



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 506
OSC Ref. C.6272¹⁷

17th November, 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 and be assigned to the posts of **Assistant Co-ordinator (GMG/SEG 1) - (2 posts – 1 Vacant; 1 Not Vacant)** in the **Cabinet Recording Secretariat, Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Cabinet Recording Secretariat, the Assistant Co-ordinator is responsible for co-ordinating the provision of confidential and secure administrative, logistic and records management services by the Secretariat to the Cabinet and the Committees thereof.

Key Responsibilities

- Provides administrative support to the Director, for meetings of the Cabinet and Cabinet Committees chaired by the Prime Minister, and other high-level meetings for which Cabinet Recording Secretariat services are required by the Prime Minister;
- Serves the aforementioned meetings by inter alia, co-ordinating of the circulation of agenda-related documents, attending meetings and recording deliberations, writing, editing, proof-reading and circulating Minutes and Decisions;
- Provides lead services to Cabinet Committees/Meetings other than stated above;
- Assists with summarizing Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Supervises the maintenance of a robust Cabinet Database;
- Supervises the review and update of the Cabinet Database Manual, as necessary;
- Co-ordinates the provision of Secretariat support services to the Cabinet, Standing Cabinet Committees and other Committees/Meetings;
- Supports the sensitization of staff of the Cabinet Recording Secretariat to policies, procedures and regulations of the Secretariat, the Ministry and the Public Service;
- Assists with the recruitment, orientation and onboarding of staff and knowledge transfer;
- Liaises with Policy Analysts, Policy Analysis and Review Unit, on Cabinet business and procedures and the functioning of the Cabinet and Committees.

Required Knowledge, Skills and Competencies

- Excellent grasp of the English Language and excellent attention to detail
- Excellent note taking, report writing, listening and recording skills
- High level of reading fluency and writing proficiency
- Excellent interpersonal skills
- Excellent oral and written communication skills
- High levels of integrity and confidentiality
- Ability to work under pressure and to meet deadlines
- Ability to be adaptable and to work effectively in a team environment
- Knowledge of meeting practice and procedures

Minimum Required Qualification and Experience

- Bachelors' Degree in Humanities, Social Sciences, or similar discipline (an English Degree would be an asset);
- Experience in the use of computer applications and systems, including Microsoft Office Suite;
- Three (3) years' experience in the Public Service, two (2) years of which should be in a supervisory capacity.

Special Conditions Associated with the Job

- May, at times, be required to work long hours and on weekends;
- Long hours sitting in meetings and at computer station.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd December, 2022 to:**

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

E-mail: 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer