



CIRCULAR NO. 5/2021
File No. 310/04 III

19th January, 2021

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned posts in the **Kingston and St. Andrew Municipal Corporation**:

1. **Senior Secretary (OPS/SS 3) (Vacant)**, salary range \$ 969,060 – 1,151,908 per annum and any allowance (s) attached to the post.
2. **Administrator (GMG/AM 1) (Vacant)**, salary range \$820,588 – 975,421 per annum and any allowance(s) attached to the post.
3. **System Administrator (MIS/IT 3) (Not Vacant)**, salary range \$1,103,782 - \$1,312,050 per annum and any allowance(s) attached to the post.

1. Senior Secretary (OPS/SS 3)

Summary of Duties:

The incumbent is responsible for providing secretarial and administrative support to the Director, Administration and HRM in order to ensure that services are provided in an effective and efficient manner.

Core Responsibilities:

- Scheduling and confirming appointments for the Director and arranging meetings
- Logging and distributing incoming and outgoing mail
- Answering the telephone and addressing queries or referring calls
- Filing correspondence by following appropriate filing procedures
- Typing Contracts, requisitions, forms and other documents in accordance with established policies/procedures/requirements with the use of computerized and manual systems
- Preparing reports, presentations and providing information to stakeholders regarding company projects and programmes
- Assisting in the co-ordination of administrative procedures such as department's budgets submissions, contracts administration and work schedules
- Recording and reproducing Minutes of meetings.
- Conducting research, compiling data and preparing papers for considerations and presentation to Committees
- Liaising with departmental and corporate officials, other organizations and associations as directed by the Director
- Any other duties assigned from time to time.

Qualification and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus four to five (4-5) years general office experience.

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development (MIND)

Specific knowledge

- Comprehensive knowledge of the laws, policies and procedures governing the human resource portfolio of the Public Service
- Working knowledge of relevant computer systems and applications

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Senior Secretary and should demonstrate the following personal attributes:

- Honesty and trustworthiness
- Respect
- Cultural awareness and sensitivity
- Flexibility
- Sound work ethics

2. Administrator (GMG/AM 1)

Summary of Duties:

The incumbent is responsible for providing administrative support to the Chief Executive Officer in order to ensure that services are provided in an effective and efficient manner.

Core Responsibilities:

- Receiving, directing and relaying telephone messages and fax messages
- Maintaining the general filing system and filing correspondence on the relevant files
- Maintaining an adequate inventory of office supplies
- Typing memos, letters, reports and other documents
- Recording proceedings of meeting and reproducing Minutes for vetting and circulation to the relevant persons
- Maintaining a log of outgoing documents
- Greeting and receiving the Chief Executive Officers visitors
- Operating office equipment such as photocopier, scanner, fax machine
- Recording of correspondence, directed to the Chief Executive Officer's office, from internal or external sources, by way of acknowledgement, reminders and referrals to other areas of the Corporation and elsewhere as deemed necessary
- Conducting research of relevant documents and regulations to provide information as required
- Any other duty assigned by the Chief Executive Officer from time to time

Qualification and Experience

- Certificate/Diploma in Business, Administrative Management or related qualification
- Training in a variety of software application, word processing, database and spreadsheets
- 2 years general office/administrative/secretarial experience

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Administrator and should demonstrate the following personal attributes:

- Honesty and trustworthiness
- Respect
- Cultural awareness and sensitivity
- Flexibility
- Sound work ethics

3. System Administrator (MIS/IT 3)

Summary of Duties:

The incumbent is responsible for installing and supporting the Corporation's computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems.

Main Responsibilities:

1. Monitoring computer systems and implementing parameter tuning geared to improving systems performance
2. Customizing modifiable systems files to improve performance as instructed.
3. Diagnosing, analyzing and resolving simple routine management related problems
4. Performing programming tasks as required in the development and maintenance of systems processes, procedures and tools.
5. Assisting in monitoring the performance of the UPS to ensure that a clean, continuous supply of electricity is available at all times, except for scheduled maintenance.
6. Assisting in devising measures (e.g. back up, system redundancy, anti-virus prevention, disaster recovery, etc.), which will minimize exposure to potential threats and reduce recovery time after disasters, done in the prescribed manner, and any violation is detected and addressed.
7. Configuring the system software and ensuring network connectivity for users.
8. Testing and implementing application software including new releases of existing software.
9. Participating in risk analysis and periodic reviews
10. Responding to queries related to hardware and software security and implementing on-going security awareness programmes for users.
11. Any other duty assigned by the Supervisor from time to time.

Qualification and Experience

- Diploma or Bachelor's Degree in Computer Science or related discipline
- Two (2) years' experience in computer applications.

Personal Attributes

The incumbent should:

- Be proactive
- Have a pleasant personality and should be highly motivated
- Be a team player and extremely flexible
- Possess excellent interpersonal skills
- Possess excellent written and oral skills
- Possess the ability to work on own initiative
- Be goal and detailed oriented

Required Knowledge:

The incumbent should have:

- Good knowledge of computer hardware, firmware and peripherals
- Good working knowledge of applications and operating systems run on the computers
- Excellent knowledge of computer network, intranet, internet, Extranet, LANS and WANS

Applications accompanied by resumes should be submitted **no later than 5th February, 2021**
to:

**Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporations and brought to the attention of all eligible officers.

A handwritten signature in blue ink, appearing to read 'M. Martinez', with a long horizontal flourish extending to the right.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:

KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine