



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 184 **OSC Ref. C.4857¹⁵**

5th August, 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 be assigned to the post of **Executive Assistant (GMG/SEG 1) – (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$1,577,167 – 1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Permanent Secretary, the incumbent will be required to provide administrative support to the office of the Permanent Secretary, coordinating and scheduling all activities of the office to ensure the effective and efficient execution of the responsibilities of the office.

Key Responsibilities

- Organizes and administers a wide range of activities for the Permanent Secretary as Accountable Officer;
- Maintains close collaboration and co-operation with the support staff to the Permanent Secretary;
- Co-ordinates the support service functions in the Permanent Secretary's office;
- Undertakes research on documents, regulations and programmes;
- Drafts briefs, statements and responses for the Permanent Secretary to provide information and to prepare for participation in meetings internal and external to the Ministry of Transport and Mining;
- Prepares Cabinet Submissions;
- Ensures that the Permanent Secretary is provided with required reports on time for Executive, Permanent Secretary's Board and Senior Managers' meetings;
- Follows up on reports which are required from the Agencies under the Ministry's portfolio and ensures that circulars are distributed to all Agencies;
- Manages a realistic schedule of activities, appointments on behalf of the Permanent Secretary; assisting with time allocation and prioritization of appointments and engagements;
- Screens and redirects persons to other officers equipped to handle specific problems and needs;
- Coordinates preparation for the Permanent Secretary's overseas travel which will include; (a) liaising with senior members of staff, (b) consulting with the Ministry of Foreign Affairs and Foreign Trade, (c) preparing and coordinating briefs, speeches and statements if necessary for conferences, (d) ensuring that arrangements for travel and accommodation are finalized;
- Deals directly with some aspects of correspondence to the Permanent Secretary, researching and drafting replies for vetting;
- Assists the Permanent Secretary with effectively co-ordinating administrative arrangements relating to the Minister and Minister of State;
- Performs as Secretary for the Senior Manager's meeting;
- Keeps the Permanent Secretary informed on matters of public interest that have a direct impact on the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude
- Initiative

Technical:

- Sound knowledge of computer applications: Microsoft Word, Excel, Powerpoint, Publisher and Access
- Excellent knowledge of Government operations and protocol
- Good knowledge of Cabinet Submissions
- Ability to manage workloads and prioritize amongst conflicting demands
- Excellent Time Management skills
- Good knowledge of Public Administration principles
- Ability to create, compose, and edit written material

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences or any other related discipline
- Three (3) years related working experience at the supervisory level

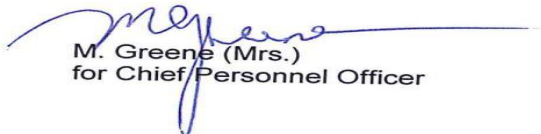
Applications accompanied by résumés should be submitted **no later than Wednesday, 19th August, 2020 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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