



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 205
OSC Ref. C.4858⁴⁵

8th May, 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 post of **Administrative Assistant (GMG/AM 2) – (Not Vacant)** in the **Ministry of Agriculture and Fisheries**, salary range \$1,550,136 to \$2,084,761 per annum.

Job Purpose

Under the direction of the Procurement Manager (GMG/SEG 2), the Administrator (GMG/AM 2) will provide secretarial and administrative duties and administer a range of activities within the Procurement Unit.

Key Responsibilities

- Types confidential correspondences and other material;
- Receives, opens, registers and sorts incoming correspondence;
- Checks and directs all correspondence and ensures that all important matters are dealt with;
- Receives and directs visitors;
- Types letters, reports, memoranda and purchase orders as required;
- Composes and sends faxes as instructed;
- Receives, directs and makes telephone calls and take messages as required;
- Photocopies documents, collates and file for subsequent use;
- Types monthly reports re: purchase of goods and services done by the Procurement Unit for the Ministry's records and submissions to the Ministry of Finance;
- Attends meetings, records and reproduces Minutes of the meetings;
- Assists in sourcing suitable and registered suppliers;
- Assists with the requisition of quotations from suppliers to obtain goods at the lowest prices;
- Establishes and maintains an accurate filing system;
- Schedules and maintains diary appointments for the Procurement Manager;
- Assists in obtaining requests for quotation from suppliers and follow up until they are delivered;
- Updates the leave record for the Unit and prepares Monthly Attendance Report;
- Assists with the acquisition of clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the Ministry of Agriculture and Fisheries to be exempted from these taxes.

Required Knowledge, Skills, and Competencies

Core:

- Excellent written and oral communication skills
- Good problem solving and conflict management skills
- People Management skills
- Good interpersonal skills
- Good customer and quality focus skills
- Strong leadership and management skills
- Ability to work on own initiative

Functional/Technical:

- Typing proficiency at 45 words per minute
- Proficient in the use of relevant computer applications
- Sound knowledge of the principles and practices of human resource management and administration
- Knowledge of the operations of Government/Ministry's Policies, Practices and Procedures
- Excellent computer skills

Minimum Required Qualification and Experience

- Diploma/Certificate in Business Administration/Public Administration/Management Studies
- Diploma /Certificate from a Secretarial College
- A minimum of 2 years' experience in related field

Special Conditions Associated with the Job

- May have to work long hours and weekends

Applications accompanied by Résumés should be submitted **no later than Friday, 19th May, 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