



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 236

OSC Ref. C. 6000⁷

24th 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 **Administrator (GMG/AM 4)** in the **Communication Forensics and Cybercrime Division, Jamaica Constabulary Force**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for providing administrative support to the Communication Forensics and Cybercrime Division in administering the Staffing, Welfare, Benefits and Employee Relations Programmes as well as ensuring effective management of records and smooth operation within the Office.

Key Responsibilities

Technical/Professional

- Oversees the work of the Data Center and ensures processing and submission of requests as stipulated by policy;
- Assists the General Office with the preparation of reports and electronic document presentations;
- Ensures the update and maintenance of relevant registers and database;
- Administers leave and other benefits for Civilian Staff and maintains a Register of staffing matters;
- Ensures staff awareness of Welfare and HR matters, in keeping with established policies;
- Acts as Liaison between Civilian Staff and the Human Resource Division;
- Advises line managers on matters pertaining to Human Resource policies and guidelines as well as discipline, leave and conditions of service;
- Co-ordinates the scheduling of meetings;
- Circulates Minutes, Agenda and Action Sheets and maintains follow-up;
- Develops and maintains a filing system to ensure consistency and accuracy of information within the Unit;
- Develops and maintains a system for tracking correspondence;
- Retrieves files upon receipt of a duly authorized request;
- Updates and maintains relevant files and other documents;
- Makes photocopies and prints documents as directed;
- Updates and disseminates the Division's Nominal Roll monthly;
- Answers the telephone and responds to queries from customers, ensuring messages are promptly delivered;
- Monitors the movement of documents and files entering and leaving the Supervisor's Office;
- Prepares monthly reports on desk activities;
- Manages the routing function of the Office to facilitate the availability of information when required;
- Co-ordinates the submission of monthly reports and drafts Divisional monthly reports;
- Manages the requisition for stationery and supplies for the Office;
- Assists with the administration of PMAS and ensures completion and timely submissions in keeping with the PMAS Policy;
- Oversees the Attendance Register and ensures compliance with same.

Management/Administrative

- Plans, organizes and directs the work of the Unit by overseeing the development of Work Plans in support of the Operational Plan;
- Ensures that staff has sufficient and appropriate physical resources to undertake their

duties efficiently and effectively;

- Develops and implements monitoring mechanisms to ensure targets are achieved.

Human Resource

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Promotes a high performance culture;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares Performance Report;
- Maintains effective working relations with external and internal stakeholders, ensuring that the Unit provides at a consistently high level.

Other

- Performs other related functions assigned from time to time by the Supervisor.

Required Knowledge, Skills and Competencies

- Punctuality, Integrity
- Working knowledge of shorthand
- Working knowledge of the Departments' operations
- Knowledge of filing systems
- Proficiency in Microsoft Suites
- Typing Skills
- Teamwork
- Good oral and written communication skills
- Sound knowledge of Office Administration principles and practices
- Customer and quality focus
- Problem solving skills
- Compliance
- Initiative

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management or equivalent qualifications from a recognized institution.
- Three (3) years related work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th October, 2020 to:**

**Senior Director
Human Resource Management & Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5.**

Email: hrbranch@jcf.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**