



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 177
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31st May, 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 (Grade 5)** in the **Registrar General's Department**, salary range \$1,188,045.43 - \$1,409,271.71 per annum.

Job Purpose

Reporting to the Legal Officer, the incumbent will be performing legal and secretarial duties to facilitate the achievement of the Agency's Mission, goals and objectives.

Key Responsibilities

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Populates the Agency's application tracking system where applicable;
- Prepares response from correspondence for signature;
- Makes photocopies, scan and email documents;
- Updates Manual Diary and electronic calendar to facilitate smooth and effective communication between the internal/external customers;
- Takes, screens and makes telephone calls;
- Develops and maintain a Filing System to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the office;
- Provides prompt, efficient and effective delivery of support services;
- Requests stationeries for the Unit;
- Takes or transcribe Minutes of meetings or writes summary of Court proceedings when necessary;
- Drafts Court documents such as Acknowledgement of Service of Fixed Date Claim Form, Defence for applicable Court matters and causes same to be served on Counsel in the matter;
- Prepares weekly, monthly and quarterly Reports for the Legal Officer;
- Provides filing and document assistance;
- Conducts legal research on search engines such as LexisNexis regarding legal issues faced by the Registrar General's Department;
- Prepares legal opinions for review by Legal Officer;
- Analyses and interprets case law and statutes;
- Conducts follow-ups on behalf of Legal Officer in relation to ongoing matters;
- Reviews and edits legal documents, such as Lease Agreements, Contractual Agreement etc;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of office procedures and practices
- Knowledge of office machines and equipment
- Knowledge of relevant computer applications
- Good oral and written communication skills
- Good organizing and management skills
- High level of accuracy and attention to details
- Discretion, for dealing with confidential information
- Knowledge of law and legal procedures
- Ability to perform legal research
- Knowledge of legal search engines and access to same
- Ability to determine work priorities

Minimum Required Qualification and Experience

- Five (5) GCE O'level/CXC subjects including English Language & Mathematics or Accounts;
- Certificate in Paralegal studies;
- Minimum of one (1) year's related work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 11th June, 2021 to:**

**Director
Human Resource Management and Development
Registrar General's Department
Twickenham Park
St. Catherine**

E-mail: vacancies@rgd.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**