



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. 146
OSC Ref. C. 6555¹³

7th April, 2022

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 posts in the **Ministry of Industry, Investment and Commerce**:

1. **Administrative Support (GMG/AM 2) – Department of Co-operatives and Friendly Societies, Northern Region**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.
2. **Attendant/Messenger (LMO/TS 2) – Office Management and General Services**, salary range \$10,254 - 11,602 per week per annum and any allowance(s) attached to the post.

1. **Administrative Support (GMG/AM 2)**

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, Vacations 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;
- Procures and maintains stationery;
- Checks Office equipment and furniture for suitability and damage;
- Prepares and dispatches official documents;
- Establishes and maintains Filing System;
- 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.

Required Knowledge, Skills and Competencies

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

Minimum Required Qualification and Experience

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

2. Attendant/Messenger (LMO/TS 2)

Job Purpose

The incumbent is responsible for the transportation of official documents in a safe manner and provide support services for the Units within the Ministry.

Key Responsibilities

- Maintains proper upkeep of Motor Bike/vehicle;
- Maintains a Driving/Riding Schedule with Daily Assignments and liaises with the Ministry Departments and personnel to ensure proper co-ordination of driving and related tasks;
- Maintains the Motor Bike/Vehicle Maintenance Schedule and ensures proper upkeep through periodic servicing and maintenance;
- Monitors to ensure the overall fitness and safety of the Motor Bike/vehicle;
- Ensures that the vehicle is equipped with appropriate accessories and tools;
- Liaises with the Director, Office Management to ensure appropriate Registration, Licensing and Insurance of Motor Bike/vehicle;
- Delivers and picks up packages on behalf of the Ministry;
- Ensures appropriate Recording Systems to account for mail collected and delivered, particularly registered mail and valuables;
- Ensures the safety of persons, mail, supplies and valuables during transit;
- Assists the Ministry with its banking transactions, for eg. Lodgement of cheques, purchasing of foreign exchange, etc.;
- Conducts business transaction at the Tax Administration Jamaica Office (zero rating of purchase orders);
- Observes Motor Vehicle Policy Regulations
- Transports official mail/documents;
- Observes Traffic Regulations;
- Completes other assigned duties given by the Director for the Unit.

Required Knowledge, Skills and Competencies

- Knowledgeable in Customer Service
- Background in auto-mechanics
- Fairly good oral communication skills
- Good vision
- Good organizational skills
- Functionally literate and numerate
- Commendable driving/riding skills
- Physical mobility
- Good time management

Minimum Required Qualification and Experience

- Motor Bike/vehicle License
- Successfully completed Secondary School education with the ability to read and write.

Applications accompanied by résumés should be submitted **no later than Friday, 22nd April, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**