



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 98
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16th March, 2021

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 Officer (GMG/AM 3)** in the **Strategic Planning, Performance Monitoring & Evaluation Unit, Ministry of Agriculture and Fisheries**, salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 5), the Administrative Officer (GMG/AM 3), provides administrative and technical support to the Division.

Key Responsibilities

Management/Administration

- Collates from various Divisions of the Ministry and Agencies information which the Division needs for plans and reports;
- Acts as a focal point for the dissemination of information within the Division;
- Assist the Senior Director, Corporate Planners, Performance Monitoring and Evaluation Analysts in finding out problems, and providing the necessary information sought;
- Provides support to the Division for meetings and events planning;
- Attends meetings, workshops/seminars and conferences and other events;
- Records, sorts and dispatches in-coming and out-going correspondence;
- Updates files and procedural manuals;
- Updates and maintains Attendance Register and prepares Productivity Monthly Report;
- Receives and routes telephone calls;
- Records and delivers all messages;
- Procures all the necessary supplies, equipment and services for the Division including ensuring invoices are paid;
- Assists Senior Director in preparing Budget for Division;
- Maintains inventory of the Divisions supplies and equipment;
- Updates Leave Records and submits Leave Applications on behalf of staff to the Director, Human Resource Management;
- Makes request to the Facilities and Property Management Division for stationery and office supplies;
- Maintains a Register of all stakeholders needed to inform on development of plans and reports;
- Assists in editing and proof-reading documents;
- Assists in reviewing relevant literature;
- Ensures that customers' expectations are met.

Technical/Professional

- Prepares and submits Plans, reports, Minutes, Agenda and other documents including the Minister's Report;
- Organizes, monitors and updates planned programmes, activities and appointments;
- Reviews documents to ensure mainstreaming of cross-cutting themes such as Gender and Climate Change;
- Assists with preparing a range of official and routine documents including Ministry Reports and correspondence;
- Conducts research, compiles and provides information/files as required;
- Conducts site visits and surveys for programmes, projects and other initiatives;
- Co-ordinates meetings convened by the Senior Director, Senior Performance M&E Analyst, Performance Monitoring and Evaluation Analysts and Research/Planning

Analyst including planning Attendance Rosters for meetings.

- Co-ordinates responses to external requests for information and advises on SPPME matters as directed;
- Provides secretarial and administrative support to internal and external meetings which includes drafting Agenda, recording and transcribing Minutes and circulating documents for meetings, seminars and conferences;
- Prepares/compiles appropriate meeting documents and ensures follow through with post-meeting actions and decisions;
- Maintains an up-to-date Database of confidential and classified data and records;
- Assists in maintaining effective liaisons with Ministry personnel, Agencies, Sector interests and external organizations;
- Performs administrative support for Gender Mainstreaming activities in the Ministry for both internal and external stakeholders;
- Conducts research and provides information to Unit's staff and other internal personnel.
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Initiative
- Integrity
- Interpersonal Skills
- Customer and quality service skills
- Team work and co-operation

Functional / Technical

- Basic Accounting
- Proficient in the use of relevant office applications
- Good planning and organizing skills
- Good leadership skills
- Sound knowledge of office operations and practices
- Knowledge of the operations of Government/ Ministry's policies and procedures.

Minimum Required Qualification and Experience

A First Degree in Public Administration, Public Sector Management, Humanities, Social Science

OR

An Associate Degree with one (1) year's working experience in an office environment

OR

Diploma in Business Management with two (2) years' experience in an office environment

OR

Equivalent professional administration qualification with secretarial skills, for example, Certified Administrative Professional with three (3) years' experience in an administrative capacity.

OR

- Executive Secretary with three (3) years' experience in an administrative capacity

Applications accompanied by Résumés should be submitted **no later than Monday, 29th March, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens,
Kingston 6**

Email: hrm@moa.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer