



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 113**  
**OSC Ref. C.4857<sup>20</sup>**

**9<sup>th</sup> March, 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 **Administrative Assistant (OPS/ADS 2), Ministry of Transport and Mining**, salary range \$1,753,837- \$2,358,715 per annum.

**Job Purpose**

To provide administrative support for the Chief Executive Officer by performing secretarial and administrative functions for the office and ensuring effective contact is maintained with persons and groups critical to the successful implementation of the programmes and activities.

**Key Responsibilities**

***Information Management:***

- Ensuring that all correspondence of routine nature received by the CEO is promptly attended to;
- Circulating Action Sheets and Minutes to meeting attendees;
- Ensuring that all documents leaving the Office of the CEO are adequately prepared and packaged and submitted for dispatch;
- Managing the maintenance of Toll Registers.

***Communication/Information Dissemination:***

- Preparing and circulating meeting documents;
- Maintaining excellent Public Relation through communications with the Public and other Departments and Agencies;
- Responding to and records enquiries via telephone, correspondence, e-mails and other medium;
- Planning and co-ordinates meetings;
- Attending meetings as required by the CEO.

***Schedule Management:***

- Maintains the CEO Manual and Electronic Diary and confirmation of appointments.
- Liaises with Stakeholders to communicate Meeting Schedules and Meeting Agendas.
- Makes travel arrangements and accommodation arrangements for the CEO, when necessary.

***Corporate:***

- Maintains calendar of employees' Performance Evaluations; ensures that Evaluation Forms are collected from and dispatched to the relevant personnel;
- Maintaining Personnel Files;
- Requesting Quotations/Pro-forma invoices for the purchase of goods and services;
- Preparing Purchase Orders for submission to purchasers;
- Receiving Goods ensuring that they are delivered as outlined in the PO. Indicates that Goods and services have been received;
- Drafting payments;
- Distributing payment advices.

***Board Meeting Papers – Preparation***

- Retrieving and collating Minutes/Documents of previous Board Meetings, one (1) week prior to the General Board Meeting;
- Creating Agendas for all Board Meetings
- Submitting collated Minutes and paper to the Secretary OPS SS2 for packaging and dispatch.

**Petty Cash:**

- Replenishing Petty Cash funds when depleted, i.e. collects the Petty Cash funds from the bank

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Excellent customer service skills
- Relevant computer skills
- Good analytical and judgement skills

**Technical:**

- Sound knowledge of computer applications – Microsoft Word, Excel, PowerPoint, Publisher and Access;
- Office Practices and Procedures
- Time Management skills and the ability to prioritize;
- Report Writing
- Typing skills
- Ability to work with minimum Supervisors
- Focused, multi-task oriented and capable of meeting deadlines

**Minimum Required Qualification and Experience**

- First Degree in a Social Science or A Diploma in Administrative Management/CPS plus six (6) years' experience at the Executive Secretary Level;
- Proficiency in secretarial studies plus three (3) years' experience at an Executive Secretary Level.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</sup> March, 2023 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

**Email: [hr@mtw.gov.jm](mailto:hr@mtw.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**