



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 394**

### **OSC Ref. C. 4860<sup>9</sup>**

**18<sup>th</sup> November, 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 Services Manager (GMG/SEG 1) (Not Vacant)** at the **National Insurance Investment Secretariat, New Kingston, Ministry of Labour and Social Security**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent is responsible for the efficient and effective planning, directing and coordinating of the administrative services of the National Insurance Fund Secretariat.

### **Key Responsibilities**

#### **Management and Administrative**

- Prepares and costs the Operational Plan for the Branch;
- Participates in Strategic Planning Meetings of the Fund;
- Develops and reviews Short and Long-term Plans to achieve the most effective delivery of services;
- Ensures staff is aware of and operates in accordance with all the relevant laws, policies, regulation and procedures;
- Maintains effective working relations with internal and external stakeholders and customers, ensuring that the Branch provides a consistently high level of service to them;
- Provides proper guidance to the staff members of the Administrative Services Branch;
- Participates in the Secretariat's Strategic Planning process;
- Assists in providing Secretarial support to the Advisory Board of the National Insurance Fund.

#### **Technical/Professional**

- Co-ordinates official local and overseas travel for Senior Executives and Board Directors;
- Ensures that physical facilities and assets are managed effectively so that the NIF's operations are conducted in a secure and functional work environment;
- Liaises with the Ministry of Labour and Social Security for the purchase of new office furniture/equipment or to arrange for the repairs/servicing of same;
- Provides overall direction to the activities and operations of the Records Management functions which include:
  - ✓ establishment and operations of Correspondence Control and Registry System such as receipt, dispatch, classification and numbering of correspondences
  - ✓ maintenance of File Index System, file storage and reference services.
- Provides direction with respect to:
  - ✓ Space and facilities management and utilization of equipment repair
  - ✓ Public utilities and communication services
  - ✓ Security arrangement for personnel and property
- Monitors the Switchboard and its extensions as well as direct telephone lines to ensure that they are in good working condition;
- Plans, co-ordinates and implements the necessary arrangements for meetings;
- Liaises with Ministry of Labour and Social Security to ensure the provision of Human Resource services as well as the necessary information support in all its computerized activities;
- Establishes and maintains an appropriate and effective Inventory System for all items of office furniture and equipment owned;

- Ensures the existence, at all times, of adequate and effective communication systems;
- Provides a satisfactory courier/messenger service for the organization;
- Controls the use of photocopying and other duplicating machines in the Organization;
- Liaises with the Human Resource and Administration Department MLSS with respect to the employment contracts and gratuity related payments for officers who are not civil servants.

### **Human Resource Management**

- Participates in the recruitment of staff for the Branch and ensures that they are aware of and adhere to the policies and procedures;
- Conducts periodical reviews of supervises in accordance with Work Plans; completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Provides leadership and guidance to the staff through objective setting, coaching, mentoring and training; providing assistance and support when needed;
- Develops and maintains effective co-operative working relationships with staff;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Initiates and participates in disciplinary proceedings relating to staff members within the Branch and implements corrective measures;
- Ensures that all NIF values- especially integrity- are embraced by all staff members;
- Assists in the day-to-day management and administration of the National Insurance Investment Secretariat;
- Provides leadership to the staff of the Administrative Services Branch through effective organizing, planning, monitoring, delegation, motivation and communication;
- Provides guidance to administrative staff in technical areas, procedures, in-house training and identify relevant external training programmes;
- Facilitates leave of absence and time-off request for the staff.

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

#### **(a) Specific Knowledge**

- Excellent knowledge of procurement guidelines
- In-depth knowledge of records management;
- Excellent knowledge of Customer Service methods
- Knowledge of public sector regulations and controls

#### **(b) Required Skills and Specialised Techniques**

- Ability to lead and direct
- Good communication skills
- Good interpersonal skills
- Good Team Building skills
- Human Resource Management skills

### **Minimum Required Qualification and Experience**

- A First Degree in Management or Public Sector Administration or equivalent professional qualification;
- Certificate in Human Resource Management;
- Three (3) related experience.

Applications accompanied by résumés should be submitted **no later than Monday, 29<sup>th</sup> November, 2021 to:**

**Senior Director Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

**Email: resume@mlss.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