



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. 289

OSC Ref. C.5166⁷

16th November, 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 2)** in the **Office of the Services Commissions (OSC)**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will provide secretarial and administrative support to the Director, Corporate and Special Services, in order to support delivery of more efficient and effective public services to stakeholders and the achievement of national objectives.

Key Responsibilities

Administration:

- Receives and screens telephone calls and visitors to the Director;
- Provides information in response to queries or refers queries to other officer(s) as appropriate, in the absence of the Director;
- Researches and gathers data as instructed;
- Assists as required, with the preparation for training sessions;
- Assists with the preparation of Monthly, Quarterly and Annual Reports;
- Composes routine correspondence and submissions for the Division;
- Manages the flow of correspondence to ensure timely response to requests;
- Attends meetings and takes and transcribes Minutes;
- Assists with the monitoring and evaluation of Operational Plans;
- Assists with Operational and Strategic Planning.

Logistics Management:

- Co-ordinates the logistics for Training and Orientation Sessions by:
 - ✓ Identifying and booking venue;
 - ✓ Contacting and notifying presenters and participants of time and date for each session;
 - ✓ Assisting with making parking arrangements;
 - ✓ Assisting with the ordering of refreshment/lunches;
 - ✓ Printing documents and placing them in folders;
 - ✓ Managing room set-up such as projector, laptop and flip chart; and
 - ✓ Receiving and routing presenters and participants.
- Schedules appointments/meetings for the Director by:
 - ✓ Maintaining a Diary of official appointments, meetings and interviews;
 - ✓ Preparing/collating documents as necessary.

Human Resource Management:

- Prepares Individual Work Plan in collaboration with the Director;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- High level of confidentiality/integrity
- High level of compliance

Functional:

- Knowledge of the Public Service Regulations, Staff Orders and other policy documents
- Good knowledge of software applications (Microsoft Office)
- General knowledge of the Office to the Services Commissions
- Initiative
- Basic knowledge of administrative principles and procedures
- Good interpersonal and customer service skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Diploma in Human Resource Management or any other related field;
- One to two (1-2) years' related work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 27th November, 2020 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.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**