



Office of the Services Commissions

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CIRCULAR No. 478 **OSC Ref. C. 6555¹⁴**

7th November, 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 Government Trustee, Ministry of Industry, Investment and Commerce**:

1. **Director, Insolvency Administration (GMG/SEG 2) (Not Vacant)** during the period **November 7, 2022 to November 6, 2024**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Insolvency Administrator (PLG/TA 5) (Not Vacant)** during the period **November 7, 2022 to November 6, 2024**, salary range \$1,650,114 - \$1,961,467 per annum and any allowance(s) attached to the post.

1. Director, Insolvency Administration (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Deputy Government Trustee, the incumbent is responsible for ensuring the efficient operation of the Insolvency Administration Unit and compliance with the Insolvency Act.

Key Responsibilities

Management/Administrative:

- Oversees the operations of the Insolvency Administration Unit and ensures the administration is being dealt with efficiently and in compliance with the Insolvency Act;
- Collaborates with the Director of Accounts, Securities and Financial Analysis to ensure the instruction of the Trustee or Deputy for the Administration of the Estates are carried out;
- Assists the Deputy Trustee in developing procedural guides for Insolvency Administrators

Technical/Professional:

- Conducts interviews with Debtors and investigates and assesses their financial position and the viability of their businesses;
- Ensures investigation of Debtors' assets is done in a timely manner, are taken under the Trustee's control, kept in safe custody and proper condition and disposed of in an appropriate manner;
- Ensures records and reports are prepared in accordance with agreed standards and in a timely manner;
- Ensures publications of relevant notices;
- Examines and verifies the Statement of Affairs of Debtors and reports any evidence of inconsistencies with the information provided;
- Gathers all information necessary for the preparation of proposals and assists in the preparation of proposals and ensure that they are in compliance with the Insolvency Act;
- Collaborates with the Director of Accounts, Securities and Financial Analysis to determine the feasibility of proposals prepared by other persons listed under the Act as having the capability of preparing such document;
- Assists the Management Accountant in determining the cause(s) of insolvency;
- Liaises with Creditors where necessary to determine assets owned and liabilities owed by Debtors;
- Takes possession of the deeds, books and records, and all property of Debtors;
- Reviews Inventory Report on the Estate of the Debtors;
- Co-ordinates the site visits and investigations to be conducted by the Insolvency Administrators;
- Prepares recommendations to the Deputy Trustee regarding the realization of assets;
- Prepares reports of condition and particulars of the Bankrupt's Estate;
- Reviews or drafts Affidavits and other documents for applications in the Courts;

- Prepares files and bundles for Court;
- Reviews declarations of dividends and dividend sheets;
- Reviews Final Statement of receipts and disbursements and advise the Deputy Trustee of any issues therewith with the approval of the Deputy Trustee and/or Government Trustee;
- Takes measures to protect the assets of the Estate;
- Disposes of property that is perishable or likely to depreciate rapidly in value;
- Carries on the business of the bankrupt until the date fixed for the first meeting of creditors

Human Resource

- Prepares performance evaluations in conjunction with the Deputy Trustee for the Insolvency Administrators
- Ensures Insolvency Administrators are in compliance with the policies and procedures of the Department

Other:

- Assists in monitoring the operation of the Insolvency Act with a view to identifying issues with and gaps in the law and making recommendations for dealing with same;
- Performs any other related duties that may be determined by the Government Trustee or Deputy Trustee.

Required Knowledge/Skills/Competencies

- Good interpersonal skills
- Ability to work well with others
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent supervisory skills
- Excellent analytical skills
- Knowledge of the Insolvency regime of Jamaica
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- An Attorney-at-Law licensed to practise in the Courts of Jamaica;
- Working experience in Insolvency, Estates or trust matters would be an asset.

2. Insolvency Administrator (PLG/TA 5)

Job Purpose

Under the direct supervision of the Deputy Government Trustee, the incumbent is responsible for ensuring the efficient operation of the Insolvency Administration Unit and compliance with the Insolvency Act.

Key Responsibilities

Technical/Professional:

- Assists the Debtor in the preparation of Statement of Affairs and Statement of Financial Position for review by the Deputy Trustee and approval by the Government Trustee;
- Issues and/or publishes all Notices required to be sent to Debtors, Creditors, Directors of Debtor companies, the Registrar of Titles, the Registrar of Companies or other relevant person or Authority;
- Notifies financial institutions and other relevant or necessary Entities of the making of a proposal or assignment or the grant of a receiving order and request information on the assets and interests of the Debtor and any liabilities or claims they may have as a Creditor
- Attends at the Companies Office of Jamaica, the National Land Agency, Tax Administration Jamaica, the Registrar of companies and such other places as may be necessary to conduct searches for assets and obtain or take possession of books, records and other documents relating to Debtors;
- Travels to various locations to investigate the lifestyle and condition of Debtors and prepares full and accurate reports detailing the Debtors' circumstances;
- Receives or takes possession of Debtor's assets and books and records, prepares and maintains an inventory of same and ensures they are maintained securely and in proper condition while in the Trustee's custody;
- Assists Creditors in the preparation and submission of their claims and ensure same are supported by adequate information and documentation;

- Communicates with debtors, creditors and other interested parties regarding the assets and liabilities of an estate and the progress of the administration;
- Assists in carrying on the business of a debtor for such period as is necessary as ordered by the Court and directed by the Government Trustee;
- Receives and responds to and prepares and sends written correspondence to all interested parties regarding estates as required;
- Declare and distributes dividends to creditors;
- Prepares recommendations for the attention of the Director of Insolvency Administration regarding the realization of assets;
- Disposes of properties that are perishable or likely to depreciate rapidly in value;
- Prepares reports of discussions, meetings, investigations and other matters and ensures that same are properly recorded on the files maintained in relation to administration of each estate;
- Prepares drafts of documents required to be filed or submitted to the Court, Supervisor or other authorities including the Registrar of Companies and the Registrar of Titles as required in relation to matters assigned;
- Prepares files and documents for matters to be heard by the Court or Supervisor, attend with the Trustee or Deputy Trustee for the Hearing and ensures a complete and accurate record is made of same.

Required Knowledge/Skills/Competencies

- Excellent organizational skills
- Ability to work well with others
- Good interpersonal skills
- Excellent oral and written communication skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- A First Degree; Company/Business Law and/or Accounting content or equivalent qualification would be an asset;
- Paralegal Certificate/Diploma would be an advantage;
- Three (3) years working experience in the administration of estates or trusts, preferably including drafting of Court documents and documents relating to dealings with land and other property;
- Proficiency in Microsoft applications.

Special Conditions Associated with the Job

- Travel island-wide.

Applications accompanied by résumés should be submitted **no later than Friday, 18th November, 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.



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