assists in the formulation of policy and the drafting of procedural guides for the staff of the Office;
- Assists in establishing quantitative objectives and qualitative standards for the Officers;
- Directs supervises and evaluates the performance of the Applications and Investigations Officers;
- Assists the Supervisor in ensuring staff is in compliance with the policies and procedures of the Department and Public Service.

Other:

- Assists with the development and review of the legal framework of the Insolvency Sector to maintain the modernization and relevance to the changing environment and its alignment to global standards;
- Assists in the review of the Insolvency Act to determine the need for updating of provisions in response to policy changes and efficiency;
- Performs any other related duties that may be assigned by the Supervisor and/or Assistant Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Excellent organizing and leadership skills
- Ability to work well with others and good interpersonal skills
- Knowledge of the Insolvency regime of Jamaica
- Knowledge of the Insolvency Law and Civil Practice and Procedure
- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- An Attorney-at-Law admitted to practise in the Courts of Jamaica;
- Working experience in Insolvency, Estates or Trust matters.

3. Director, Human Resource Management and Administration (GMG/SEG 2)

Job Purpose

Under the supervision of the Supervisor of Insolvency, the incumbent will take leadership in all aspects of strategic direction and policy relating to the provision of human resource services, property and office services, procurement and Corporate Planning Services by developing and implementing policies and procedures that support the Offices' strategic objectives.

Key Responsibilities

Management/Administrative:

- Reviews and revises the Organization's Human Resource, ICT, Records Management, Procurement policies and procedures in accordance with Government standards, confer with Heads of Offices;
- Participates in the Organization's Strategic Planning process, prepares and monitors the Units Operational Plan and Budget ensuring the work of the Department is carried out according to plan and agreed targets achieved;
- Represents the Organization at meetings, conferences and other functions as directed;
- Provides guidance/advice to the Heads of Department and Unit Heads on Human Resource Management and Administration issues.

Technical/Professional:

- Provides leadership and direction towards the delivery of Portfolio responsibilities;
- Provides professional advice and interpretation of policies related to Portfolio (HR, Procurement, ICT, Office Services);
- Develops and implements policies and programmes that are responsive to the needs of the Offices in compliance with regulations/established practices;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure compliance;
- Co-ordinates the development and implementation of human resource strategies to support retention, welfare, training, development and performance management of employees;
- Oversees the development of an effective recruitment and selection programme aimed at the acquisition and retention of competent and productive staff;
- Develops and manages the performance of direct reports by motivating, setting performance target, monitoring performance and provides feedback;
- Ensures that the appropriate human resource capacity is in place, through implementation of the required training intervention, to enable the Offices to achieve its mission and stated objectives;
- Develops and implements benefit and Staff Welfare Programmes;
- Conducts disciplinary procedures;
- Ensures that the Procurement Committee conforms to the approved policies and procedures and advises the Head of Departments accordingly;
- Oversees the procurement of and ensures the functionality of the office equipment, machinery and furniture;
- Oversees the development and administration of a policy/programme that caters to the Occupational Health and Safety and well-being of all staff;
- Assists with the compilation and reviewing of requests for proposals in relation to procurement requirements;
- Leads the Corporate Planning process in HRM and A Unit;
- Attends meeting and conference on behalf of the Head of Offices;
- Manages the Unit's Budget ensuring alignment with the Unit's Operational and Procurement Plans;
- Liaises with the Unit Heads and Supervisors to identify manpower needs. Prepares Manpower and Recruitment Plan to accompany Budget Estimates;
- Prepares Unit and Individual Work Plan based in alignment with the Operational Plan, ensure that they reflect measureable performance indicators;
- Provides feedbacks to Divisional Heads and recommending areas for improvements;
- Reviews and evaluates submitted Performance Evaluation Reports for accuracy and consistency;
- Leads in the effective implementation and administration of PMAS for improved organizational and individual performance;
- Monitors and maintains the PMAS within the Offices to ensure equity and fairness;
- Ensures that the Human Resource Management Information System (HRMIS) is established and operating efficiently;
- Promotes the entrenchment of Strategic HRM; establishing and implementing a transformation plan that will institutionalize the HR function as a strategic business partner; and establishing HRM practices aligned to achieve the Offices objectives;
- Assesses the capability gap and current effectiveness of the HR function within the Offices, reviewing and assessing the structure, processes and manpower needs and making recommendations for adjustments;
- Manages the performance of direct reports; ensures the development of Work Plans, monitors performance, prepares quarterly performance reviews, completes Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and organizational goals;
- Formulates and leads Succession Planning and co-ordinating talent spotting and leadership development;
- Prepares reports of new recruits, transfers and acting assignments for dissemination to staff;
- Prepares and maintain all personnel records, database and reports;
- Creates report and submit to Ministry of Finance and the Public Service;
- Maintains the Organizational Chart of the Offices by continuous updating as necessary;
- Develops specific recommendations/solutions to problems identified including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel of co-ordination and communication, existing legislation, manpower utilization, forms and office layout;
- Develops and editing Job Descriptions;

- Prepares charts of existing and proposed organizational structures discussing findings and recommendations with Divisional Heads/Senior Managers to arrive at consensus;
- Develops and reviews the implementation of programmes designed to promote a healthy industrial relations environment;
- Oversees the administration of the discipline and grievance process ensuring consistency and fairness
- Ensures that the Offices ICT needs are met with support and guidance from the Ministry;
- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to specified standards;
- Collaborations with the Ministry's ICT Division, ensure the Network System has antivirus protection and data is secure;
- Monitors and guides the Public Relations activities of the Offices;
- Reviews and ensures that materials prepared for publishing are accurate and adequate;
- Ensures that events and media coverage are done in accordance with the Offices Operational Plan.

Human Resources:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and support as needed;
- Leads the recruitment and selection of staff for the Offices;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Offices and Ministry;
- Ensures the Department has ergonomically sufficient resources to enable the staff to perform their assigned duties in an efficient and effective manner in line with Organization's objective;
- Performs any other related duties that may be assigned from time to time by the Supervisor of Insolvency.

Required Knowledge, Skills and Competencies

- Expert knowledge of GOJ Human Resource Management practice and procedures
- Understanding the Staff Orders and Public Service Regulations
- Understanding of GOJ Procurement Guidelines
- Appreciation of the FAA Act and attendant Regulations
- Sound Corporate Management skills
- Broad appreciation of the machinery of the government service
- Excellent critical thinking, analytical and problem-solving skills
- Excellent oral and written communication skills
- Sound personal and professional confidentiality and integrity
- Good time management skills, planning and organizing skills
- Good knowledge of risk management principles, practical knowledge of applied use of information technology and productivity software
- Dispute resolution skills
- Adequate multitasking skills
- Ability to work under high levels of stress

Minimum Required Qualification and Experience

- A Bachelor of Science Degree in Human Resource Management, Business Administration or equivalent;
- Certificate in Supervisory Management;
- Four (4) years' experience at a Senior Management level.

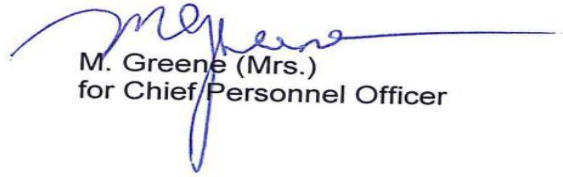
Applications accompanied by résumés should be submitted **no later than Friday, 19th August, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and 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.



M. Greene (Mrs.)
for Chief Personnel Officer