



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 8
OSC Ref. C. 6555¹⁸

9th January, 2025

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/fill the following posts in the **Office of the Government Trustee, Ministry of Industry, Investment and Commerce**:

1. **Insolvency Administrator (PLG/TA 5) (Not Vacant)**, salary range \$2,803,771 - \$3,770,761 per annum.
2. **Senior Secretary (OPS/SS 3) (Vacant)**, salary range \$1,711,060 - \$2,301,186 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, as a result of appointment of the Government Trustee by the Supreme Court, or the Supervisor of Insolvency.

Key Responsibilities

Technical/Professional:

- Assists the debtor in the preparation of Statement of Affairs and Statement of Financial Position for review by the Deputy Trustee and approval by the Government Trustee;
- Issues and/or publishes all Notices required to be sent to debtors, creditors, Directors of debtor companies, the Registrar of Titles, the Registrar of Companies or other relevant person or authority;
- Notifies financial institutions and other relevant or necessary entities of the making of a proposal or assignment or the grant of a receiving order and request information on the assets and interests of the debtor, and any liabilities or claims they may have as a creditor;
- Attends at the Companies Office of Jamaica, the National Land Agency, Tax Administration Jamaica, the registered offices of companies and such other places as may be necessary, to conduct searches for assets and obtain or take possession of books, records and other documents relating to debtors;
- Travels to various locations to investigate the lifestyle and condition of debtors and prepares full and accurate reports detailing the debtors' circumstances;
- Receives or takes possession of debtor's assets and books and records, prepares and maintains an inventory of same and ensures they are maintained securely and in proper condition, while in the Trustee's custody;
- Assists creditors in the preparation and submission of their claims and ensures same are supported by adequate information and documentation;
- Communicates with debtors, creditors and other interested parties regarding the assets and liabilities of an estate and the progress of the administration;
- Assists in carrying on the business of a debtor for such period as is necessary, as ordered by the Court and directed by the Government Trustee;
- Receives, responds to and prepares and sends written correspondence to all interested parties regarding estates, as required;
- Declares and distributes dividends to creditors;
- Prepares recommendations for the attention of the Director of Insolvency Administration regarding the realization of assets;
- Disposes of properties that are perishable or likely to depreciate rapidly in value;
- Prepares reports of discussions, meetings, investigations and other matters and ensures that same are properly recorded on the files maintained in relation to administration of each estate;
- Prepares drafts of documents required to be filed or submitted to the Court, Supervisor or other authorities including the Registrar of Companies and the Registrar of Titles as required in relation to matters assigned;

- Prepares files and documents for matters to be heard by the Court or Supervisor, attends with the Trustee or Deputy Trustee for the hearing and ensures a complete and accurate record is made of same;
- Performs any other related duties that may be assigned from time to time.

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 in Law, Management Studies, Business Administration or Equivalent Qualification would be an asset;
- Paralegal Certificate/Diploma would be an advantage;
- Three (3) 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.

Special Condition Associated with the Job

- Required to travel islandwide.

2. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbent is responsible for providing administrative support and secretarial services to the Deputy Government Trustee and to the staff of the Insolvency Administration Unit, as necessary.

Key Responsibilities

Technical/Professional:

- Stamps and logs all correspondence received in the Department;
- Logs and dispatches all correspondence leaving the Department;
- Screens visitors and telephone calls for the Department;
- Co-ordinates activities for meetings, transcribes and prepares Minutes of Meetings;
- Receives and passes on correspondence to relevant persons;
- Prepares memoranda, letters, Minutes and other correspondence and transmits to the relevant officers as soon as they are available;
- Arranges meetings for the Deputy Government Trustee;
- Maintains the Deputy Government Trustee's diary;
- Liaises with Heads of Section and personnel to facilitate administrative support;
- Assists in compiling and reviewing monthly and annual Reports;
- Researches and provides information to Deputy Government Trustee in the preparation of reports;
- Follow-ups on directives given and request made by the Deputy Government Trustee;
- Establishes and maintains an appropriate filing system of the recording and easy retrieval of information;
- Ensures the Deputy Government Trustee's Office is furnished with stationery;
- Manages urgent correspondence, faxes and emails in the absence of a Head of Unit;
- Performs any other related duties that may be assigned from time to time by the Deputy Government Trustee.

Required Knowledge/Skills/Competencies

- Excellent interpersonal and team skills
- Excellent oral and written communication skills
- Excellent time management and organizing skills
- Strong knowledge of human resource practices, policies and procedures
- Working knowledge of relevant computer systems and application
- Ability to use initiative

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 four to five (4-5) years' general office experience;

OR

- Graduated 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 four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

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Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd January, 2025 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**