



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
Website: www.osc.gov.jm

CIRCULAR No. 469 **OSC Ref. C.6555¹⁶**

6th November, 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 **Training and Promotions Officer (GMG/AM 4) (Not Vacant)** in the **Department of Co-operatives and Friendly Societies/Training Unit (Musgrave Avenue), Ministry of Industry, Investment and Commerce**, salary range \$2,478,125 - \$3,332,803 per annum.

Job Purpose

Under the supervision of the Training and Promotions Manager (GMG/SEG 2), the Training Officer (GMG/AM 4) is responsible for the provision of technical support and development assistance to registered Societies and those seeking registration under the Friendly Societies and Co-operative Societies Act and the Charities Act. The officer is also responsible for collection and collation of data, and to utilize such information in determining training needs and compliance gaps of different societies and Groups.

Key Responsibilities

Management/Administration:

- Represents the Department at meetings, conferences and other functions as directed;
- Co-ordinates the acquisition and maintenance of stationery and handouts, audiovisual and other teaching aids are provided for Training Sessions;
- Facilitates workshops and other related activities in keeping with approved programmes;
- Prepares Monthly Productivity Reports and dispatched to supervisor;
- Liaises with members of Staff to ascertain training needs and prepare reports on same for approval.

Technical/Professional:

- Conducts Operational Assessment to identify Training Needs for members of Societies and provides feedback;
- Facilitates pre and post registration training for individuals in groups and registered societies in keeping with standard;
- Updates files with relevant recommendation regarding the application for registration done and forwarded to supervisor;
- Develops programme of work to include basic Policies and Procedures for discussion and approval;
- Disseminates information to external clients regarding registration criteria under the relevant Acts and Regulations;
- Recommends to supervisor for approval, promotional activities and target dates for the completion of assignments for the training and promotions Portfolio.
- Reviews applications under the Charities Act and provides relevant feedback to stakeholders.
- Processes and submits applications and prepares correspondence for dispatch to Tax Administration of Jamaica for entities seeking Registered Charitable Status under the Charities Act.
- Receives and actions applications received under the Co-operative, Friendly Societies, Industrial and Provident Societies, Charities Act and Regulations;
- Reviews files and provides technical guidance to entities seeking registration under the Co-operative, Friendly and Industrial and Provident Societies Act, Charities Act and Regulations;
- Attends Annual, Special or general Members Meetings, as well as Committee of Management Meetings of Co-operatives and Friendly Societies, in an instructive and advisory capacity;
- Prepares reports on trainings and meetings; submits to Supervisor to facilitate technical assistance where necessary;
- Prepares files for transfer to the Inspectorate Section;
- Co-ordinates and attends expositions and information on the Department's services disseminated to the general public.

Other:

- Performs any other related duties that may be assigned from time to time;
- Acts as Liquidator or Enquirer for entities registered under the Act.

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-operation
- Ability to use own initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Good leadership skills
- 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 Co-operatives and Friendly Societies Acts, Regulations and Procedures
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- BSc. in Social Science/Mass Communication from a recognized University;
- Three (3) years' experience in Training, Adult Education or Promotional and Business Administration activities and a comprehensive knowledge of the Acts administered by the Department.

OR

- Bachelors' of Education/Diploma in Education from a recognized institution
- Training in Co-operative Societies.

OR

- Diploma in Cooperative Societies from Loughborough, Wisconsin or CODAY Institute together with two (2) years' experience in Adult Education and Training Techniques.

Special Condition Associated with the Job

- Must possess a reliable motor vehicle and a Valid Driver's License;
- Unfavorable working conditions at times;
- Required to work outside the normal working hours and on weekends in completing the Work Programme;
- Travelling extensively island-wide and internationally on occasions.

Applications accompanied by résumés should be submitted **no later than Friday, 17th November, 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**