



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 174**

**OSC Ref. C. 6555<sup>13</sup>**

**29<sup>th</sup> 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 be assigned to the post of **Administrator (GMG/AM 3) - (Not Vacant)** in the **Commerce Division, Ministry of Industry, Investment & Commerce**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Director of Commerce (GMG/SEG 4), the Administrator 2 (GMG/AM 3), will provide general administrative management support to the Director and ensures timely processing and administration of the Division's deliverables under the Commerce Portfolio.

### **Key Responsibilities**

#### **Administrative:**

- Provides assistance with the organization and execution of Public Educational programmes;
- Manages the levels of office stationery and supplies for the Division by identifying Divisional needs, suppliers, sourcing quotations, procurement, completion of requisition forms, commitment and payment vouchers and follow through to final purchase and delivery;
- Maintains inventory of equipment and accessories;
- Co-ordinates and monitors the receipt of individual travel claims and preparation of the requisite commitment forms;
- Provides administrative and technical support to Commerce Division;
- Disseminates information to staff within the Division to ensure communication, efficiency and productivity;
- Maintains relationship with stakeholders and clients;
- Represents the Division/Ministry at meetings, seminars and workshops as required;
- Participates and maintains a system that fosters a culture of teamwork, commitment and good morale of the Division and Ministry;
- Monitors and updates control and monitoring mechanisms and databases within the Unit.

#### **Technical/Professional:**

- Co-ordinates inputs for and completion of the Division's Strategic/Operational Plans, Programme Budget, Implementation and Risk Management Plans;
- Provides assistance with the preparation of the Division's/Unit's Procedural Manuals;
- Produces Monthly, Quarterly, Annual and Productivity Reports;
- Monitors the preparation and completion of Workplans, and Performance Assessments;
- Assists with the monitoring of Divisional performance against Operational Plans;
- Assists with the development and monitoring of the Division's Programme Budget;
- Conducts general research to inform and support sound decision making and the work of the Director of Commerce;
- Acts as a focal point officer for the Division in its Values and Attitudes Programme;
- Acts as the Focal Point Officer for ISO standards of the Division;
- Oversees and manages the Division's Customer Service objectives to ensure that it meets and exceeds the Ministry's standards.

#### **Other**

- Performs any other related duties and responsibilities assigned from time to time by the Director of Commerce by:
  - ✓ Disseminating information in a timely, efficiently and effective manner;
  - ✓ Monitoring stationery levels and supplies according to established standards and in a timely manner;
  - ✓ Maintaining inventory of equipment and accessories according to established standards and in a timely and efficient manner
  - ✓ Procuring goods in a timely and efficient manner

- ✓ Attending meetings, seminars, and workshops as required
- ✓ Maintaining relationships with stakeholders and clients in a courteous and mutually respectful manner
- ✓ Co-ordinating and monitoring receipts of individual travel claims and preparation of requisite commitment forms efficiently and within the given timeframe
- ✓ Providing assistance with the assessment of staff performance efficiently and effectively and in a timely manner
- ✓ Monitoring and maintaining Division's Values and Attitudes, ISO and Customer Service standards according to established GOJ standards, policies and procedures.

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

- Good oral and written communication skills
- Good knowledge of the Ministry's statutory responsibilities under the Commerce portfolio.
- Proficient in the use of relevant computer applications
- Integrity
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Planning and organizational skills
- Goal/Results oriented
- Report writing skills
- Customer and Quality Focus
- Good knowledge of Government's Procurement and Supplies Management policies.
- Interpersonal and Networking Skills
- Good knowledge of Inventory Management
- Ability to use initiative and adaptability
- Excellent knowledge of general office management.
- Time Management Skills
- Problem Solving and Decision Making
- Use of Technology
- Teamwork and Co-operation
- Managing Client Interface

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

- Diploma/Certificate in Public Administration, Business Administration, or any other related field
- Three (3) years working experience in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Thursday, 12<sup>th</sup> May, 2022 to:**

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

Email: [hrm@miic.gov.jm](mailto: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**