



CIRCULAR No. 545
OSC Ref. C.6555¹⁴

3rd 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 and any allowance(s) attached to the post.

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 on 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**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-operative
- Ability to use own initiative
- Strategic Vision
- Integrity
- Analytical thinking
- Excellent 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 Co-operative and Friendly Societies Principles
- Proficient in relevant software applications

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.

Special Conditions of 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 & Provident Societies, Groups and other institutions;
- Travelling extensively island-wide and internationally on occasions.

Applications accompanied by résumés should be submitted **no later than Monday, 16th 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.

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**