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(CENTRAL GOVERNMENT)
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CIRCULAR No. 59
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1st February, 2023

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 **Senior Administrative Support Officer (GMG/SEG 2)** in the **Executive Office, Ministry of Agriculture and Fisheries**, salary range \$3,332,803 – \$4,482,249 per annum.

Job Purpose

Under the direction of the Permanent Secretary (GMG/EMG 1), the Senior Administrative Support Officer (GMG/SEG 2), is responsible for providing high level administrative support in managing and co-ordinating all the administrative functions of the Honourable Minister and Permanent Secretary's Office, to ensure their smooth efficient and effective operations. The incumbent also facilitates the efficient flow of information between the Executive Office and the internal and external stakeholders.

Key Responsibilities

Management/Administrative:

- Formulates Operational and Work Plans for the Administrative support staff of the Executive Office;
- Ensures that all performance reports are prepared and reviewed for the attention of the Manager, Technical Programmes/Permanent Secretary;
- Prepares the Annual Budget for the Executive Office to ensure preparation in accordance with relevant Acts, guidelines and requirements of the Ministry of Finance and Public Service;
- Processes all correspondence submitted for the attention of the Permanent Secretary's Office and ensures timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information Management and Records Management Systems that facilitates timely and accessible information to/and from the Permanent Secretary's Office;
- Ensures that all administrative matters for the Executive Office are administered effectively and makes recommendations for improvements as required;
- Prioritizes conflicting needs ensuring that they are handled expeditiously and are followed through to successful completion.

Technical/Professional:

- Monitors and co-ordinates all administrative functions of the Executive Office to ensure that objectives are met and when there are deviations recommends that corrective actions be taken;
- Manages the Permanent Secretary's Appointment Diary including scheduling appointments and liaising with internal and external personnel;
- Ensures that the Permanent Secretary is kept abreast of relevant information on issues relating to the Ministry and its Agencies;
- Provides strategic advice, briefings and support to the Permanent Secretary and the Honourable Minister;
- Provides effective support and consultation to the portfolio Agencies and ensures that their submissions and requirements of the Ministry are handled in a timely manner;
- Serves as liaison between the Agencies under the purview of the Ministry and the Office of the Permanent Secretary to ensure timely responses to queries directed to the Ministry;
- Liaises with various Ministries, Departments and Agencies (MDAs) to elicit advice/feedback on matters affecting the Ministry of Agriculture and Fisheries;
- Attends high level meetings and records Minutes for transcription, prepares actions items, and ensures follow-through;
- Gathers critical information from meetings and other interaction with various stakeholders and produces reports;
- Ensures that available information is analysed in a co-ordinated manner and utilized for decision-making at different levels;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Reviews procurement requisitions and supporting documents for the signature of the

- Permanent Secretary;
- Manages overseas travel arrangements;
- Assists with examining and quality assuring Annual Reports and other statutory reports for the Ministry and its Agencies;
- Researches, prepares and submits reports, and meeting agendas as required;
- Responds to queries by analysing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and Briefs for the attention of the Permanent Secretary and Honourable Minister;
- Assists in examining and quality assuring documents prepared by MDAs for the signature of the Permanent Secretary;
- Co-ordinates and collaborates with managers and staff in the Ministry on projects and assignments, to ensure timely responses;
- Liaises with MDAs regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Works closely with the Director, Communications and Public Relations to facilitate the design and implementation of strategies that cultivate relationships with the media, engage the target audiences and boost the Ministry's brand awareness;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff and recommends transfer, promotion and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff are clearly identified and addressed;
- Conducts Performance Evaluation Meetings and Interviews and prepares Staff Appraisal Reports in keeping with the Performance Management Appraisal System (PMAS);
- Allocates and schedules work and provides guidance when required;
- Performs any other related duties that may be assigned from time to time by the Permanent Secretary

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written and communication and presentation skills
- Excellent leadership and management skills
- Excellent customer service and customer relations skills
- Highly developed decision-making interpersonal and influencing skills
- Highly developed change management skills
- Strong problem-solving, time management and conflict management skills
- Ability to lead and work with teams
- Ability to think creatively and act independently
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships, establish and maintain effective working relationships with a wide cross section of professionals and Organizations
- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines

Technical:

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Demonstrated emotional intelligence
- Knowledge of protocol and etiquette
- Sound knowledge of relevant computer applications and technologies
- Good knowledge of research techniques, methodologies and data analysis
- Ability to interface with Senior Government officials both locally and internationally
- Basic knowledge of Government policy and planning processes

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or related area;
- Training in Policy Development would be an asset;
- Four (4) years' experience in a managerial position in the Public or Private Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job

- Required to travel to functions and events island-wide;
- May be required to work for extended hours to finalize assignments;
- Required to work on 24-hour call;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th February, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

E-mail: jobopportunities@moa.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