



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 45** **OSC Ref. C. 6555<sup>16</sup>**

24<sup>th</sup> 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 following posts in the **Department of Co-operatives and Friendly Societies - (Musgrave Avenue), Ministry of Industry, Investment and Commerce:**

1. **Development and Registration Officer (GMG/SEG 1) – (Not Vacant) Policy, Research, Training and Development Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Attendant (LMO/TS 2) – (Not Vacant)**, salary range \$16,481 - \$22,166 per week.

#### 1. **Development and Registration Officer (GMG/SEG 1)**

##### **Job Purpose**

Under the supervision of the Development and Registration Manager, the Development and Registration Officer (GMG/SEG 1) is responsible for acting upon queries relating to the registration of legal entities and processing applications for registration under the Co-operative, Friendly, Industrial and Provident Societies Acts and their respective Regulations as well as the Charities Act.

The incumbent is also responsible for the provision of technical support and development assistance to Societies registered under the Co-operatives and Friendly Societies Acts and their respective Regulations, to collect and collate data, and to utilize such information in determining training needs and compliance gaps.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Responds to applications under the Charities Act;
- Responds to applications under the Co-operative Societies, Friendly Societies and Industrial and Provident Societies Acts;
- Prepares comprehensive reports on issues and activities facilitated;
- Represents the Government and the Department at conferences, congresses and meetings locally, regionally and internationally;
- Prepares and implements Strategic Work Plans;
- Compiles and prepares Monthly Productivity Reports;
- Provides technical advise.

###### ***Technical/Professional:***

- Assists groups seeking registration under the Co-operative Societies, Friendly Societies and Industrial and Provident Societies Acts and Regulations to meet established standards for registration;
- Conducts training and evaluation of groups seeking registration;
- Provides Societies with Templates of basic policies and internal controls for implementation;
- Assists Societies to enhance viability and sustainability via the development and implementation of Strategic Development Plans;
- Attends Annual, Special or General Members Meetings, as well as Committee of Managements Meetings of Co-operatives and Friendly Societies, in an instructive and advisory capacity; on matters concerning management, parliamentary procedures meeting protocols and compliance;
- Collects and collates data and utilize same in the preparation of annual and other reports;
- Prepares files for transfer to the Inspectorate Section;

- Performs any other related duties that may be assigned from time to time by the Development Manager.

### **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
- Social skills
- Teamwork and co-operation
- Ability to use own initiative
- Good leadership skills
- Integrity
- Analytical thinking skills

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

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Accounting and Auditing standards and procedures
- Sound knowledge of Co-operatives and Friendly Societies principles
- Proficient in relevant software applications

#### ***Knowledge of the following areas will be an asset***

- Co-operative Principles and Management
- Co-operative Societies Act and Regulations, Friendly Societies Act and Regulations, Charities Act, Agriculture Loan and other Authorized Societies Act and Regulations and Industrial and Provident Societies Act and Regulations

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

- BSc. In Humanities/ Social Science/management Studies;
- Diploma in Teaching or Certificate in Train the Trainer;
- One (1) year experience.

#### **OR**

- BSc. In Accounting or Finance, Business Administration, Management or Economics;
- Diploma in Teaching or certificate in Train the Trainer;
- Training in Customer Service;
- One (1) year experience.

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

- Must possess a reliable motor vehicle and a valid Driver's Licence;
- Highly unfavorable working conditions at times;
- Required to work on weekends;
- Required to work outside of normal working hours in completing the Work Programme;
- Required to travel extensively island-wide and internationally on occasions.

## **2. Attendant (LMO/TS 2)**

### **Job Purpose**

Under the direct supervision of the Human Resource and Administration Manager (GMG/SEG 1), the Attendant (LMO/TS 2) is responsible for providing support services by cleaning, dusting and maintaining the Office, office furniture and its environs. The incumbent is also responsible to prepare and serve refreshments and water.

### **Key Responsibilities**

- Cleans Offices (swept, mopped and vacuumed) floor, windows and furniture;
- Washes and sanitizes bathrooms;
- Disposes waste from bins;

- Serves refreshment and water;
- Delivers mails and memos;
- Assists with photocopying;
- Performs any other related duties which may be assigned from time to time.

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

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

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer relation skills
- Ability to use own initiative
- Teamwork and co-operation skills

#### ***Technical:***

- Ability to clean and organize office
- Housekeeping skills
- Basic computer skills
- Ability to understand and follow instructions
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures

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

- Completed Secondary School Education with the ability to read and write.

### **Special Condition Associated with the Job**

- Exposure to harmful chemicals, fumes and dust.

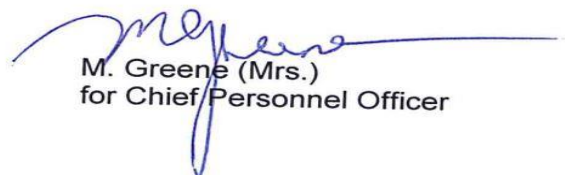
Applications accompanied by résumés should be submitted **no later than Tuesday, 6<sup>th</sup> February, 2024 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer