



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 48** **OSC Ref. C.6555<sup>15</sup>**

**30<sup>th</sup> 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 be assigned to the post of **Manager, Northern Region (GMG/SEG 3) - (Not Vacant)** in the **Department of Co-operatives and Friendly Societies - (Montego Bay Office)**, salary range \$4,060,697 - \$5,461,186 per annum.

#### **Job Purpose**

Under the direct supervision of the Director of Inspectorate, the Manager, Northern Region (Montego Bay Office), is responsible for supervising, co-ordinating, planning and controlling 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 timelines;
- Assists with the development of Budget and Operational and Work Plans;
- 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 facilitates 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 facilitates 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, team work and proper communication;
- Fosters good working relationship amongst the Section's 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**

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Cooperative and Friendly Societies Principles
- Proficient in relevant software applications
- 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
- Good leadership skills
- Change Management
- Use of Technology
- Social Skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Management/Social Sciences/Public Administration or equivalent;
- Five (5) years' experience in a Senior Management position;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

Applications accompanied by résumés should be submitted **no later than Friday, 10<sup>th</sup> February, 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](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.**



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