



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 147**

### **OSC Ref. C. 6123<sup>4</sup>**

30<sup>th</sup> April, 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 Assistant (Level 4)** in the **Administrator-General's Department**, salary range \$1,076,488 – \$1,946,631 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To provide direct and confidential support to the Executive, ensuring effective and efficient workflow with the internal and external customers.

Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling Meetings and to perform related duties assigned.

### **Key Responsibilities**

- Prepares correspondence, reports and documents for the Human Resource & Administration Executive;
- Assists in the preparation and collection of standard monthly and quarterly reports;
- Prepares reports in conjunction with Executives and Managers, for presentation to various levels of management, Boards and the Policy Directorate, both internally and externally;
- Reads and screens incoming correspondence and reports and make preliminary assessments of their importance;
- Handles incoming matters as appropriate, forwards other matters to Executives and staff, and follows up to ensure completion;
- Reviews and critiques reports and correspondence destined for external circulation before the Human Resource & Administration Executive's signature can be affixed;
- Co-ordinates special projects, internally or externally, as instructed by the Human Resource & Administration Executive;
- Organises meetings and prepares Agendas and relevant documents.;
- Takes Minutes at meetings as directed, and ensures Minutes are circulated within stipulate timeframe;
- Maintains diary of meetings/appointments for the Human Resource & Administration Executive advising of matters requiring prompt attention;
- Follows-up on directives issued by the Human Resource & Administration Executive to ensure their timely completion and compliance;
- Researches, compiles, assimilates and prepares confidential and sensitive documents and briefs the Human Resource & Administration Executive regarding the contents;
- Establishes and maintains an efficient Filing and Record Keeping System ensuring sensitive information is kept confidential;
- Interfaces with officials and members of the public seeking audience with the Human Resource & Administration Executive and deals with matters within given authority;
- Receives and makes telephone calls for the Human Resource & Administration Executive;
- Performs other related duties as assigned from time to time by the Human Resource & Administration Executive.

### **Required Knowledge, Skills and Competencies**

- Ability to understand legal documents

- Ability to work under pressure and to meet tight deadlines
- Excellent oral and written communication skills
- Good analytical skills and sound judgement
- Good interpersonal skills
- Good time management and organising skills
- Proficient in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Associate Degree in Business Management or Office Administration or Human Resource Management **or**;
- A minimum four (4) years of administration experience **or**;
- Any equivalent combination of education and experience;
- Sound knowledge of AGD's operations;
- Sound knowledge of GoJ's Human Resource Principles, Circulars and the Labour Laws of Jamaica;
- Competent in the use of Microsoft Office Suite and HR software.

Applications accompanied by résumés should be submitted **no later than Thursday, 13<sup>th</sup> May, 2020 to:**

**Human Resource and Administration Executive  
Administrator-General's Department  
Office Centre Building  
12 Ocean Boulevard  
P.O. Box 458  
Kingston**

**Email: hradmin@agd.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**