



Office of the Services Commissions

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CIRCULAR No. 312 **OSC Ref. C. 6555¹⁶**

20th August, 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 - (Hope Complex)**, Ministry of Industry, Investment and Commerce:

1. **Manager- Southern Region (GMG/SEG 3) – (Not Vacant) Policy, Research, Training and Development Branch**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Administrator (GMG/AM 2) (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. **Manager- Southern Region (GMG/SEG 3)**

Job Purpose

Under the direct supervision of the Director of Inspectorate (GMG/SEG 4), the Southern Regional Manager (GMG/SEG 3) is responsible for supervising, co-ordinating, planning and controlling regulatory and operational strategies being applied to regulated entities.

Key Responsibilities

Management/Administration:

- Reports to the Director on issues relating to regulatory activities and achievement;
- Provides guidance to the Officers on regulatory matters;
- Monitors and reviews Work and Operational Plans to ascertain achievements in relation to targets;
- Facilitates and hosts workshops and stakeholder meetings regarding Charities to disseminate information and get feedback on issues, as well as recommendation to improve service delivery;
- Ensures preparation and submission of reports to inform management decisions;
- Assists with the development of Budgets, Operational and Work Plans;
- Communicates the Department's policies, objective and procedures to stakeholders;
- Prepares and finalizes work programmes in keeping with the Corporate and Operational Plans of the Inspectorate Section;
- Represents the Department at meetings, conferences and other functions.

Technical/Professional:

- Participates in the formulation of the Department's Strategic Plan and Budget;
- Approves and implements the Region's Operational and Strategic Plans within Budget;
- Reviews and approves changes to the ISO Procedures under the control of the Region;
- Reviews all Reports generated by staff to detect and prevent breaches of the Rules and Acts and Regulations;
- Make recommendations for improvement in Societies operation;
- Reviews and verifies financial assessments from staff conformity to operational standards and make recommendations for improvements where applicable;
- Reviews the Annual Returns for conformity to the Rules, Acts and Regulations;
- Issues regulatory directives for breaches detected;
- Conducts risk assessment and recommends mitigating factors to prevent or eliminate the threats to the safety of members' investment;
- Monitors the application process and facilitates the registration of Entitles under the Charities Act;
- Recommends registration of entities under the relevant Acts and Regulations;
- Attends Board, Annual and Special General Meetings to provide technical advice;
- Develops Strategic and Operational Plans for Societies to ensure commonality of purposes, efforts and to enhance futuristic growth;
- Conducts training for Society personnel on areas of the Act that governs their operations;

- Liaises with external entities to facilitate strategies for the promotion and development of Societies/Registered Charitable Organization;
- Monitors and facilitates the conducting of Special Investigations and Enquiries into the operations of Societies;
- Provides technical assistance and guidance in interpretation and application of the Rules, Act and Regulations;
- Reviews Fit and Proper Questionnaires.

Human Resource:

- Provides leadership and guidance to the supervisees through effective planning, delegating, organizing, co-ordinating, controlling, team work and proper communication;
- Fosters good working relationship amongst the Section Staff and other Sections to facilitate the attainment of the Department's objectives;
- Recommends training needs for staff in order to develop their competence;
- Ensures that the welfare of the staff is addressed satisfactorily;
- Completes performance evaluations for direct reports.

Required Knowledge, Skills and Competencies

Core:

- Good written and oral communication skills
- Excellent organizing and planning skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills
- Problem solving and decision making skills
- Teamwork and cooperation
- Initiative
- Strategic Vision
- Integrity
- Analytical Thinking
- Leadership
- Change Management
- Use of Technology
- Social Skills
- People Management

Functional/Technical:

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Sound knowledge of Co-operative and Friendly Societies Principles
- Proficient in relevant software applications
- Excellent knowledge of the Acts and Regulations administered by the Department

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management/Social Science/Public Administration
- Five (5) years' experience in Senior Management
- Must possess a reliable motor vehicle and a valid driver's licence.

Special Conditions Associated with the Job

- Highly unfavorable working conditions at times
- Working on weekends
- Working outside the normal working hours in completing the Work Programme
- Island-wide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial & Provident Societies, Groups and other institutions
- Travelling extensively island-wide and internationally on occasions

2. Administrator (GMG/AM 2)

Job Purpose

Under the direction of the Human Resource and Administration Manager (GMG/SEG 1), the Administrator (GMG/AM 3) is responsible for planning, organizing, directing and controlling all human resource and administrative functions in the Unit (Hope Gardens location).

Key Responsibilities

Management/administrative Responsibilities

- Participates in the Unit's Strategic planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of government policies, rules and regulations;
- Provides advice/guidance and support to the Regional Manager;
- Represents the Unit at meetings, seminars and workshops.

Technical/Professional Responsibilities

- Maintains the Division's staff list;
- Participates in the recruitment and selection of staff for the Unit;
- Reviews and evaluates performance and submits reports;
- Submits recommendations to the Human Resource and Administration Manager for Acting Appointments, Promotions, Appointments, Vacation Leave, Study Leave, Recreational Leave and Sick Leave;
- Prepares letter of justification for the operation of the posts within the Unit;
- Maintains Service Records and ensure authenticity;
- Maintains inventory of equipment and furniture;
- Approves Departmental leave for officers under direct supervision;
- Monitors Attendance Register and maintains leave cards for the entire Unit.

Human Resource Management Responsibilities

- 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 Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- 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 Unit in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensure 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 Unit's and organization's goals;
- Any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good written and oral communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and cooperation
- Initiative

Technical:

- Knowledge of the operations of Government/ Ministry's policies and procedures
- Sound knowledge of human resource management and administration
- Proficient in relevant computer applications

Minimum Required Qualification and Experience

- Diploma/Certificate in Human Resource Management, Public Administration
- Two (2) years' experience at a supervisory level

Applications accompanied by résumés should be submitted **no later than Tuesday, 27th August, 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**