



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 274 **OSC Ref. C. 6555¹⁷**

10th July, 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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Compliance Officer (FMG/AS 3) (Vacant) – Department of Co-operatives and Friendly Societies**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Secretary 2 (OPS/SS 2) (Not Vacant) Documentation/Information and Access Services Branch**, salary range \$1,439,455 – \$1,935,907 per annum.

1. **Senior Compliance Officer (FMG/AS 3)**

Job Purpose

Under the direct supervision of the Regional Manager, the Senior Compliance Officer ensures internal policies and procedures are adhered to in accordance with standards of the Financial Administration and Audit (FAA) Act and the internal controls are adequate for the maintenance of integrity and transparency in the PC Bank's operation.

Key Responsibilities

Technical:

- Conducts Risk Assessment to determine key areas of audit;
- Reviews and revises working papers of department;
- Writes audit reports stating deficiencies, implications/deviation and makes recommendations;
- Submits audit report for perusal and subsequent actions by Board;
- Analyzes PC Bank financial performance by calculating and interpreting financial ratios;
- Reviews policy documents and plans for the P. C. Bank;
- Reviews Fit and Proper Questionnaires for directors, committee members, senior staff of the PC Bank.

Management/Administration:

- Plans, organizes and co-ordinates inspections and audit interventions to ensure timely and adequate resources for these interventions;
- Administers inspection and audits within budgetary allocations;
- Reviews and compiles inspection and audit reports;
- Participates in Department's Strategic Planning process;
- Develops operational plan and specific approaches to interventions;
- Develops schedules for Inspectors and Assistant Inspectors to assist in carrying out audits and inspections;
- Represents the organization at meetings seminars/conferences;
- Liaises with other institutions regarding departmental issues e.g. audit firms on external audit matters.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section/Unit and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's Organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good analytical thinking skills;
- Compliance;
- Goal/results oriented;
- Good interpersonal skills;
- Good oral and written communication skills;
- Good organizing and planning skills;
- Good problem solving and decision skills;
- Ability to use own initiative;
- Integrity;
- Good leadership skills;
- Social skills;
- Strategic Vision;
- Strong customer and quality focus skills;
- Teamwork and cooperation;
- Technical skills;
- People Management.

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures;
- Excellent knowledge of the Acts, Regulations and Rules governing the Department's functions;
- Proficient in relevant software applications;
- Good report writing skills;
- Knowledge of the operations and processes of the PC Bank;
- Knowledge of co-operatives and friendly societies principles.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics.

OR

- ACCA Fundamentals or; equivalent and no experience.

OR

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification with at least two (2) years auditing or accounting experience.

Special Conditions Associated with The Job

- The Officer must possess a reliable motor vehicle and a valid Driver's Licence;
- Island-wide travel;
- Working outside the normal working hours in completing the Work Programme;
- Required to work on weekends;
- Highly unfavourable working conditions at times.

2. Secretary 2 (OPS/SS 2)

Job Purpose

To provide effective administrative support to the Director, Documentation/Information and Access Services (DIAS) and the DIAS Branch.

Key Responsibilities

- Types Letters, Memoranda, performance evaluation reports, attendance reports and monthly productivity reports, departmental leave computation, personal data and various types of forms, as required;
- Receives telephone calls and conveys messages;

- Photocopies documents, as required;
- Dispatches incoming and out-going mail to and from the Director or Unit staff;
- Sends fax and e-mail correspondence to Ministries, Agencies and Departments;
- Types Minutes for meeting;
- Deputizes for other secretaries within the Ministry in their absence, as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Teamwork and co-operation;
- Customer and quality focus;
- Compliance;
- Methodical/Organized;
- Integrity;
- Good problem-solving skills;
- Ability to use own initiative.

Technical:

- Knowledge of office systems and procedures;
- Proficient in the use of technology;
- Knowledge of the operations of Government;
- Knowledge of the Ministry's policies, procedures, etc.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute;
 - Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).
- OR**
- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications.
 - Graduate from an accredited Secretarial School

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd July, 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**