



**CIRCULAR NO. 14/2021**  
**File No. 310/04** <sup>III</sup>

8<sup>th</sup> February, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Administrator (GMG/AM 2)** in the **St. Elizabeth Municipal Corporation** salary range \$986,421– 1,172,544 per annum and any allowance (s) attached to the post:

***Job Purpose***

Under the direction of the Director of Administration and in accordance with the policies and regulations governing the Municipal Corporation the Administrator is responsible for carrying out personnel functions within the Corporation.

***Key Responsibilities***

***Management/Administrative Responsibilities***

- Maintaining and keeping up to date service records on a full-time and part time employees
- Ensuring that the Value Book is properly kept and that it is signed by both Officers opening the registered letters
- Giving cash contents along with Value Book to the Cashier for issuing of Official Receipt
- Managing the Petty Cash of the Corporation administration
- Identifying office support needs and arranging for the provision of these in order to maintain the smooth flow of the Corporation's service. These needs would include maintenance of office equipment, office mail processing, document storage/record keeping, courier services and telephone
- Maintaining Attendance/Leave Register for all staff
- Managing Health Insurance of all employees of the Corporation in keeping with the policy of the Government of Jamaica
- Advising the Local Government Services Commission in advance of the employees who will attain the mandatory retirement age as well as processing retirement documents for these Officers
- Dealing with, on the direction of the Director of Administration, such other correspondence relating to human resource management matters
- Dealing with matters relating to staffing establishment
- Attending relevant Committee Meetings when required

***Key Competencies***

- Key deliverables are produced within agreed timeframe to required standards
- Well developed human resource management and social skills
- Ability to develop an environment that fosters employees development and empowerment
- Ability to provide a supportive role to the Director of Administration
- Coordinating reports for submission to the Ministry of Finance and the Public Service, Integrity Commission and Cabinet Office
- Ability to prioritize, analyze and complete work with little supervision, within agreed timeline
- Ability to consistently demonstrate integrity in the execution of duties
- Effective communication skills
- Sound knowledge of the Staff Orders, Pension Regulations various Acts/Regulations governing employees of the Municipal Corporations
- Innovativeness

**Qualification and Experience**

- Diploma/Associate Degree in Human Resource Management, Public Administration or Equivalent professional qualification
- At least three (3) years' experience in Human Resource Management
- Knowledge of Human Resource Management in Government would be an asset

Applications accompanied by resumes should be submitted **no later than 26<sup>th</sup> February, 2021** to:

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

**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 Municipal Corporations and brought to the attention of all eligible officers.**



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