



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 17 **OSC Ref. C.6555¹⁴**

12th January, 2023

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 the following **vacant** posts in the **Department of Co-operatives and Friendly Societies**:

1. **Manager Central Region (GMG/SEG 2) - (Mandeville Office)**, salary range \$3,332,803 - \$4,482,249 per annum.
2. **Senior Auditor (FMG/AS 3) - (Musgrave Avenue Office)**, salary range \$4,060,697 - \$5,461,186 per annum.

1. **Manager Central Region (GMG/SEG 3)**

Job Purpose

Under the direct supervision of the Director of Inspectorate, the Manager, Central Region (GMG/SEG 3) 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 on Reports within the established timelines;
- 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 information 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 the 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.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent 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
- Good leadership skills
- Change Management
- Good use of Technology
- Social Skills
- People Management

Function/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
- Excellent knowledge of the Acts and Regulations administered by the Department

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

- Highly unfavorable 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;
- Must possess a reliable motor vehicle and a valid Driver's License.

2. Senior Auditor (FMG/AS 3)

Job Purpose

Under the supervision of the Chief Auditor (Financial) (FMG/AS 4), the Senior Auditor Financial (FMG/AS 3) is responsible for conducting the Audits and Financial Assessment of Co-operatives, Friendly, Registered Charities and Industrial and Provident Societies (inclusive of Peoples Co-operative Banks) in consultation with the Supervisor and in accordance with the programme of work approved by the Director Audits and Investigations.

Key Responsibilities

Management/Administration:

- Reports on Audits assigned;
- Attends Meetings on behalf of the Department;
- Assists with the development of the Budget, Operational and Work Plans for the Department;
- Assists with the preparation of Monthly, Quarterly and Annual Reports;
- Provides oversight on activities of the Accounting Clerk.

Technical/Professional:

- Conducts Risk Assessments to determine areas of risk and audit focus;
- Prepares and executes Audit Programme by testing areas agreed on with Chief Auditor;
- Obtains and reviews audit evidence and documents audit conclusions;
- Completes audit work papers by documenting test and findings;
- Prepares Draft Auditors opinion based on evidence gathered, an understanding of the process and risk;
- Communicates audit progress and findings by providing information and highlighting unresolved issues;
- Provides technical advice to Societies on various issues based on reports submitted;
- Provides technical advice at meetings, in matters concerning financial management, accounting or audit and compliance with the requisite Acts, Regulations and Rules of the Societies;
- Assesses statutory records for compliance with Rules and Bye-laws and applicable accounting standards;
- Assesses compliance with all applicable acts of Parliament e.g. Income Tax, Co-operative, Friendly and Industrial and Provident Societies Acts etc.;
- Prepares Draft Report on Audit Findings stating deficiencies implications;
- Makes recommendations for improved internal controls and procedures to enhance business efficiency and submit reports to Chief Auditor;
- Examines external audits for correctness and conformity to Department's standard and applicable accounting standards and principles;
- Conducts training of Societies in proper bookkeeping and accounting procedures;
- Monitors the implementation of relevant accounting and internal control systems;
- Conducts assessment of Business Plans of prospective Societies for correctness and viability;
- Develops and Co-ordinates training courses in accounting and audit methods as well as Co-operative law and Practices for Department's staff and Societies, in consultation with Director of Audits and Investigations;
- Identifies risk within systems and provides recommended solutions;
- Attends Annual General Meeting and prepares report on issues discussed to facilitate follow-up action.

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
- Strong customer and quality focus skills
- Analytical thinking
- Ability to use own initiative
- Good organizing and planning skills
- Strategic vision
- Good leadership 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**
- ACCA Fundamentals or equivalent;
- Over two (2) but less than five (5) years' experience in Audit/Specialized area.

Successful completion of relevant Government Auditing Courses and Professional audit training and/or training in the following areas will be an asset:

- Government audit course or professional audit training;
- Co-operative Principles and Management;
- Co-operative; Friendly; Charities; Agriculture Loan and other Authorized Societies and Industrial and Provident Societies Laws.

Special Conditions Associated with the Job:

- Required to work on weekends
- Required to work outside the normal working hours in completing assignment;
- Island-wide travel to various Co-operative Societies, Friendly, Industrial and Provident Societies and Groups;
- Unfavorable working conditions at times.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th January, 2023 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**