



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 129
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30th June, 2026

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, a Department under the Ministry of Industry, Investment and Commerce:**

1. **Auditor (FMG/AS 2) – Audit and Investigations (Financial) Unit – Kingston – (Not Vacant)**, salary: \$4,266,270 per annum
2. **Inspection Officer (GMG/AM 4) – Northern Region – Montego Bay – (Not Vacant)**, salary: \$2,803,771 per annum

1. **Auditor (FMG/AS 2)**

Job Purpose

Under the supervision of the Chief Investigative Auditor, the Auditor is accountable for conducting the audits and assessment of Co-operatives, Friendly, Registered Charities and Industrial and Provident Societies (inclusive of Peoples Co-operative Banks) and investigation of all known or alleged incidence of fraud or misappropriation, and develop proper accounting and control systems for those Societies, in consultation with the Supervisor and in accordance with the programme of work approved by the Director of Audits and Investigations.

Key Responsibilities

Technical/Professional:

- Reports monthly on Audits assigned;
- Attends meetings on behalf of the Department;
- Assists with the development of the Budget and Operational and Work Plans of the Department;
- Assists with the preparation of Monthly, Quarterly and Annual Reports;
- Conducts Risk assessment to determine areas of risk and audit focus;
- Prepares and executes audit programme by testing areas agreed on with Chief Auditor;
- Verifies assets and liabilities by comparing and analyzing items and collateral to documentation;
- Completes audit work papers by documenting tests and findings;
- Communicates audit progress and findings by providing information and highlighting unresolved issues;
- Assesses statutory records for compliance with Rules and Bye-laws and applicable accounting standards;
- Conducts investigations into instances of fraud and other irregularities;
- Assesses compliance with all applicable Acts of Parliament e.g.: Income Tax, Co-operative and Friendly Societies Acts etc., and Industrial and Provident Societies Act;
- Prepares draft report on Audit Findings, stating deficiencies, implications, etc.;
- Makes recommendations for improved internal controls and procedures to enhance business efficiency and submits report to Chief Auditor;
- Examines external audits for correctness and conformity to Department standard and applicable accounting standards and principles;
- Examines Business Plans of prospective Societies for correctness and viability;
- Conducts training of Societies in proper bookkeeping and accounting procedures, and recommends relevant accounting and internal control systems;
- Assists Team Members in accomplishing related job results, as and where needed;
- Develops and co-ordinates training courses in accounting and audit methods, as well as Co-operative Law and Practices for Societies, in consultation with the Director of Audits and Investigations;
- Prepares reports on issues discussed at Annual General Meeting and Committee Meetings;
- Provides technical advice to Societies, on various issues;

- Provides technical advice at meetings, in matters concerning financial management, accounting or audit, and compliance with the requisite Acts, Regulations and Rules of the Societies;
- Performs other duties and responsibilities that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem solving and decision skills
- Good interpersonal skills
- Teamwork and cooperation
- Sound integrity
- Compliance
- Strong customer and quality focus skills
- Ability to manage external partners
- Analytical thinking skills
- Ability to act on own initiative
- Good organizing and planning skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent Knowledge of Auditing principles
- Excellent knowledge of Accounting principles
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good Report writing skills

Minimum Required Qualification and Experience

- First Degree in Accounts, Finance, Business Administration, Management or Economics;
or
- ACCA Fundamentals or equivalent **and no experience**;
or
- ASc, Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications, plus two (2) years auditing or accounting experience.
- Training in the following areas will be an asset:
 - ✓ Co-operative Principles and Management
 - ✓ Co-operative; Friendly; Charities; Agriculture Loan and Other Authorized Societies; and Industrial and Provident Societies Laws.

Special Conditions Associated with the Job

- Highly unfavorable working conditions, at times;
- Will be required to work on weekends;
- Will be required to work outside the normal working hours in completing the Work Programme;
- Islandwide travel to various Co-operative Societies, Friendly Societies, Industrial and Provident Societies, Groups and other Institutions; internationally, on occasions;
- Must possess a valid Driver's Licence and a reliable motor vehicle.

2. Inspection Officer (GMG/AM 4)

Job Purpose

Under the direct supervision of the Regional Manager, the Inspection Officer is responsible for providing assistance in conducting on-site and off-site examinations and pre-audit checks, to regulate Societies' affairs for compliance with the Acts and Regulations: Co-operative Societies Act, Friendly Societies Act, Industrial and Provident Societies Act, Charities Act, Agricultural Loan Societies and Approved Organisations Act, Rules, policies and other relevant Laws and tools that govern the operations of the Organisations.

Key Responsibilities

Management/Administration:

- Represents the Department at meetings, conferences, Retreats and other functions, in order to disseminate and obtain information regarding the Movements facilitated by charter under the various Acts and Regulations;
- Liaises with Societies and Charitable Organizations for setting meeting appointments;
- Reports to the Regional Manager on issues relating to Regulatory activities and achievements;
- Attends meetings on behalf of the Department;
- Assists with the preparation of Quarterly Reports;
- Assists with the development of the Budget and Operational and Work Plans of the Department;
- Attends stakeholders meetings regarding charities;
- Prepares and submits annual evaluations to the Regional Manager.

Technical/Professional:

- Assists with conducting on-site and off-site inspections using established format to determine viability, prudent management safety and soundness of Societies' operations, with a view to ensure adherence to the Acts and Regulations and their respective Rules;
- Assists in the examination of Societies accounting and other statutory records, to ensure currency, accuracy and readiness for annual audits;
- Analyzes financial statements;
- Analyzes the financial status/operations of Societies by reviewing Monthly and Quarterly Financials to ensure compliance of Returns vis-à-vis established standards, and makes recommendations to the Manager, based on findings;
- Attends Board, Committee, Annual and Special General Meetings to provide constitutional, legal and technical advice;
- Reviews the operations of charitable Organisations to ensure the sound financial management of its resources and that expenditures are in line with the Organisation's objects and powers;
- Engages in ongoing review and networking with all other technical staff, in relation to all the Acts and Regulations for Societies and Registered Charitable Organizations;
- Conducts training/presentation at various fora, as requested by the Director Research, Policy, Training and Development (**applicable to Northern Region only**);
- Develops Strategic and Operational Plans for Societies, to ensure commonality of purpose and enhancement of growth;
- Gives technical guidance and advice relating to the processing of applying for charitable status and other requirements for compliance with the Charities Act;
- Reviews submission for Charitable status to ensure that the relevant criteria are met, and makes recommendations to the Regional Manager;
- Conducts research on registered charitable Organisations and provides feedback to Regional Manager and the Director of Inspectorate;
- Attends Annual and Special General Meetings to provide constitutional and technical advice on decision-making, such as amendment of rules, parliamentary procedures, elections of committees governing the Societies, etc.;
- Reviews application for Societies seeking registration under the relevant Acts to ensure criteria are met (**applicable to Northern Region only**);
- Assists the Regional Manager in training and monitoring the activities of holiday workers and job experience personnel;
- Disseminates information to external clients pertaining to the Movements;
- Performs other functions that may be assigned by the Regional Manager, Director of Inspectorate or the Registrar.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of the Acts and Regulations that the Department is mandated to oversee
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of the Cooperatives and Friendly Societies principles
- Proficient in relevant software applications
- Knowledge of Cooperative Societies would be an asset

Core:

- Good oral and written communication skills
- Good organising and planning skills
- Strong customer and quality focus skills
- Goal/Results oriented
- Good interpersonal skills

- Good problem solving and decision-making skills
- Teamwork and cooperation
- Ability to act on own initiative
- Strategic vision
- Sound integrity
- Analytical thinking skills

Minimum Required Qualification and Experience

- Bachelor Degree or equivalent in Management Studies/Business Administration (major in Accounting and/or Finance would be an asset);
- Two (2) years working experience in similar capacity.
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Special Conditions Associated with the Job

- Highly unfavorable working conditions, at times;
- Will be required to work on weekends;
- Will be required to work outside the normal working hours in completing the Work Programme
- Islandwide travel to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial and Provident Societies, Agricultural Loans Societies and Approved Organizations' and Groups; internationally on occasions;
- Must possess a valid Driver's Licence and a reliable motor vehicle.

Applications, accompanied by résumés, should be submitted **no later than Monday, 13th July, 2026, 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 (acting)**