

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 56**  
**OSC Ref. C. 6555<sup>16</sup>**

**31<sup>st</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 fill the **vacant** post of **Senior Inspection Officer (GMG/SEG 1)** in the **Department of Co-operatives and Friendly Societies (Hope Complex)**, Ministry of Industry, Investment and Commerce, salary range \$3,094,839 - \$4,162,214 per annum.

### **Job Purpose**

Under the direct supervision of the Regional Manager, the Senior Inspection Officer is responsible to conduct inspections aimed at regulating the Societies' affairs for compliance to the written Acts and Regulations, Rules and other relevant Laws under which they are registered; and to promote prudent business practices for the protection of members' shares and investments and other stakeholders interests.

### **Key Responsibilities**

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

- Reports to the manager on issues relating to Regulatory activities and achievement of entities regulated under the Co-operative Societies and Friendly Societies Acts and Regulations;
- Assists with the preparation of Quarterly and Annual Reports;
- Assists with the development of the Budget, Operational and Work Plans of the Department;
- Attends Board, Annual, Inaugural and Special General Meetings to provide constitutional and technical advice on decision-making such as amendment of rules, parliamentary procedures and elections of Committees in accordance with the established statutes governing co-operative, Friendly Societies and Registered Charitable Organizations;
- 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;
- Assists the manager in training and monitoring the activities of holiday workers and job experience personnel.

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

- Develops Strategic, Developmental and Operational Plans for Societies to ensure commonality of purpose to enhance futuristic growth;
- Conducts Risk Management analyses to ensure that members' interests are safeguarded;
- Develops and reviews Policy Manuals in consultation with management of the Societies to guide and standardize the operations of Societies;
- Provides on-the-job training for management and staff of Societies in critical areas of their operation;
- Acts as mediator to resolve disputes between parties at Societies;
- Conducts on-site and off-site inspections using established format to determine viability, prudent management, safety and soundness of the operations with a view to ensure adherence to the Acts and Regulations and the Societies' Rules;
- Checks Societies accounting and other statutory records to ensure currency, accuracy and readiness for annual audits;
- Analyzes the financial status/operations of Societies by reviewing Monthly and Quarterly Financial to ensure compliance of returns vis-à-vis established standards and make recommendations to the Manager based on findings;
- Examines Annual Returns and Financial Statements for Registered Charitable Organizations and other Societies to ensure compliance with Rules and Statutes;
- Provides technical guidance and assistance to Organizations seeking registered charitable status;
- Organizes and/or make representation at meetings with stakeholders of Societies to gather and disseminate information of regulatory nature;

- Liaises with management and staff of Societies to ensure the timely submission of legal documents for the approval and/or attention of the Registrar;
- Plans and Co-ordinates Management Retreats to determine long-term development plans with a view to enhance Societies futuristic growth;
- Monitors the work programmes based on the available resources to effectively and efficiently achieve pre-determined objectivities;
- Updates accounting records of Societies in special cases as delegated by Manager;
- Compiles detailed reports on findings of suspected irregularities or any other matter(s) requiring criminal investigation for referral to the Manager for further action;
- Provides post inspection technical assistance to Registered Charitable Organizations and Societies;
- Reviews/examines Fit and Proper Questionnaires to ensure compliance with the Charities Acts;
- Attends stakeholders meetings of Charities;
- Liaises with colleagues of the other Units of the Department in the networking and co-ordination of our actions in keeping with the Department's established policies on the execution of the regulation of Registered Charitable Organizations in furtherance of the objects of the Charities Act 2013;
- Assists with the development of forms to be used to gather information;
- Reviews the relevant Acts and Regulations for possible amendments.
- Performs any other related functions that may be assigned from time to time by the Manager, Director and/or the Registrar.

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

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

- Good oral and written communication skills
- Excellent problem-solving and decision-making skills
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Compliance
- Strong customer and quality focus skills
- Good leadership skills
- Good analytical thinking skills
- Ability to use own initiative
- Good organizing and planning skills
- Strategic Vision
- Goal/results oriented
- Social skills

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

- Knowledge of the operations of Government's/Ministry's policies and procedures
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good Report Writing skills
- Excellent knowledge of Micro Management

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

- Bachelor's Degree in Management Studies/Business Administration – major or equivalent in Accounting and/or Finance would be an asset;
- Three (3) years working experience in similar capacity.

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

- Highly unfavourable 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, Agricultural Loans Societies and Approved Organizations and Groups;
- Must be a holder of a valid Driver's Licence and access to a reliable motor vehicle;
- Travelling extensively island-wide and internationally on occasions.

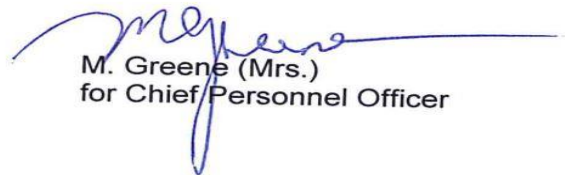
Applications accompanied by résumés should be submitted **no later than Tuesday, 13<sup>th</sup> February, 2024 to:**

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