



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 114 **OSC Ref. C. 6555¹⁷**

7th March, 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** posts in the **Office of the Government Trustee**:

1. **Insolvency Administrator (PLG/TA 5) (Contract)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Executive Secretary 1 (OPS/SS 4) (Vacant)**, salary range \$1,984,305 - \$2,668,670 per annum.

1. Insolvency Administrator (PLG/TA 5)

Job Purpose

The incumbent is responsible for the administration of Bankruptcy Estates under the jurisdiction of the Government Trustee, in the Supreme Court and Resident Magistrates' Courts as required under the Bankruptcy Act and the Winding up of Companies under the Companies Act, assigned to him/her.

Key Responsibilities

Technical/Professional:

Administration of Bankruptcies:

- Responsible for the administration of Bankruptcy Estates both in the Supreme and Resident Magistrates' Courts;
- Examines carefully, the Statement of Affairs of the Bankrupt with a view to ascertaining its correctness and to report any evidence of fraud;
- Assists from time-to-time, Clerks of Courts in the various parishes and Attorneys-at-Law on their request, with regards to Bankruptcy matters;
- Ensures that at the onset of Bankruptcy, all Bankruptcy Notices to various institutions (public and private) were signed. Prepares and files Affidavits, Reports of the Trustee to be filed in Court, and other documents that may be required from time to time as they relate to the respective Estates assigned;
- Prepares and files Conveyances these are necessary in the sale of land owned by the Bankrupt but has been vested in the Trustee in Bankruptcy, who is now responsible for the Sale and Transfer. Caveats (these are done to indicate the Trustee's interest in the land on behalf of the Bankrupt);
- Withdrawals of Caveats (this document has to be filed after some suitable arrangements have been agreed upon by the relevant parties, thus avoiding a Court action);
- Registration on Transmission (this process is adopted when vesting the Bankrupt's land in the name of the Trustee in Bankruptcy);
- Maintains liaison with creditors in order to discover assets of the Bankrupt;
- Recommends to the Trustee whether assets should be promptly realized after the examination of the affairs. Takes inventory of assets and advertise for sale, when necessary;
- Recommends claims for admission, adjusts and rejects creditors' claims to the Government Trustee and Deputy Government Trustee. In order to arrive at this decision, an examination of the claim submitted would have to be carried out example, Proof of Debt must be submitted and evidence produced ought to satisfy the examiner. An unfavourable decision can be the subject of an Appeal to the Court;
- Consults with the Deputy Government Trustee and Senior Accountant, checks claims with a view for admission or rejection by the Government Trustee;
- Retains, supervises and maintains in proper condition and safe custody assets of Bankrupts;
- Deals with all correspondence connected to the particular Estate assigned;
- Obtains data for and prepares Affidavits grounding applications in the Supreme Court in respect of Summons, Notice of Application for Court Orders, prepares Court Orders and Plaints for Parish Courts action;
- Prepares files for matters to be heard in Court;

- Attends Court along with the Government Trustee, Deputy Government or Backlog Attorney-at-Law in various matters example, for Debtor to Show Cause, Confirmation of Provisional Orders, Public Examination of Bankrupts, Applications of Discharge, Directions of the Court sought by the Trustee, Notice of Application for Court Orders filed by the Government Trustee and other interested parties;
- Prepares Reports, Minutes of Meeting and Public Examinations;
- Works in conjunction with the Accounts Branch, in the preparation, declaration and payment of Dividends;
- Prepares requests for investigation of any issue identified in any Estate assigned
- Performs any other related duties that may be assigned from time to time.

Winding up of Companies:

- Responsible for the administration of Winding-up of Companies through the Supreme Court for which the Government Trustee is appointed Provisional Liquidator or Liquidator;
- Notifies Banks, Insurance Companies, Building Societies, Courts, Ministries, Stockbrokers and Bailiffs etc. of the making of the Winding up Order;
- Investigates the formation of the Companies by obtaining from the Registrar of Companies the date of registration, Directors, Shareholders, Debenture Holders and any other relevant information;
- Issues Notices to file Statement of Affairs to Directors, Contributories, Secretary and other Chief Officers of the Company;
- Prepares and files Preliminary Reports in the Supreme Court;
- Attends at the Registered Office of the Company to take possession of assets, put in place proper security, insurance coverage, ascertaining particulars of occupancy, take over lease or rental, if necessary;
- Interviews creditors and assist in filling out Proof of Debt Forms;
- Consults with the Deputy Government Trustee and Senior Accountant, checks claims with a view for admission or rejection by the Government Trustee;
- Summons Meetings of Contributories and Creditors;
- Reports outcome of meetings to the Court. If a Committee of Inspection is appointed to act with the Government Trustee to summon Meetings of Committee of Inspection from time to time;
- Obtains valuation of assets and proceed to realize assets as follows:
 - ✓ Advertisements in Newspapers
 - ✓ Attending with prospective purchasers to inspect assets
 - ✓ Open offers with Trustee in Bankruptcy
 - ✓ Prepare Agreement for Sale
 - ✓ Prepare transfer of assets to purchasers
- Ensures the proper maintenance of the assets of the Company by -
 - ✓ Paying utility bills
 - ✓ Effecting repairs to property and equipment
 - ✓ Collecting rent, whenever due
- Deals with correspondence relating to the files under supervision;
- Obtains data for and prepares Affidavits grounding applications in the Supreme Court in respect of Summons, Notices of Motion and Dissolution Orders, prepares Court Orders and Plaints for Resident Magistrates' Courts;
- Prepares Caveats, Withdrawal of Caveats, Transfers, Discharge of Mortgages and Application to bring land under the Registration of Titles Act;
- Works in conjunction with the Accounts Branch in the preparation, declaration and payment of Dividends;
- Accompanies Trustee and Deputy in Bankruptcy to the Supreme and Resident Magistrates' Courts in Company matters.

Required Knowledge, Skills and Competencies

- Excellent organizational skills
- Ability to work well with others
- Good interpersonal skills
- Excellent oral and written communication skills
- Proficiency in the use of relevant Microsoft Applications

Minimum Required Qualification and Experience

- First Degree; Law, Management Studies, Business Administration or Equivalent Qualification would be an asset;
- One (1) year working experience in the Administration of Estates or Trusts preferably including drafting of Court documents and documents relating to dealings with land and other property would be an asset.

OR

- Paralegal Associate Degree/Certificate/Diploma;
- Two (2) years working experience in the Administration of Estates or Trusts, preferably including drafting of Court documents and documents relating to dealings with land and other property would be an asset.

Special Condition Associated with the Job

- Willingness to travel island wide.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the direct supervision of the Government Trustee, the incumbent is responsible for providing essential administrative and secretarial services to the Government Trustee to assist the efficient operation of the office and performance of the Trustee's duties.

Key Responsibilities

Technical/Professional:

- Schedules appointments, meetings and attendance at Hearings, events and other activities of the Trustee and maintains the Trustee's Diary;
- Organizes and/or attends meetings as necessary or directed and makes a record of all proceedings;
- Receives calls, messages, visitors, correspondence for the Government Trustee and deals with the subject matter and determines whether same should be referred for the Trustee's attention or directed to an appropriate officer for action;
- Ensure documents relevant to upcoming meetings or Court proceedings are immediately brought to the Government Trustee's attention and, in the absence of the Government Trustee, to the attention of the Deputy Trustee;
- Receives, opens and sorts incoming documents in the presence of the Information Officer and distributes personal or confidential mail to the officer concerned or file same as appropriate;
- Records and directs processed correspondence and files to officers in the Department for necessary action and, in the absence of the Government Trustee, ensures that urgent matters are re-routed to the most appropriate officer for immediate attention;
- Reviews files and consults officers to procure information needed for replies to correspondence and for meetings and follows-up on outstanding matters, requests for information and instructions issued for and by the Trustee;
- Liaise with the Deputy Trustee and such other officers, as necessary and co-ordinate their activities to ensure the Trustee's instructions are carried out fully and in a timely manner and that there is an efficient flow of work within the Office and no duplication;
- Takes dictation and prepares draft or reproduces letters, memoranda, notices, reports and such other documents, including reports for submission to the relevant Ministries, Departments, Agencies or other Authority;
- Review documents prepared for approval of and/or signing by the Trustee and ensure accuracy, completeness and proper presentation before submission;
- Ensures that documents to be issued by the Government Trustee are complete, correct and dated, where necessary, and that the required signature, stamp, and seal are affixed and enclosures or attachments included;
- Scans, makes photocopies, faxes, prints, collates and/or otherwise produce or reproduces and transmits or disseminate documents for and on behalf of the Trustee;
- Conducts online and other research on matters, as required by the Trustee;
- Establishes and maintains a system to ensure the custody, control and security of important or classified/confidential files and documents and the licenses and seals of the Trustee and ensure the ready availability and prompt retrieval of same when necessary or required by the Government Trustee;
- Maintains a third copy folder of outgoing correspondence for the Government Trustee, as well as a Department Floater File for outgoing correspondence from other officers;
- Ensures circulars, memos and other correspondence by and from the Trustee are brought to the attention of intended recipients.
- Ensures all publications relevant to the Department or any Estate under the Trustee's jurisdiction are brought to the Trustee's attention, extracted and recorded on the appropriate files;
- Maintains a record of the Trustee's activities including travel and expenses and prepares Bill of Costs, Travelling and Subsistence Claims and such other documents, as are necessary or required;
- Performs any other related duties that may be assigned from time to time by the Government Trustee.

Required Knowledge/Skills/Competencies

- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- High level of confidentiality and integrity
- Reliability in attendance, punctuality and performance of duties
- Familiarity with online databases and sound knowledge of web-based research techniques
- Proficiency in the use of relevant computer applications
- Good Records Management skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

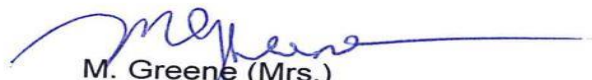
Applications accompanied by résumés should be submitted **no later than Wednesday, 20th March, 2024 to:**

**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