



Ministry of Industry, Investment & Commerce

Applications are being invited from suitably qualified candidates to fill the post of:

Registrar of Co-operatives & Friendly Societies (GMG/SEG 3) Department of Co-operatives & Friendly Societies

Summary of Duties

The effective administration of the Co-operative Societies and Friendly Societies Acts and their respective regulations, to ensure that societies registered under these statutes operate with prudence in meeting their mandates and stated objectives, while protecting the interests of all stakeholders and the public.

Responsibilities and Duties include:

- Provides legal, technical and general guidance to directors and other employees in the execution of their duties.
- Evaluates and co-ordinates the strategic and operational plans of the respective sections in keeping with the Corporate and Operational Plans of the Department to ensure the achievement of the Organization's objectives.
- Effects the registration of Societies, their rules and any subsequent amendments thereto.
- Establishes and maintains respective Registers of Societies in accordance with the provisions of the respective Acts.
- Prepares Ministry and other position papers on Co-operatives & Friendly Societies, as required by the Permanent Secretary & Minister of Industry, Investment & Commerce.
- Evaluates and co-ordinates work plans and performance of directors to ensure optimum results, based on allocation of resources.
- Conducts quarterly, annual and other staff evaluations as deemed necessary.

Required Skills/Competencies:

- Excellent knowledge of Co-operatives and Friendly Societies Legislations.
- Good leadership and management skills.
- Good human resources management skills.
- Good knowledge of strategic management and corporate planning.
- Excellent time management skills.

Minimum Qualifications and Experience:

- Masters in Business Administration or Public Administration or Management Studies with knowledge of Business Law plus at least three (3) years experience in a senior or middle management position in co-operative administration; or
- First degree in Business Administration or Management Studies or Public Administration plus at least five (5) years experience in co-operative administration or in a similar field at senior or middle management levels; or
- Post Graduate Diploma in Business Administration or Co-operative Management or Public Administration or Management Studies or General Management plus at least ten (10) years experience in co-operatives administration or in a similar field.

Applications accompanied by resumes should be submitted no later than **1st March 2010** to:

The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5

Please note that responses will be sent only to short-listed applicants.