



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 270 **OSC Ref. C. 4858⁴⁰**

10th August, 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 be assigned to the post of **Administrative Assistant (GMG/AM 2) – (Not Vacant)** in the **Customer Service Branch, Ministry of Agriculture and Fisheries**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Customer Service (GMG/SEG 3), the Administrative Assistant (GMG/AM 2) is responsible for providing administrative support for the efficient day-to-day operations of the Office of the Director.

Key Responsibilities

Management/Administrative:

- Follows-up action sheet produced for Director and provides reminders;
- Minutes of meetings prepared and circulated with notices of meetings;
- Maintains a Register of Attendance for staff and meetings;
- Maintains Management Information System in respect of queries, staff attendance, leave and itineraries of Travelling Officers;
- Initiates and monitors responses to queries and other requests from the public;
- Manages Secretarial tasks;
- Arranges conferences, seminars and workshops;
- Schedules and maintains Diary of appointments for the Director;
- Serves as Recording Secretary at meetings;
- Ensures the timely preparation and circulation of notices, Minutes and other requested documentation required for meetings as advised by the Director;
- Prepares in consultation with Director Action List arising from meetings; establishes a tracking system for monitoring follow-up action;
- Follows up with procurement with respect to the progress of requisitions;
- Prepares Vacation Leave Roster and maintains record of all leave taken by staff;
- Receives the Travel Plans weekly and maintains an itinerary of all Travelling Officers in the Branch;
- Screens and redirects incoming telephone calls to the Director and/or record messages as necessary;
- Oversees the logistical arrangements for the successful staging of conferences, seminars and workshops organized by the Branch;
- Maintains a catalogue of all official technical reports and other documents published by the Branch and initiates action on requests for information by referral to the Director and redirecting as advised;
- Maintains a library of externally sourced technical publications related to the work of the Branch;
- Maintains and upgrades Filing System for all records of the Customer Service Branch activities;
- Maintains records of all incoming and outgoing long distance calls and screens telephone bills, submitting to respective officers for payment for personals calls prior to payment approval by Director;
- Manages and maintains an inventory of stationery;
- Maintains inventory of office furniture and equipment and initiates action for repairs when necessary;
- Assists Director in the preparation of the Annual Budget and Corporate Plan by preparing details of projected expenditure or supplies and materials;
- Undertakes background research on various topics and drafts reports for perusal by the Director;
- Reads and analyses incoming memoranda, submissions and reports and determines their significance and plan their distribution;

- Pre-checks claims for travel and subsistence payments, prepares cheques requisitions for the verification/authorization of the CEO;
- Prepares requisition for the procurement of supplies and services for the signatures of the CEO;
- Contributes to and maintains a system that fosters a culture of teamwork, cohesiveness and commitment to the Branch's and Ministry's goals;
- Performs any other duties assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent analytical skills
- Good interpersonal skills
- Strong Customer Relations skills
- Strong leadership skills
- Ability to work in team
- Good Time management skills
- Ability to use initiative
- Integrity
- Compliance

Technical:

- Proficiency in the use of word processing, data base management, spreadsheet and graphics software applications
- Good problem solving and conflict management skills
- Knowledge of the operations of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Four (4) CXC/GCE 'O' level subjects including English Language and Mathematics;
- Seven (7) years' experience at progressively Senior Secretarial or Administrative positions;
- Certificate in Administrative Management - Level 2 from the Management Institute for National Development (MIND); **plus**
- Certification of proficiency in the relevant computer software applications.

Applications accompanied by résumés should be submitted **no later than Monday, 23rd August, 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.



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