



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 156

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8th July, 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 Assistant (GMG/AM 3)** in the **Performance Management and Evaluation Branch (PMEB), Office of the Cabinet**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

Job Purpose

The Administrative Assistant provides administrative and other support to the Performance Management and Evaluation Branch (PMEB). This includes managing appointments, dealing with correspondence, filing, collating and managing Data and Records Management. He/she also supports the Senior Performance Analysts and Performance Analysts, by collecting and collating data and carrying out research as required.

Key Responsibilities

- Collects and collates data of relevance to the work of the Branch, with the guidance and assistance of the Performance Analysts, Statistician and Researchers;
- Updates SharePoint and prepares reports;
- Liaises with external stakeholders and gathers/provides data/information on issues related to the work of the Branch as required by the Performance Analysts, Statistician, Evaluation and Research Officers;
- Provides administrative support for the Branch;
- Develops and maintains a comprehensive and effective filing system for the Branch;
- Opens, sorts and distributes mail coming into the Branch;
- Processes incoming and outgoing correspondence for the Branch;
- Maintains calendar, schedules appointments and meeting rooms for the Branch;
- Receives and makes telephone calls for Unit staff as required;
- Responds to Administrative issues in a timely manner;
- Executes special assignment as assigned by the Chief Technical Director;
- Receives and hosts visitors to the Branch;
- Prepares Agenda for meetings and organizes relevant information and documents;
- Takes Minutes at meetings, reproduces and distributes same;
- Makes travel arrangements and prepares Itinerary for business trips;
- Maintains Branch records through filing, retrieval, retention, storage, compilation, coding updating and destruction;
- Operates office equipment such as photocopier and fax machine; co-ordinates the servicing of equipment;
- Prepares requisitions for office supplies and equipment;
- Manages the distribution of office supplies for the Branch;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Branch.

Required Knowledge, Skills and Competencies

- Strong interpersonal and customer orientation skills
- Demonstrates initiative
- Methodical, well organized and with an eye for detail
- Result oriented
- Effective oral and written communication skills
- Sound personal and professional integrity
- Analytical thinking and ability to solve problems
- Training in records management
- Proficient use of Microsoft Suite Technology (Word, PowerPoint, Excel, Access and Outlook)

Minimum Required Qualification and Experience

- Diploma or Associate Degree in Administrative Management or Business Administration;
- Four (4) years' experience working in the Public or Private Sector in an administrative capacity.

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

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

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