



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 463
OSC Ref. C. 6276¹³

27th October, 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 **Administrative Assistant (GMG/AM 3)** in the **Corporate Services Division, Ministry of Local Government and Rural Development**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Organizational Development, the incumbent is responsible to provide assistance in directing and controlling the administrative functions, so as to ensure effective management and implementation of all activities of the Unit in keeping with its objectives.

Key Responsibilities

Technical/Professional:

- Receives, opens, sorts and distributes incoming correspondence and other materials/documents;
- Maintains an electronic data and Retention Tracking System;
- Acknowledges, conducts research for relevant information and prepares replies as instructed;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Reviews and checks correspondence and reports prepared for signature and ensures that all pertinent matters have been dealt with;
- Maintains an Appointment Diary to facilitate smooth and effective communication between the manager and internal/external customers;
- Scrutinizes all correspondences for deadlines and follow-up action;
- Provides information concerning the Unit to related Agencies, officers and consultants;
- Participates in researching documents, regulations and other materials to provide basic information to the Director and other Office Managers in the Unit in preparation of Work Plans, meetings and assignments;
- Liaises with the Procurement Officer and monitors the delivery of stationery, equipment/furniture and other supplies;
- Provides prompt, efficient and effective delivery of support services;
- Takes and transcribes Minutes of meetings and distributes to the relevant officers;
- Organizes/arranges training Sessions with persons from the Municipal Corporations, the Ministry and related Agencies;
- Contacts officials within Municipal Corporations, the Ministry and related Agencies requesting information as instructed.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good customer relations skills

Functional:

- Proficient in the relevant computer applications
- Sound knowledge of Filing Systems and methods
- Good initiative and analytical skills

Minimum Required Qualification and Experience

- Diploma in Public Administration or Management Studies;
- Three (3) years' experience in administrative capacity

Applications accompanied by résumés should be submitted **no later than Wednesday, 10th November, 2022 to:**

The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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