



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 373 **OSC Ref. C. 6555¹⁴**

2nd 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 be assigned to the post of **Training Officer (GMG/AM 4) – (Not Vacant)** during the period **November 1, 2022 to March 13, 2023** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Training Manager, the Training Officer 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 dispatched to supervisor;
- Liaises with members of staff to facilitate 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 re registration criteria under the relevant Acts and Regulations;
- Recommends promotional activities for the Department;
- Sets target dates for completion of assignments;
- Advices applicant in writing if objects are not in keeping with Schedule 1 of the Charitable Act and outline the shortcomings and recommendations;
- Processes and submits application for entities seeking Registered Charitable Status to TAJ;
- Applications not in compliance with standard under the Charities Act received and feedback provided;
- Responds to applications under the Co-operative, Friendly Societies, Industrial and Provident Societies and Charities Acts;
- Reviews files and provide technical guidance to entities seeking registration under the Co-operative, Friendly and Industrial and provident Societies Act and Regulations;
- Attends Annual, Special or General Members Meetings, as well as Committee of Managements 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 submit to supervisor to facilitate technical assistance, where necessary;
- Prepares files for transfer to the Inspectorate Section;
- Expositions co-ordinated and attended;
- Promotions and disseminations of the Department services to the general public;

Other:

- Acts as Liquidator or Enquirer for entities registered under the Acts;
- Performs any other related duties that may be assigned from time to time.

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
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Initiative
- Strategic vision
- Integrity
- 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

- BSc. in Social Science/Mass Communication/Sociology from a recognized University;
 - 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**
- Bachelor of Education/Diploma in Education from a recognized institution;
 - Training in Co-operative Societies.
- or**
- Diploma in Cooperative Societies from Loughborough, Wisconsin or CODAY Institute; together with two (2) years' experience in Adult Education and Training Techniques.

Special Condition 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 & Provident Societies, Agriculture Loans Societies and Approved Organizations, Groups another Institutions;
- Travelling extensively island-wide and internationally on occasions.

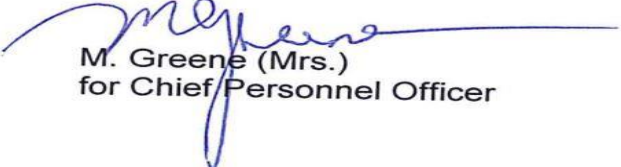
Applications accompanied by résumés should be submitted **no later than Thursday, 15th September, 2022 to:**

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

Email: hrm@miic.gov.jm

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