



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 182
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6th May, 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 4 (GMG/AM 4) – (Not Vacant)** in the **Access to Information Unit, Office of the Prime Minister (OPM)**, salary range \$1,467,234 – 1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Access to Information, the Administrator is responsible for:

- the preparation of the annual Budget, monthly Cash Flows and Procurement Plan
- general procurement of goods and services for the Unit;
- inventory and asset management according to established ATI Unit policies and procedures;
- planning and co-ordination of Access to Information Appeal Tribunal Hearings and Meetings;
- the preparation of all documents to facilitate payment to suppliers of goods and services and payments to the Appeal Tribunal Members;
- financial and logistical arrangements for functions in particular, public expos, ATI National Essay Competition Awards Ceremonies and activities associated with the International Right to Know Day and Week of Activities annually.

The Administrator will also provide support and assistance with:

- Planning and execution of major ATI Unit and ATI Appeal Tribunal activities and events;
- Monitoring Service and maintenance contracts and agreements;
- Information Security, ICT and records and information management policies systems and procedures;
- Stakeholder relations, customer service, and public education and communication generally and specifically with regard to the Appeal Tribunal;
- Business Continuity Planning and Emergency Management;
- Energy Conservation and Efficiency;
- Monitoring Staff Health and Safety Policy Issues;
- Development and implementation of Security Policies and procedures for the ATI Unit;
- Public Authority Compliance-Reporting and Statistics;
- Special Projects.

Key Responsibilities

- Assists with the development of procedures for the management of the Unit's Records and Information Management;
- Member of the ATI Unit Executive Operational Management and Policy Committee. The Committees responsibilities cover six (6) strategic organizational issues: 1) Strategy, 2) Financial, 3) Public Education and Communication, 4) Information Security, ICT and Records and Information Management, 5) Performance Monitoring, 6) Risk Management;
- Prepares reports as Chairperson of the ATI Unit Inventory Committee and Health & Safety Committee;
- Co-ordinates plans for staff events/activities;
- Assists in the development and execution of strategies to reduce utility costs and the carbon foot print of the Unit and promote general improvement in operational efficiency;
- Assists in the development, review and operationalization of Business Continuity and Emergency Management Plans of the Unit. This includes overall emergency and safety warden duties;
- Keeps abreast of trends and changes in access to information laws and international best practice including ATI Appeal Tribunal administrative best practices and recommends changes where necessary;

- Assists the Director, Access to Information with organizing of all details concerning the venue and logistics for all meetings and Hearings;
- Co-ordinates and manages the administrative functions of the Appeal Tribunal Hearings and Meetings;
- Prepares Annual Budget, Cash Flows and Procurement Plan of the Unit in accordance with the annual Budget Call under the direction of the Director;
- Liaises with the Finance and Accounts Division on all matters relating to the accounts and budget of the ATI Unit;
- Procures goods and services for the ATI Unit in accordance with the GOJ Procurement guidelines and monitors processing of payments;
- Monitors the submission of invoices from suppliers/service providers and the distribution of payments to suppliers/service providers in accordance with the established policies and procedures of the Unit.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality;
- Excellent interpersonal and social skills;
- Good customer service skills;
- Sound organizational and administrative skills;
- Good oral and writing communication skills;
- Excellent planning and organizing skills;
- Good research and IT skills;
- Knowledge of the Access to Information Act;
- Knowledge of the Ministry's functions, policies and procedures;
- Knowledge of GOJ procurement guidelines and protocols;
- Knowledge of the planning and budget cycle in Jamaica;
- Basis understanding of GOJ strategic and corporate planning process;
- Proficient in computer applications especially Microsoft Office Suite (Excel, Word, Power Point);
- Ability to effectively manage/work in a team;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration, Humanities, Social Sciences from an accredited tertiary institution
- Experience in events planning and management would be an asset;
- Paralegal Certification would be an asset;

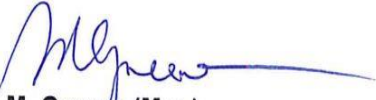
Applications accompanied by résumés should be submitted **no later than Thursday, 19th May, 2022 to:**

**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)