



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 42 **OSC Ref. C.6555¹⁶**

24th January, 2024

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 **Deputy Government Trustee (JLG/LO 3) (Not Vacant)** in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

The incumbent is responsible for assisting the Government Trustee in implementing the Operational Plan, managing the Office to ensure the efficiency its operations and directly supervising the Unit Heads to ensure tasks are carried out in accordance with the relevant legislation and policy framework set by the Government Trustee.

Key Responsibilities

Management/ Administrative:

- Assists the Trustee in identifying the short and long term objectives of the Office and formulating the Strategic Business Plan;
- Organizes the work of the Office to ensure that there is proper flow of work and information between the Units to ensure the proper implementation of the Operational Plan;
- Monitors the steps taken in the process of implementing proposals and administering Bankruptcy to ensure efficiency and compliance with relevant legislation and policy objectives;
- Monitoring international standards and best practices in Insolvency Administration and recommending appropriate policies and steps to modernize the operations of the Office;
- Authorizes payments and co-signs cheques for the Department as required or directed;
- Represents the Trustee and the Office at meetings, conferences and other functions as directed;
- Manages the Office in the absence of the Government Trustee.

Technical/Professional:

Where a matter is referred or assigned to the Government Trustee by the Supervisor of Insolvency or the Government Trustee is appointed by the Court, do such of the following as are relevant and necessary:

- Reviews the documents required to ground an application for a proposal or Bankruptcy;
- Assists in ensuring that proposals, assignments and all required or supporting documents are properly prepared and filed with the Supervisor of Insolvency;
- Determines and directs the appropriate steps to be taken to identify, trace, recover, protect/preserve, and dispose of the assets of a debtor for the benefit of his creditors;
- Collaborates with the Director of Insolvency Administration and the Director of Accounts, Securities and Financial Analysis to formulate a comprehensive report on the affairs of a debtor and identify and resolve issues with the process of implementing a proposal and administering a Bankruptcy;
- Advises the Government Trustee and Management Accountant of all risks related to the assets of any debtor which would require protective action, such as effecting insurance coverage, to be taken;
- Reviews the claims of creditors and advises the Government Trustee on the validity and determination of such claims;
- Chairs meeting of creditors and/or contributories as directed by the Government Trustee and ensures proper records are kept of Minutes and Resolutions;
- Assists the Government Trustee in the management and operation of a debtor's business where necessary and ordered by the Court;
- Assists in ensuring the maintenance or proper files and records in respect of the implementation of each proposal and the administration of every Bankruptcy;

- Reviews Trustee's reports and all reports, statements, notices necessary or required to be issued or presented to the creditors and/or filed with the Court or Supervisor of Insolvency for approval/signature by the Government Trustee;
- Advises the Management Accountant on the evidential value and other legal aspects of any matter indicating fraud or any irregularities on the part of a debtor or officers of a debtor company;
- Assists the Government Trustee in ensuring public knowledge and understanding of the law and procedures relating to Insolvency Administration;
- Assists the Government Trustee in preparing the Strategic Business Plan and Operational Plan for the Office and monitors their implementation to achieve short and long-term objectives;
- Guides the Director of Accounts, Securities and Financial Analysis in the preparation of the Budget for the Office by identifying the plans and needs of the Insolvency Administration Unit;
- Drafts briefs for the Government Trustee or as instructed by the Government Trustee for the Attorney General or any Attorney-at-Law;
- Assists in the performance of the legal work of the Office as instructed by the Government Trustee including:
 - Advising on the validity and enforceability of contracts and transactions of debtors;
 - Drafting legal documents including applications, affidavits, transfers, agreements and other documents required to be prepared in the implementation of a proposal or administration of a Bankruptcy; and;
 - attending Court and/or representing the Government Trustee in legal proceedings;
- Advises the Government Trustee of any suspected breaches of criminal or other law by a debtor or any other party in relation to the affairs of the debtor discovered during the course of the administration under a proposal or in Bankruptcy;
- Assists in ensuring that all things required to be done in the implementation of a proposal and administration of a Bankruptcy are done in the prescribed time and manner;
- Such other duties as may be assigned by the Government Trustee.

Human Resource:

- Supervises the Director of Insolvency Administration, Director of Accounts, Securities and Financial Analysis and the Records and Information Manager;
- Assists in the formulation of policy and the drafting of procedural guides for the staff of the Office;
- Assists in establishing quantitative objectives and qualitative standards for the officers;
- Assists the Government Trustee in ensuring staff is in compliance with the policies and procedures of the Department and Public Service.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Excellent time management and organizational skills
- Keen attention to detail and critical thinking
- Sound judgment and initiative
- Good supervisory management skills
- Good problem-solving techniques and dispute resolution skills
- Sound knowledge of the Insolvency Law and Civil Practice and Procedure of Jamaica
- Familiarity with Criminal, Commercial/Business Law
- Proficiency in the use of related computer applications and research databases

Minimum Required Qualification and Experience

- Licensed to practice as an Attorney-at-Law in the Courts of Jamaica
- AND**
- At least five (5) years working experience in the administration of insolvency, estates or trusts

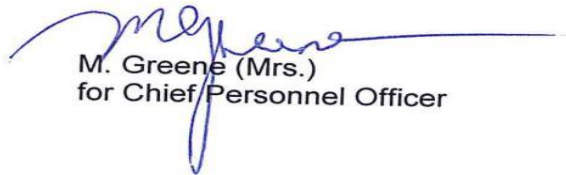
Applications accompanied by résumés should be submitted **no later than Tuesday, 6th February 2024 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer