



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 147 **OSC Ref. C.6555¹⁵**

3rd April, 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 Supervisor of Insolvency (JLG/LO 4) not vacant** in the **Office of the Supervisor of Insolvency, Ministry of Industry, Investment and Commerce**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Under the direct supervision of the Supervisor of Insolvency, the incumbent is responsible for assisting the Supervisor in monitoring the operations of the office and advises him on applications for licences and matters referred for investigations and/or disciplinary proceedings.

Key Responsibilities

Management/Administrative

- Organizes the work of the Department to ensure administration is efficient, compliant with relevant legislation and in keeping with policy and objectives;
- Represents the Department at meetings, conferences and other functions as directed;
- Oversees the Director, Licensing and Compliance and ensures applications by trustees are dealt with efficiently and appropriately;
- Ensures the Secretary is completing all duties at an optimum standard;
- Ensures the Applications and Investigation Officers are fulfilling the given duties efficiently and with due diligence;
- Ensures that a proper system is in place for the custody, storage, management, control and security of important or classified/confidential files, documents, licenses and seals of the Supervisor;
- Ensures the proper running of the Office of the Supervisor in the absence of the Supervisor.

Technical/Professional:

- Receives applications and issues licenses to persons whose applications have been approved to act as trustees;
- Makes or causes to be made inspections or investigations of estates or other matters relating to the Act;
- Keeps records of all complaints from creditors or other persons interested in any estate;
- Receives reports on the accuracy of trustees' accounts from the Director of Finance, Securities and Accounts and advise the Supervisor regarding same;
- Monitors the functions of the Registry to ensure proper record is being kept of public records and other documents relevant to the functions of the Supervisor;
- Reports to and advises the Supervisor on inquiries or investigations that have been made into debtor's conduct, the causes for the bankruptcy and the disposition of property;
- Maintains a record of those persons who have been appointed as Receivers to ensure competence and compliance with the Act.

Human Resource

- 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;
- Directly supervises and evaluates the performance of the Director, Licensing and Compliance;
- Assists the Supervisor in ensuring staff is in compliance with the policies and procedures of the Department and Public Service.

Other

- Assists with the development and review of the legal framework of the Insolvency Sector to maintain modernization and relevance to the changing environment and its alignment to global standards;
- Assists in the review of the Insolvency Act to determine the need for updating of provisions in response to policy changes and efficiency;
- Performs such other duties and responsibilities as may be determined and assigned by the Supervisor from time to time.

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
- Five (5) years working Experience in Civil or Commercial Practice
- Master's Degree in Commercial Law, Insolvency Law or Similar Component
- Five (5) years working experience in the Administration of Insolvency, Estates or Trusts.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16th April, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer (acting)**