OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 282   9th **November, 2020**
OSC Ref. C.4857[15]

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 (Level 4)** in the **Maritime Authority of Jamaica (MAJ),** salary range $1,284,401 – $1,669,719 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, this position is responsible for providing support to the Directorate of Corporate Services in fulfilment of the general functions, obligations and responsibilities of the Directorate. The Administrative Assistant is responsible for organizing and administering a range of activities including co-ordinating Personnel and Human Resource activities and resolving administrative inquiries and issues.

The job is to be performed in such a manner that this position supports the service quality and image of the Maritime Authority of Jamaica (MAJ).

Key Responsibilities

- Schedules appointments and maintains a diary for the Director Corporate Services;
- Makes the necessary arrangements to facilitate the Director's attendance at local and overseas events if required;
- Schedules meetings, attends and records Minutes;
- Processes all incoming correspondences to the Department;
- Maintains and distributes the Authority's Lunch Vouchers;
- Maintains the inventory of stationery and supplies for the Directorate;
- Maintains a log and tracking of all files and documents leaving the Department;
- Maintains the confidentiality of the Directorate and its records and reports any corrections, any identified or suspected point(s) of weakness in or breach of that effort;
- Communicates with and provides high quality Customer Service to local and international stakeholders as appropriate;
- Calculates Vacation Leave, Sick Leave and Department Leave for staff;
- Performs all other related duties as may be assigned under the supervision of the Director and the Human Resource Manager.

Required Knowledge, Skills and Competencies

- Good knowledge of standard office practices and administrative procedures
- Good knowledge of Records Management and Filing Systems
- Excellent command of the English Language
- Ability to use office machines (Fax, Printer/Scanner, Photocopier, Laminator etc.)
- Word processing, Data Entry and records management skills
- Good oral and written communication skills
- Excellent interpersonal and teamwork skills
- Team player with ability to work on own initiative
- Excellent customer service skills
- Ability to be tolerant and appreciative of other cultures/persons
- Proficiency in the use of relevant computer applications
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Certified Professional Secretary designation (CPA) or equivalent Diploma from a recognized institution.
- Secondary Education - 5 CXC's (including English Language and Mathematics).
- At least Two (2) years' experience working as a Senior Secretary or Administrative Assistant.

Special conditions Associated with the Job

- May be required to work overtime or on demand
- May involve local and out of town visits
- High levels of concentration

Applications accompanied by résumés should be submitted **no later than Friday, 20th November, 2020 to:**

> **Human Resource Manager**
> **Maritime Authority of Jamaica**
> **12 Ocean Boulevard**
> **Kingston**

> **Email creid@jamaicaships.com**

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