



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 176
OSC Ref. C. 6555¹⁵

20th April, 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 (GMG/AM 2) - (Contract)** in the **Cannabis Licensing Authority (CLA)**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

The incumbent is responsible for providing secretarial and administrative functions that supports the Director, Human Resource Management and Development and that enhances the work processes and operations of the Office.

Key Responsibilities

- Manages appointments to facilitate smooth transitions between engagements;
- Composes letters/memoranda from general instructions;
- Reads and analyses incoming correspondence, submissions, and reports in order to determine significance and distribution;
- Answers the telephone, screens callers, and takes and relays messages;
- Maintains schedules of routine, special appointments and advises the Director on matters requiring prompt attention;
- Responds to request and inquires as directed;
- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software as required;
- Assists in the organization of events and activities to include scheduling rooms and issuing information;
- Maintains and monitors a schedule of meeting and other events for the Unit;
- Makes travel and accommodation arrangements for Director as required;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other Sections/Units;
- Researches and analyses data and prepares draft reports on administrative matters or other informational materials as required;
- Attends meetings in order to record Minutes as requested;
- Complies, transcribes and distributes Minutes of meetings within established timelines;
- Performs any other related duties as assigned by the Human Resource Management and Development;
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Required Knowledge, Skills, and Competencies

- Good written and oral communication skills
- Good leadership and management skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Goal/results oriented
- Good Team work and co-operation
- Good Problem solving and decision making
- High level of confidentiality

Minimum Required Qualification and Experience

- Five (5) CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of the prescribed Secretarial/Administrative Management Course of study at the Management Institute for National Development (MIND) or equivalent Course;

- Two (2) years' experience in a similar capacity in the secretariat field.

Special Conditions Associated with the Job:

- May be required to work long and unscheduled work hours to meet critical deadlines, including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd May, 2023 to:**

The Director,
Human Resource Management and Administration
Cannabis Licensing Authority
4th Floor, Pan Jam Building,
60 Knutsford Boulevard, Kingston 5

Email: vacancies@cla.org.jm

Please note that only short-listed 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