



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 368** **OSC Ref. C. 6555<sup>14</sup>**

**1<sup>st</sup> September, 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**:

1. **Research Officer (SOG/ST 6) - (Not Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
2. **Senior Inspection Officer (GMG/SEG 1) - (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

#### **1. Research Officer (SOG/ST 6)**

##### **Job Purpose**

Under the direct supervision of the Research and Policy Manager, the Research Officer is responsible for implementing and utilizing research methodologies efficiently and effectively to facilitate collation, analysis and provision of statistical information to stakeholders of the Friendly, Co-operative and Industrial and Provident Societies Movements and other related Sectors.

##### **Key Responsibilities**

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

- Provides data to facilitate preparation of the Unit's Work Programmes and Budget to ensure the most efficient and effective utilization of the Department's resources;
- Prepares Productivity Reports;
- Makes recommendations relating to research methodologies and procedures utilized by the Unit;
- Undertakes assignments geared towards achieving the Unit's mandate;
- Produces Research Reports, Fact Sheets and other written material based on data;
- Provides reports advising on specific statistical matters in relation to entities regulated by the Department;
- Liaises with other allied research and policy Organizations;
- Liaises with other Sections within the Department during the course of any assignment;
- Represents the Department at meetings, workshops or conferences.

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

- Conducts analysis of financial reports from societies;
- Conducts data collection, analysis and management;
- Analyzes research and interpret data to ensure that key issues are identified;
- Assists in defining and redefining research objectives;
- Assists with the preparation of reports on research objectives;
- Assists in identifying, designing and implementing the relevant methodology/techniques to manage research;
- Utilizes statistical software to manage information;
- Assists with the creation of online statistical tools and databases;
- Contributes to the development and promotion of new or revised policies and strategies designed to enhance viability of the movements;
- Assists in enhancing the Department's ability to disseminate research findings on varied issues;
- Facilitates analytical reviews of Internal Controls and conditions with focus on; trend conditions and operational results in light of economic and environmental situation
- Liaises with members and staff of the Movements, other external Agencies and stakeholders to acquire technical and developmental assistance;
- Works collaboratively with the staff of the Department on new and ongoing research initiatives;
- Assists in making presentation at Training Sessions and Management Retreats of Societies;

- Performs other related duties that may be assigned from time to time by the Policy and Research Officer, Director or Registrar.

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

#### **Core:**

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Excellent problem-solving and decision-making skills
- Good teamwork and co-operation
- Initiative
- Strategic vision
- Integrity
- Good analytical thinking
- Good leadership skills
- Change Management
- Good use of Technology
- Social skills

#### **Functional/Technical:**

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound Knowledge of Accounting and Auditing standards and procedures
- Sound knowledge of co-operatives and Friendly Societies Principles
- Proficient in relevant software applications

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

- Bachelor's Degree in Public Policy/Economic/Statistic or related field;
- One (1) year's experience in a similar capacity.

**OR**

- Diploma in Social Research Methods and Policy Analysis;
- Two (2) years of field research experience.

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

- Must possess a reliable motor vehicle and a valid Driver's Licence;
- Highly unfavourable working conditions at times;
- Required to work on weekends;
- Required to work 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, Agriculture Loans Societies and Approved Organizations, Groups another Institutions;
- Travelling extensively island-wide and internationally on occasions.

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

### **Job Purpose**

Under the direct supervision of the Regional Manager, the Senior Inspection Officer is responsible for conducting inspections 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:**

- Reports to the manager on issues relating to regulatory activities and achievement of entities regulated under the Co-operative Societies and Friendly Societies Acts and Regulations;
- Assists with the preparation of Quarterly and Annual Reports;
- Assists with the development of the Budget, Operational and Work Plans of the Department;
- 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 and Registered Charitable Organizations;

- 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;
- Assists the Manager in training and monitoring the activities of Holiday Workers and Job Experience personnel.

***Technical/Professional:***

- Develops Strategic, Developmental and Operational Plans for Societies to ensure commonality of purpose to enhance futuristic growth;
- 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;
- Conducts on-site and off-site Inspections using established format to determine viability, prudent management, safety and soundness of the operations with a view to ensure adherence to the Acts and Regulations and the Societies' Rules;
- 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 Monthly and Quarterly Financial to ensure compliance of Returns vis-à-vis established standards and make recommendations to the Manager based on findings;
- Examines Annual Returns and Financial Statements for Registered Charitable Organizations and other Societies to ensure compliance with Rules and Statutes;
- Provides technical guidance and assistance to Organizations seeking registered charitable status;
- Organizes and/or make 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;
- Provides post inspection technical assistance to Registered Charitable Organizations and Societies;
- Reviews/examines Fit and Proper Questionnaires to ensure compliance with the Charities Acts;
- Attends Stakeholders' Meetings of Charities;
- 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;
- Assists with the development of forms to be used to gather information;
- Reviews the relevant Acts and Regulations for possible amendments;
- Performs other related duties that may be assigned from time to time by the Manager, Director and/or the Registrar.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Excellent problem-solving and decision-making skills
- Good interpersonal skills
- Good teamwork and co-operation
- Integrity
- Compliance
- Strong customer and quality focus skills
- Good leadership skills
- Good analytical thinking
- Ability to use own initiative

- Good organizing and planning skills
- Strategic Vision
- Goal/results oriented
- Social skills

***Functional/Technical:***

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good report writing skills
- Excellent knowledge of Micro-Management

**Minimum Required Qualification and Experience**

- Bachelor's 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.

**Special Conditions Associated with the Job**

- Must possess a reliable motor vehicle and a valid Driver's Licence;
- Highly unfavourable working conditions at times;
- Required to work on weekends;
- Will required to work 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, Agricultural Loans Societies and Approved Organizations' and Groups;
- Travelling extensively island-wide and internationally on occasions.

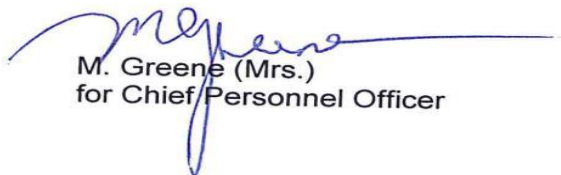
Applications accompanied by résumés should be submitted **no later than Wednesday, 14<sup>th</sup> September, 2022 to:**

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

**Email: [hrm@miic.gov.jm](mailto: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