



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 391
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18th 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 fill the following **vacant** post of **Administrative Assistant (GMG/AM 3)**, in the **University Council of Jamaica**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.

Job Purpose

The Administrative Assistant is responsible for providing administrative support to ensure that the operations of the Office are effective and efficient in relations to communications and work assignments between the Director(s) and his/her direct report(s), the Executive Director, The Board, Ministry, other agencies, other government entities and the general public.

Key Responsibilities

- Composes and duplicates letters, memoranda, and reports;
- Answers phones, re-routes calls to the correct person and takes messages;
- Files and retrieves records, documents or reports;
- Researches and collates data to prepare documents for review;
- Assists in preparing for meetings;
- Schedules meetings, reserves rooms and requests refreshment for meetings;
- Records and produces accurate Minutes of meeting and prepares Action Sheet for circulation;
- Ensures an effective Filing System is maintained of all files and records;
- Schedules appointments and maintains Director's/Manager's/Supervisor's calendar;
- Processes mails including receiving, sorting, logging and distributing incoming and outgoing mails, correspondences and packages;
- Prepares materials for workshops, conferences, meetings and duplicates/collates;
- Maintains Attendance Reports, Leave Records, Trip Records and logs of meetings;
- Proofreads and edits documents;
- Maintains and processes forms;
- Monitors office supplies; orders and re-stocks as needed;
- Performs other duties assigned.

Required Knowledge, Skills and Competencies

- Good knowledge of Office Practices and Procedures
- Ability to maintain strict confidentiality
- Excellent typing skills
- Ability to speed write, record Minutes and transcribe meeting Minutes
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Excellent time management, planning and organizing skills
- Good interpersonal and customer service skills
- Ability to prioritize, work under pressure and meet deadlines
- Good oral and written communication skills
- Team and result oriented
- Proficient in Microsoft Office Applications

Minimum Required Qualification and Experience

- Diploma/Certificate in Administrative Management, Management Studies or Public Administration.
- Certificate/Diploma in Secretarial Studies would be an asset;
- At least three (3) years working experience in an Administrative or Secretarial field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1st December, 2021 to:**

Director, Human Resource & Administration,
The University Council of Jamaica
31 Windsor Avenue
Kingston 5

Email: jobs@ucj.org.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