



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 429 **OSC Ref. C.6555¹⁶**

9th October, 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 **vacant** post of **Inspection Officer (GMG/AM 4)** in the **Department of Co-operatives and Friendly Societies (Northern Region/Montego Bay), Ministry of Industry, Investment and Commerce**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Inspection Officer (GMG/AM 4), is responsible to provide assistance in conducting on-site and off-site examinations and pre-audit checks to regulate Societies' affairs for compliance with the Acts and Regulations: Co-operative Societies Act, Friendly Societies Act, Industrial and Provident Societies Act, Charities Act, Agricultural Loan Societies and Approved Organizations Act, Rules, policies and other relevant Laws and tools that govern the operations of the organizations.

Key Responsibilities

Management/Administration:

- Represents the Department at meetings, conferences, Retreats and other functions in order to disseminate and obtain information regarding the Movements facilitated by charter under the various Acts and Regulations;
- Liaises with Societies and Charitable Organizations for setting meeting appointments;
- Reports to the Regional Manager on issues relating to Regulatory activities and achievement;
- Attends meetings on behalf of the Department;
- Assists with the preparation of Quarterly Reports;
- Assists with the development of the Budget, Operational and Work Plans of the Department
- Attends stakeholders meetings regarding charities;
- Prepares and submit Annual Evaluations to the Regional Manager.

Technical/Professional:

- Assists with conducting on-site and off-site inspections using established format to determine viability, prudent management safety and soundness of Societies' operations with a view to ensure adherence to the Acts and Regulations and their respective Rules;
- Assists in the examination of Societies Accounting and other statutory records to ensure currency, accuracy and readiness for annual audits;
- Analyzes Financial Statements;
- Analyzes the financial status/operations of Societies by reviewing Monthly and Quarterly Financials to ensure compliance of Returns vis-à-vis established standards and makes recommendations to the Manager based on findings;
- Attends Board, Committee, Annual and Special General Meetings to provide constitutional, legal and technical advice;
- Reviews the operations of charitable organizations to ensure the sound financial management of its resources and expenditures are in line with the Organization's objects and powers;
- Engages in ongoing review and networking with all other technical staff in relation to all the Acts and Regulations for Societies and Registered Charitable Organizations;
- Conducts training/presentation at various fora as requested by the Director Research, Policy, Training and Development (**applicable to Northern Region only**);
- Develops Strategic and Operational Plans for Societies to ensure commonality of purpose and enhancement of growth;
- Gives technical guidance and advice relating to the processing of applying for charitable status and other requirements for compliance with the Charities Act;
- Reviews submission for Charitable status to ensure the relevant criteria are met and make recommendations to the Regional Manager;
- Conducts research on Registered Charitable Organizations and provides feedback to Regional Manager and the Director of Inspectorate;

- Attends Annual and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of Rules, parliamentary procedures, elections of committees governing the Societies;
- Reviews application for Societies seeking registration under the relevant Acts to ensure criteria are met (**applicable to Northern Region only**);
- Assist the Regional Manager in training and monitoring the activities of holiday workers and job experience personnel;
- Disseminates information to external clients pertaining to the Movements;
- Performs any other functions that may be assigned by the Regional Manager, Director of Inspectorate or the Registrar.

Required Knowledge, Skills, and Competencies

Core:

- Analytical thinking
- Change Management
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication skills
- Good organizing and planning skills
- Ability to use own initiative
- Integrity
- Good leadership skills
- Good problem-solving and decision-making skills
- Social Skills
- Strategic Vision
- Strong customer and quality focus skills
- Teamwork and co-operation
- Use of Technology

Functional/Technical:

- Knowledge of the Acts and Regulations that the Department is mandated to oversee
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of the Co-operatives and Friendly Societies Principles
- Proficient in relevant software/computer applications
- Technical skills

Minimum Required Qualification and Experience

- Bachelor Degree or equivalent in Management Studies/ Business Administration – major in Accounting and or Finance would be an asset with two (2) years working experience in similar capacity.

Knowledge of the following would be an asset:

- Co-operative Societies

Special Conditions Associated with the Job

- Highly unfavorable working conditions at times;
- Will be required to work on weekends;
- Will be required to work outside of the normal working hours in completing the Work Programme;
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial & Provident Societies, Agricultural Loans Societies & Approved Organizations' and Groups;
- Travelling extensively island-wide and internationally on occasions;
- Must possess a reliable motor vehicle and a valid driver's license.

Applications accompanied by résumés should be submitted **no later than Monday, 23rd October, 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 'MT' with a long horizontal stroke extending to the right.

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