



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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7th December, 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 post of Administrator, Civil Award Programme (GMG/AM 4)** in the **Chancery and Protocol Unit, Office of the Prime Minister (OPM)**, salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Ceremonial, Operations and Staff Administration, the Administrator of Civil Award Programme is responsible for planning and co-ordinating Long Service Awards function associated with Jamaica Civil Service Week of activities; participating in the planning of State Ceremonies, Official Visits, National Honours and Awards; maintenance of databases for Jamaica Civil Service Long Service Awards and National Honours and Awards; management of Procurement and Payment processes; Records Management; providing Financial and Operational Support; assisting with the execution of Logistical Plans and Protocol Schedules.

Key Responsibilities

Co-ordinates and manages the administrative functions of the ceremony:

- Dispatches circulars to Ministries, Departments and Agencies requesting the submission of the names of individuals eligible to receive Awards;
- Verifies the names and data submitted on these individuals against in-house database, for accuracy (ensuring that there is no duplication of individuals nominated, and that these individuals have never received an award);
- Vets the medals received from the printers to ensure accuracy and where there are errors, returns medals for correction;
- Prepares letters of notification to Awardees on ceremony details e.g. rehearsal, appropriate dress code and procedures relating to the ceremony;
- Prepares draft programme, draft citation, draft orator's notes for Award Ceremony for review by Director Ceremonial Operations and Staff Administration;
- Prepares request for the preparation of the Governor General's Proclamation and receipt of Governor General's agreement for hosting of Ceremony at King's House;
- Administers the process of commitment requests, and bills/invoices to be checked and certified before submitting to the Procurement Unit/Finance and Accounts Division for procurement or payment attention;
- Liaises with caterers, printers, engravers, suppliers, entertainers, speakers and publication service providers as necessary with respect to the ceremony;
- Attends all Planning Committee Meetings, and follow up on activities where necessary;
- Prepares and dispatches Invitations to Awardees, Dignitaries, guests, Ministry personnel and letters of appreciation to participants and sponsors;
- Collaborates with the Procurement Unit to procure medals;
- Researches the death notices in the daily newspapers, updating the database accordingly and providing summary reports;
- Assists with the planning and organizing activities for the National Honours and Awards Ceremony;
- Receives/greets guests of the Prime Minister as assigned and ensures the prescribed standards of official protocol, hospitality and etiquette are maintained to facilitate the comfort of the guests;
- Assists in the preparation for State Ceremonies, State and Official Visits to Jamaica by Heads of State/Government and other Dignitaries;
- Assists with the preparation of Budgets for the Unit and each event undertaken;
- Assists in the creation, storage, speedy retrieval and safe disposition of records and information generated by the Unit and ensures that the procedures and guidelines for file maintenance are adhered to.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and social skills
- Sound organizational and administrative skills
- Good oral and written communication skills
- Good research and IT skills
- Ability to effectively manage/work in a team
- Knowledge of international and local rules and practices regarding official Protocol and Social Etiquette
- Knowledge of National Symbols and Emblems and National Honours and Awards
- Knowledge of Government Accounting and Procurement Policies and Procedures
- Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel, Power Point, Publisher)

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration or Associate Degree in the field of Hospitality Management or related discipline from an accredited tertiary institution;
- One (1) year work experience;
- Training in Protocol and Social Etiquette;
- Experience in events planning and management would be an asset.

Special Condition Associated with Job

- Required to work beyond normal working, whenever the need arises;
- Required to travel locally in the execution of official duties whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20th December, 2022 to:**

**Senior Director
Human Resource Development & 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.



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