



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 420

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4th October, 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 Department of **Co-operatives and Friendly Societies** Ministry of Industry, Investment and Commerce:

1. **Director, Audits and Investigations (FMG/AS 5) (Not Vacant) - Musgrave Avenue Office**, during the period **November 1, 2022 to December 2, 2022**, salary range \$4,314,285 – \$5,128,329 per annum and any allowance(s) attached to the post.
2. **Manager, Northern Region (GMG/SEG 3) (Not Vacant) - Montego Bay Office**, during the period **November 25, 2022 to March 10, 2023**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

1. Director, Audits and Investigations (FMG/AS 5)

Job Purpose

Under the supervision of the Registrar the Director of Audits and Investigations (FMG/AS 5) is responsible for the audits and financial assessments of all Co-operatives, Friendly and Industrial and Provident Societies (inclusive of Peoples Co-operative Banks), Registered Charities and Groups.

The incumbent also provides oversight for investigations into fraudulent or unlawful use of these Societies' funds, assets and effects and the Financial Management of these Organizations' undertakings island wide.

Key Responsibilities

Management/Administration:

- Approves programmes of work which meets the specific priorities and targets to effect satisfactory adoption of National and Departmental policies;
- Develops and implements the Department policies, rules and regulations and effectively communicated them to Audit Staff and External Auditors;
- Prepares reports on issues discussed at Annual General Meetings and Committee Meetings, to facilitate follow-up action;
- Represents the Department at conferences, congresses and meetings;
- Hosts and acts as Chairman or regular conferences of External and Departmental Auditors to review performance, discuss problems and procedures and make decisions for future actions;
- Monitors and reviews work programme to meet changing policy directives and to ascertain achievements in relation to targets;
- Prepares Monthly, Quarterly and Annual Reports of the performance of the Unit;
- Reviews monthly reports of Heads of Section Meetings;
- Participates in the formulation of the Department's Strategic Plan and Budget;
- Co-ordinates and implements the Department's Work Experience Programme with training institutions.

Technical/Professional:

- Advises the Registrar of Co-operatives and Friendly Societies on all matters related to audits, investigations and financial management of Co-operatives, Friendly, Charities and Industrial and Provident Societies;
- Attends Court if and when necessary regarding cases of irregularities;
- Approves the Audit Plan and audit procedures;
- Appoints suitable Auditors to audit the accounts of Societies and directing the staff of the Section or external persons, to undertake audits and investigations on the advice of the Registrar;
- Designs and utilizes Flow Charts and questionnaires to assess the quality of internal control procedures;

- Reviews and evaluates the effectiveness of internal controls and identifies potential process improvement;
- Liaises with Departmental Directors on matters pertaining to audit, accounting and investigations;
- Conducts sample test on accounting records to determine completeness and accuracy and to express an opinion on the business of the Enterprises;
- Reviews working papers and Financial Statements to verify that they contain all relevant disclosure and relevancy of audit qualifications;
- Approves Financial Statements and advises Societies of approval of audit to convene Annual General Meetings of members to present and consider the business of the Society as prescribed by law;
- Reviews and assess the viability of Business Plan and recommends registration;
- Assists Societies in obtaining maximum viability and efficiency through analytic reviews of Accounting Records and Financial Statements for:
 - ✓ Trending, consistencies and inter-relationships of the accounts
 - ✓ Operating results in the light of prevailing environment and economic conditions
 - ✓ Detecting inconsistencies which may reveal errors or omissions
- Conducts review on Financial Statements to determine financial stability of Societies and approves applications for reduce allocations to/or withdrawals from the Statutory Reserve Fund;
- Provides leaders and members of Societies with technical and administrative advice in ensuring prudent and effective management of their operation;
- Develops and maintains a system of control by obtaining and checking reports from Unit Heads and External Auditors to determine the status of work;
- Investigates any known suspected incidences of fraud, defalcation or mismanagement and establishes culpability where possible to protect the savings and investments of members;
- Lectures and hold tutorials on Account and Financial Management in respect of training for tertiary students, managers and employees of these Societies;
- Attends Annual General Meetings and Committee Meeting of Co-operatives, Friendly and Industrial and Provident Societies, in an instructive and advisory capacity on matters concerning Financial Management, accounting, audit and compliance with the requisite Acts, Regulations and Rules of these Societies;
- Monitors compliance with current applicable accounting principles and auditing standards by Staff and External Auditors;
- Monitors the work assigned to External Auditors;
- Prepares discussions papers on audit and accounting standards for discussion at Auditors Conferences and Meetings;
- Reviews the Department's audit policies and procedures;
- Provides technical guidance and expertise in the audit and investigation of all Societies;
- Performs any other related functions assigned from time to time by the Registrar.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Compliance
- Strong customer and quality focus skills
- Managing partners
- Analytical thinking skills
- Ability to use own initiative
- Good organizing and planning skills
- Strategic Vision
- Goal/results oriented
- Good leadership skills
- People Management skills
- Change Management skills

Functional/ Technical:

- Knowledge of the operations of Government/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

Minimum Required Qualification and Experience

- First Degree in Accounts, Finance, Business Administration, management or Economics or equivalent;
- Six (6) years auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and Professional audit training would be an asset.

OR

- ACCA Fundamentals or equivalent and over six (6) years auditing experience and relevant experience in the specialized area;
- Successful completion of relevant Government auditing courses and Professional audit training would be an asset.

Special Conditions associated with the Job

- 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;
- Unfavourable working conditions at times.

2. Manager, Northern Region (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Director of Inspectorate, the Regional Manager is responsible to supervise, co-ordinate, plan and control regulatory and operational strategies being applied to regulated entities.

Key Responsibilities

Management/Administration:

- Reports to the Director on issues relating to Regulatory activities and achievement;
- Provides guidance to the Officers on Regulatory matters;
- Monitors and reviews Work and Operational Plans to ascertain achievements in relation to target;
- Facilitates and hosts Workshops and Stakeholders Meeting regarding Charities to disseminate information and get feedback on issues as well as recommendation to improve service delivery;
- Ensures preparation of reports within the established time lines;
- Assists with the development of Budget, Operational and Work Plan;
- Represents the Department at conferences and meetings;
- Communicates the Department's policies, objective and procedures;
- Prepares and finalizes work programmes in keeping with the Corporate and Operational Plans of the Inspectorate Section;
- Represents the Department at meetings, conferences and other functions.

Technical/Professional:

- Participates in the formulation of the Department's Strategic Plan and Budget;
- Approves and implements the Region's Operational and Strategic Plans within Budget;
- Reviews and approves changes to the ISO Procedures under the control of the Region;
- Reviews all reports generated by staff to detect and prevent breaches of the Rules and Acts and Regulations;
- Makes recommendations for improvement in Societies operation;
- Reviews and verifies Financial Assessments from staff conformity to operational standards and makes recommendations for improvements where applicable;
- Reviews the Annual Returns for conformity to the Rules, Acts and Regulations;
- Issues regulatory directives for breaches detected;
- Conducts Risk Assessment and recommends mitigating factors to prevent or eliminate the threats to the safety of members' investment;
- Monitors the application process and facilitate the registration of Entities under the Charities Act;
- Recommends registration of Entities under the relevant Acts and Regulations;

- Attends Board, Annual and Special General Meetings to provide technical advice;
- Develops Strategic and Operational Plans for Societies to ensure commonality of purposes, efforts and to enhance futuristic growth;
- Conducts training for Society personnel on areas of the Act that governs their operations;
- Liaises with external entities to facilitate strategies for the promotion and development of Societies/Registered Charitable Organization;
- Monitors and facilitate the conducting of special investigations and enquiries into the operations of Societies;
- Provides technical assistance and guidance in interpretation and application of the Rules, Act and Regulations.

Human Resource:

- Provides leadership and guidance to supervisees through effective planning, delegating, organizing, co-ordinating, controlling, teamwork and proper communication;
- Fosters good working relationship amongst the Section Staff and other Sections to facilitate the attainment of the Department's objectives;
- Recommends training needs for staff in order to develop their competence;
- Ensures that the welfare of the staff is addressed satisfactorily;
- Completes performance evaluations for direct reports;
- Performs any other duties that may be assigned by the Director or Registrar.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good organizing and planning skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Ability to use own initiative
- Strategic Vision
- Integrity
- Analytical thinking skills
- Good leadership skills
- Change Management
- Use of Technology
- Social Skills

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Co-operative and Friendly Societies Principles
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Social Science/Public Administration;
- Five (5) years' experience in Senior Management.

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, Groups and other institutions;
- Travelling extensively island-wide and internationally on occasions.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th October, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**