



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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29th September, 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 Services Manager (GMG/SEG 1)** in the **National Investment Secretariat, Ministry of Labour and Social Security**, salary range \$1,577,167 to 1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for the efficient and effective planning, directing and co-ordinating of the administrative services of the National Investment Secretariat.(NIF)

Key Responsibilities

Management and Administrative

- Prepares and costs the Operational Plan for the Branch;
- Participates in Strategic Planning meetings of the Fund;
- Develops and reviews short-term and long-term plans to achieve the most effective delivery of services;
- Ensures staff is aware of and operates in accordance with all the relevant laws, policies, regulation and procedures;
- Maintains effective working relations with internal and external stakeholders and customers, ensuring that the Branch provides a consistently high level of service to them;
- Provides proper guidance to the staff members of the Administrative Services Branch;
- Participates in the Secretariat's Strategic Planning process;
- Assists in providing Secretarial support to the Advisory Board of the National Insurance Fund.

Technical/Professional

- Co-ordinates official local and overseas travel for Senior Executives and Board Directors;
- Ensures that physical facilities and assets are managed effectively so that the NIF's operations are conducted in a secure and functional work environment;
- Liaises with the Ministry of Labour and Social Security for the purchase of new office furniture/equipment or to arrange for the repairs/servicing of same;
- Provides overall direction to the activities and operations of the Records Management functions which include:
 - establishment and operations of a Correspondence Control and Registry System
 - such as receipts, dispatch, classification and numbering of correspondences
 - maintenance of a File Index System, file storage and reference services
- Provides direction with respect to:
 - Space and facilities management and utilization
 - Equipment repair
 - Public utilities and communication services
 - Security arrangement for personnel and property
- Monitors the switchboard and its extensions as well as direct telephone lines to ensure that they are in good working condition;
- Plans, co-ordinates and implements the necessary arrangements for meetings;
- Liaises with the Ministry of Labour and Social Security to ensure the provision of HR as well as the necessary information support in all its computerized activities;

- Establishes and maintains an appropriate and effective inventory system for all items of office furniture and equipment owned;
- Ensures the existence, at all times, of adequate and effective Communication Systems;
- Provides a satisfactory Courier/Messenger Service for the Organization;
- Controls the use of photocopying and other duplicating machines in the Organization;
- Liaises with the Human Resource and Development Department with respect to the employment contracts and gratuity related payments for officers who are not Civil Servants.

Human Resource Management

- Participates in the recruitment of staff for the Branch and ensures that they are aware of and adhere to the policies and procedures ;
- Conducts periodical reviews of supervisees in accordance with Work Plans; completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective co-operative working relationships with staff;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Initiates and participates in disciplinary proceedings relating to staff members within the Branch and implements corrective measures;
- Ensures that all NIF values- especially integrity- are embraced by all staff members;
- Assists in the day-to-day management and administration of the National Insurance Investment Secretariat;
- Provides leadership to the staff of the Administrative Services Branch through effective organizing, planning, monitoring, delegation, motivation and communication;
- Provides guidance to administrative staff in technical areas, procedures, in-house training and identifies relevant external training programs;
- Facilitates leave of absence and time-off request for the staff.

Required Knowledge, Skills and Competencies

- Excellent knowledge of procurement guidelines
- In-depth knowledge of records management
- Excellent knowledge of Customer Service methods
- Knowledge of public sector regulations and controls
- Ability to lead and direct
- Good communication skills
- Good interpersonal skills
- Good Team Building skills
- Human Resource Management skills

Minimum Required Qualification and Experience

- A first degree in Management or Public Sector Administration or equivalent professional qualification
- Certificate in Human Resource Management
- Three(3) related experience

Applications accompanied by résumés should be submitted **no later than Monday, 12th October, 2020 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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