



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 291
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1st September, 2021

RE-ADVERTISEMENT

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 Support (GMG/AM 2)** in the **Department of Co-operatives and Friendly Societies (Montego Bay)**, **Ministry of Industry, Investment and Commerce**, salary range \$986,421 – \$1,172,544 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Manager, Northern Region (GMG/SEG 3), the Administrative Support (GMG/AM 2) is responsible for planning, organizing, directing and controlling all Human Resource and administrative functions of the Regional Office of the Department of Co-operatives and Friendly Societies.

Key Responsibilities

Management/Administrative:

- Participates in the Unit's Strategic Planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides advice/guidance and support to the Manager;
- Represents the Unit at meetings, seminars and workshops.

Technical/Professional:

- Assists with the preparation of the Budget, Strategic, Operational and Work Plans for the Unit;
- Maintains the Unit's staff list;
- Prepares reports for submission to the Manager;
- Submits recommendations through the Manager/Registrar to the Human Resource Division for acting appointments, promotions, appointments, Vacation Leave, Study Leave, Recreational Leave and Sick Leave;
- Prepares and submits letters of justification for the operation of posts within the Unit;
- Monitors Attendance Register and maintains Leave Cards for the entire Unit;
- Maintains Stationery procured;
- Checks for suitability and damage office equipment and furniture;
- Prepares and dispatched official documents
- Establishes and maintained Filing Systems;
- Distributes salary advice.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and Organization's goals;
- Allocates and schedules work; allocates monthly Mileage to travelling Officers;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and co-operation
- Ability to use initiative

Technical:

- Sound knowledge of Human Resource Management and Administration
- Proficient in relevant computer applications
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Diploma/Certificate in Human Resource Management, Public Administration, Management Studies;
- Two (2) years' experience at a supervisory level.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th September, 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