



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 49** **OSC Ref. C. 6555<sup>13</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 fill the following **vacant** posts in the **Department of Co-operatives and Friendly Societies**:

1. **Senior Auditor (FMG/AS 3) - (Musgrave Avenue Office/ Audit and Investigation Unit,** salary range \$4,060,697 - \$5,461,186 per annum.
1. **Manager Central Region (GMG/SEG 3) - Mandeville Office/ Inspectorate Unit,** salary range \$4,060,697 - \$5,461,186 per annum.
2. **Policy Research Officer (SOG/ST 6) - Musgrave Avenue Office/ Research Unit,** salary range \$4,060,697 - \$5,461,186 per annum.
3. **Secretary 2 (OPS/SS 2) – Hope Complex Office/ Inspectorate Unit,** salary range \$1,124,500 - 1,512,328 per annum.

#### 1. **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.

### **Special Conditions Associated with the Job**

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

## **2. 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
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**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.

**3. Policy and Research Officer (SOG/ST 6)**

**Job Purpose**

Under the direct supervision of the Policy and Research Manager, the Policy and Research Officer (SOG/ST 6) is responsible for ensuring the currency of the Department's policies and procedures; and for implementing and utilising research methodologies efficiently and effectively to facilitate collation, analysis and provision of data/information to stakeholders of the Friendly, Co-operative and Industrial and Provident Societies Movements and other related Sectors.

**Key Responsibilities**

***Management/Administration:***

- Assists with managing the Department's Policy Development Portfolio;
- Makes recommendations relating to research methodologies and procedures utilized by the Unit;
- Undertakes assignments geared towards achieving the Unit's Mandate;
- Produces Research Reports, fact sheets and other written material based on data;
- Maintains a Register of all the Department's Policies and Procedures;
- Provides reports advising on specific statistical matters in relation to entities regulated by the Department;
- Liaises with other allied research and policy organizations;
- Liaises with other Sections within the Department during the course of any assignment;
- Represents the Department on Steering Committees and working groups with a policy agenda;
- Represents the Department at meetings, workshops or conferences;
- Provides data to facilitate preparation of the Unit's Work Programmes and Budget to ensure the most efficient and effective utilization of the Department's resources;
- Prepares Productivity Reports.

***Technical/Professional:***

- Develops policies, procedures and related documents to assist with streamlining the Department's processes;
- Conducts data collection, analysis and manage;
- Analyses research and interprets data to ensure that key issues are identified;
- Assists in defining and redefining research objectives;
- Researches and produces written briefs and other publication for dissemination to MDAs and other stakeholders;
- Assists with researching and drafting documents for dissemination to the movement and or the public;
- Reviews the Department's documented systems and propose solutions for efficiency;
- Assists with the preparation of reports on research objectives;

- Assists in identifying, designing and implementing the relevant methodology/techniques to manage research;
- Utilizes statistical software to manage information;
- Assists with the creation of online statistical tools and databases;
- Contributes to the development and promotion of new or revised policies and strategies designed to enhance viability of the movements;
- Assists in enhancing the Department's ability to disseminate research findings on varied issues;
- Liaises with members and staff of the Movements, other external Agencies and stakeholders to acquire technical and developmental assistance;
- Works collaboratively with the staff of the Department on new and ongoing research initiatives;
- Researches and develops Training Presentations for use by Registrar, Director and other approved staff;
- Makes presentations at Training Seminars for staff and Societies;
- Performs other related functions assigned from time to time by the Policy and Research Officer, Director or Registrar.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good written and oral 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 cooperation
- Initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Leadership
- Change Management
- Use of Technology
- Social skills

#### ***Functional/Technical:***

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound Knowledge of Accounting and auditing standards and procedures
- Sound knowledge of cooperatives and Friendly Societies Principles
- Proficient in relevant software applications

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Policy/Social Research or related field in Government and/or Social Sciences;
  - One (1) years' experience in a similar capacity.
- OR**
- Diploma in Policy Analysis/Development and Social Research Methods;
  - Two (2) years of field research experience.

### **Special Conditions Associated with the Job**

- Highly unfavorable working conditions at times;
- Working outside the normal working hours in completing the Work Programme and on weekends;
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial & Provident Societies, Agriculture Loans Societies and Approved Organizations, Groups another institutions;
- Travelling extensively island-wide and internationally on occasions;
- Must possess a reliable motor vehicle and a valid Driver's License.

#### **4. Secretary 2 (OPS/SS 2)**

##### **Job Purpose**

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

##### **Key Responsibilities**

- Types letters, memoranda and reports from draft notes;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls/to relevant officer;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate officer;
- Monitors and requests files for relevant officer;
- Prepares and collates documents;
- Downloads emails and forwards to relevant officer;
- Makes photocopies of documents and correspondence;
- Receives and forward fax as directed;
- Maintains an efficient filing system;
- Performs any other related duties that may be assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

###### ***Core:***

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Methodical
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills
- Initiative

###### ***Functional/Technical:***

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of computer applications
- Basic knowledge of Records Management

##### **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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 & 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.**

A handwritten signature in black ink, appearing to be 'MT' or similar, with a long horizontal stroke extending to the right.

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