



## Office of the Services Commissions

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**CIRCULAR No. 114**  
**OSC Ref. C. 4860<sup>12</sup>**

**8<sup>th</sup> 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 fill the following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Parish Administrator – National Insurance Scheme (GMG/SEG 3)**, salary: \$5,198,035 per annum
2. **Senior Inspection and Compliance Officer (GMG/SEG 2) – (2 posts)**, salary: \$4,266,270 per annum.

### 1. **Parish Administrator (GMG/SEG 3)**

#### **Job Purpose**

The incumbent will administer the provisions of the National Insurance Act and Regulations in the Parish, in order to facilitate registration by companies and individuals, the payment of contributions and the provision of benefits towards the attainment of the objectives of the National Insurance Scheme and the fulfilment of the Ministry's mandate.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Holds supervisory responsibility for NIS processes in Local Office, including those related to:
  - ✓ NI Gold
  - ✓ Maternity Allowance
  - ✓ Special Child Benefit
  - ✓ Orphan Benefit
  - ✓ Employment Injury Benefit
  - ✓ Employment Injury Disablement Benefit
  - ✓ Employment Injury Death Benefit
  - ✓ Invalidity Benefit
  - ✓ Retirement Pension
  - ✓ Spouse Allowance
  - ✓ Widow's/Widower's Benefit
  - ✓ Funeral Grant
  - ✓ Special Grant
  - ✓ Refunds of contributions paid on deduction cards
  - ✓ Agent appointment/change applications
  - ✓ Any other contributions/benefits/claims assigned by MLSS to NIS portfolio;
- Calculates outstanding contributions and interest due from delinquent employers;
- Conducts inspections of delinquent employers, as required;
- Establishes payment schedules with employers, for the payment of contribution arrears;
- Initiates legal action against delinquent employers, as required;
- Prepares Summonses to be issued to non-compliant employers, and represents the Ministry at Sessions of the Court;
- Determines compliance status and issue Clearance Letters to employers and self-employed persons;
- Verifies the level of non-compliance among employers in the parish;
- Examines and assigns/refers applications for benefits, to Inspectors, other Local Offices and Head Office;
- Conducts investigations into critical pension application cases, as required;
- Verifies Funeral Grant applications and the amount to be paid, as well as endorse cheques, as required;
- Participates in the establishment of targets for National Insurance Scheme operations within the Local Office;

- Provides technical advice regarding the interpretation and application of the National Insurance Act and Regulations;
- Provides information and makes presentations on the benefits provided by the National Insurance Scheme;
- Liaises with internal and external stakeholders to facilitate the payment of benefits;
- Attends internal meetings, as required;
- Represents the Ministry at meetings, conferences and other fora, as required;
- Performs any other duties that may be assigned.

***Administrative:***

- Monitors the work of Inspectors within the Parish, to ensure that all employers are identified, registered and contributions remitted;
- Verifies Travelling Allowance Claims, as required;
- Prepares and submits reports of activities, as required;
- Collects receipts of contributions remitted from the relevant Government Entities.

***Human Resource:***

- Updates the Attendance Register;
- Examines and certifies Itineraries, Work Sheets and Reports of Inspectors, as required;
- Assists with the development and welfare of the staff through the preparation of performance evaluations and recommendations for relevant training;
- Provides guidance to staff through objective setting and communication of targets, as well as through coaching, counseling, training and support, as necessary;
- Assists with and oversees the Orientation and On-the-Job Training of new members of staff;
- Recommends leave, acting arrangements, and disciplinary action in keeping with the Staff Orders;
- Performs any other duties and responsibilities determined by the Ministry of Labour and Social Security, from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong administrative skills
- Ability to motivate others
- Good oral and written communication skills
- Excellent interpersonal skills

***Technical:***

- Sound knowledge of the National Insurance Act and Regulations
- Proficiency in the use of the relevant computer applications
- Good problem solving, leadership, impact and influence, planning, organizing and analytical thinking skills
- Good customer service skills
- High level of integrity

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Administration, Business Administration, Management Studies, Finance or Accounts;
  - Five (5) years progressive work experience, two (2) of which should be at a supervisory level in the Private or Public Sector;
  - Training in Leadership and Change Management would be an asset;
- OR**
- Any equivalent combination of qualifications and experience relevant to the job.

**Special Conditions Associated with the Job**

- May be required to work long, irregular hours, including during natural disasters and on Public Holidays;
- May be required to travel to remote/volatile areas or long distances alone, to conduct work assignments, including in a post-disaster environment.

## **2. Senior Inspection and Compliance Officers (GMG/SEG 2)**

### **Job Purpose**

The incumbents will administer and enforce the provisions of the National Insurance Act and Regulations within the parish, ensuring employer and self-employed contributor compliance, and to provide public education on the benefits and obligations under the National Insurance Scheme. This involves public outreach, monitoring the payment of contributions, identifying delinquents, negotiating compliance, initiating enforcement activities, as necessary, and participating in legal proceedings.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Establish the level of non-compliance among employers in the parish;
- Calculate outstanding contributions and interest due from delinquent employers/contributors, and explain liabilities and delinquencies to employers and contributors, to help resolve current liabilities and prevent future delinquencies;
- Conduct inspections of delinquent employers and self-employed contributors, and monitor compliance listings;
- Conduct interviews with delinquent parties and representatives, to collect outstanding contributions and initiate corrective actions;
- Assess and monitor assigned delinquent employers and self-employed contributors;
- Recommend initiation of legal action to Parish Administrator, and represent the MLSS at Court, as required, including producing documentary evidence for Court cases to support the NIS position and testifying as an expert witness for NIS;
- Issue status/notice/compliance/reminder letters and make phone calls to non-compliant employers and contributors;
- Prepare and issue (through Parish Administrator – NIS) Summonses, Information Sheets or any documents required at each stage of the NIS' established processes;
- Assess default Court cases and recommend enforcement actions through Parish Administrator – NIS, when delinquent employers and self-employed contributors who neglect or refuse to satisfy judgment orders;
- Negotiate payment arrangements and monitor payment schedules;
- Secure full payments of liabilities or report accounts not honoured;
- Persuade and motivate delinquent parties to resolve existing delinquencies;
- Reconcile non-compliance case files based on payments made and verify contributions paid;
- Analyse financial information from various sources, and attend bankruptcy meetings, as required;
- Participate in periodic compliance surveys and pensioner re-verification surveys;
- Prepare clearance letters to Revenue Agencies and other Organizations;
- Investigate applications for waiver of interest and make recommendations.
- Prepare documents and attend Waiver of Interest Committee Meetings;
- Investigate employee complaints and conduct compliance audits;
- Prepare and submit documents for garnishment cases;
- Conduct investigations into pension application cases;
- Guide and assist Inspection and Compliance Officer with non-compliance procedures;
- Execute inspections and non-compliance functions, as necessary, to support meeting branch targets;
- Participate in the establishment of targets for NIS operations;
- Provide technical advice on the National Insurance Act and Regulations;
- Maintain electronic data processing systems (e.g., JNISS & RAIS);
- Provide customer service to external and internal stakeholders;
- Attend internal meetings, as required;
- Represent the MLSS at meetings, conferences and other fora;
- Conduct public education Sessions on NIS services.

#### ***Administrative:***

- Monitor compliance to ensure all employers are identified and registered, and contributions are remitted;
- Prepare and submit Work Plans, Itineraries and Activity Reports, within the agreed timeframe;
- Participate in performance evaluation activities, within the agreed timeframe.
- Prepare and submit reports on Case Files and Court activities;
- Prepare and submit Quarterly Financial Arrears Reports;
- Prepare and submit Public Education and Monthly Collection Reports, as required;

- Performs any other duties and responsibilities as may be determined by the Ministry of Labour and Social Security from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Strong administrative skills
- Ability to motivate others
- Good leadership skills
- Good oral and written communication skills
- Excellent interpersonal skills

#### **Technical:**

- Sound knowledge of the National Insurance Act and Regulations
- Proficiency in the use of relevant computer applications
- Good problem solving, numeric, and analytical thinking skills
- Good customer service skills
- High level of integrity

### **Minimum Required Qualification and Experience**

- Degree in Business Administration or related field;
  - Three (3) years working experience;
  - Training in negotiation would be an asset;
- OR**
- Any equivalent combination of qualifications and experience relevant to the job.

### **Special Conditions Associated with the Job**

- May be required to work long, irregular hours, including during natural disasters and on Public Holidays;
- May be required to travel to remote/volatile areas or long distances alone, to conduct work assignments, including in a post-disaster environment;
- May be required to work with poorly kept/soiled external records.

Applications, accompanied by résumés, should be submitted **no later than Friday, 19<sup>th</sup> June, 2026, to:**

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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)**