



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 102

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8th May, 2020

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 vacant post of **Administrative Support Officer (GMG/AM 2)** in the **Department of Co-operatives and Friendly Societies (Mandeville), Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Regional Manager, the Administrative Support Officer is responsible for the provision of confidential secretarial and administrative services to the Region's Staff, in accordance with Government's Human Resource Policies and the efficient and cost effective management and maintenance of the Region's offices and supplies.

Key Responsibilities

Management/Administrative:

- Ensures adequacy of staff welfare;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Prepares and maintains personnel records for the Region's staff;
- Ensures adequacy of office requirements such as electricity supply, air-conditioning, plumbing, telephone and their maintenance;
- Ensures that all office equipment, furniture and machines are in good working condition and makes arrangement for repairs where necessary;
- Checks bills and verifies if related activities are in compliance with the required standards of the Government of Jamaica (GoJ);
- Participates in the Department's Strategic Planning process;
- Ensures that mails and other correspondences are prepared and dispatched in a timely manner.

Technical/Professional:

- Maintains the Region's staff list, personnel files and attendance record;
- Communicates with all levels of staff, internal and external, in respect to staff benefits;
- Prepares reports, memorandum and letters;
- Maintains inventory of equipment and accessories;
- Maintains control of duplicate keys for the Region;
- Maintains appropriate filing system;
- Monitors the activities of the Office Attendant and Driver;
- Ensures the Region's Office, equipment and facilities are adequately maintained and environmentally friendly;
- Ensures all bills/invoices submitted are for services rendered;
- Approves Sick and Departmental Leave for officers under direct supervision;
- Ensures safekeeping of the Imprest and cash received by the Department as revenue and the Audit and Supervision Fund;
- Prepares and submits vouchers to the Registrar to be duly authorized;
- Draws receipts for cash received by the Department and posting same to Cash Book;
- Prepares bank lodgments to the Government Non Tax Revenue Account and for the Audit and Supervision Fund;
- Maintains the Ledger of Co-operative and Friendly Societies accounts for audit fees;
- Purchases stocks, stationeries and goods and services required by the Department;
- Maintains Stationery Ledger re-order when agreed minimum level is achieved;
- Distributes stationery to staff upon request;
- Liaises with Registrar and Administrator in preparing Cash Flow Statement;
- Ensures that proper accounting records are kept;

- Dispatches cheques to suppliers upon receipt;
- Dispatches salary slips and travelling cheques to staff upon receipt.

Human Resource:

- Exercises direction and control over Office Attendant and Driver;
- Ensures that staff are aware of and adheres to policies, procedures and regulations of the Department, Ministry and Government;
- Collaborates with Administrator/Administration Support, participates in developing and implementing a Succession Planning Programme for the Region to facilitate continuity and the availability of required skills and competencies to meet the needs of the Region;
- 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 attain established personal and/or organizational goals;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Good organizing and time management skills
- Ability to work on own initiative and prioritize task assigned
- Strong management skills
- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Ability to motivate, lead and work in a team
- Good problem-solving and conflict management skills
- Good judgment
- Good integrity and ethics
- Proficiency in the use of relevant computer applications
- Sound knowledge of Public Sector Human Resource Policies and Procedures

Minimum Required Qualification and Experience

- Diploma in Management Studies, Business/Public Administration, Human Resource Management or a related discipline from a recognized tertiary institution and at least two (2) years related experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st May, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**