



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 207**

**OSC Ref. C. 5850<sup>15</sup>**

**8<sup>th</sup> 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 be assigned to the post of **Administrator (GMG/AM 4) (Not Vacant)** in the **National Development Planning Policy & Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,478,125 - \$3,332,803 per annum.

### **Job Purpose**

To provide administrative support in the development of policies and legislation and the hearing and processing of appeals.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Assists in the preparation of the Branch's Strategic and Operational Plans, Procurement Plans and Cash Flows;
- Assists with the preparation of the Division's Budget and related budgetary programmes;
- Develops Individual Work Plan based on alignment with the Branch's Operational and Strategic Plan;
- Participates in meetings, workshops, seminars, and other events as needed.

#### ***Technical/ Professional:***

- Conducts research to assist with the preparation of Cabinet Notes and Submissions;
- Performs technical secretarial services for Steering, Task Committees, and related specialized Committees by:
  - ✓ Scheduling and convening meetings
  - ✓ Preparing Minutes of meetings
  - ✓ Researching and preparing briefs and reports for Committee matters
- Keeps and maintains a current supply of documents/information in relation to staff welfare, e.g., Performance Evaluation Forms, Vacation Leave Application Forms, Job Description, Work Plans, etc.;
- Manages and maintains inventory records for all goods, equipment and furniture reposed in the Branch;
- Composes letters/memoranda, reports, notes and speeches from general instructions/dictations;
- Assists in organizing and co-ordinating, workshops and seminars conducted by the Branch;
- Conducts site visits in collaboration with Director for the monitoring of planning and development activities;
- Updates Sick and Departmental Leave Cards for member of the Branch;
- Assists with the preparation of Annual Budget and Monthly Cash Flow for the Branch;
- Undertakes the procurement of equipment and supplies for the Division in collaboration with the Procurement Branch;
- Maintains an effective filing system that ensures the security of confidential records and facilitate speedy retrieval of documents/information in accordance with established standards;
- Performs administrative duties relating to the receipt, processing, and hearing of Notices of appeal made to the Honourable Minister against adverse planning decisions on subdivision applications under the Local Improvements Act (LIA);
- Maintains a Manual and Computerised Register of all Appeals;
- Processes the appeal further by examining the information submitted and determines whether the information is adequate and/or accurate, for example whether the appeal is premature;
- Arranges logistics for the conducting of site visits;
- Assists with the screening of incoming correspondence and calls, use initiative to determine where or to whom correspondence or telephone calls can be re-directed; Records messages and ensure that they are promptly delivered. Provides telephone callers with information where possible and/or refer them to the appropriate officer;

- Assists in the processing of incoming and outgoing correspondence in accordance with established guidelines;
- Assists with maintaining the appointment book and diary in respect of meetings and other engagements involving the Senior Director;
- Assists in organizing meetings for the Senior Director;
- Liaises and assists with the other Units from time to time, in order to meet deadlines, assists on occasions with the preparation and dispatching of news releases;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills, and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Excellent teamwork skills

#### ***Technical:***

- Good analytical thinking skills
- Good planning and organizing skills
- Research and information gathering skills
- Methodical
- Knowledge of government regulations, policies and principles
- Competency in the use of Microsoft Suite of tools

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in business/Public Administration/Management Studies or related field
- Two (2) years working experience in administration.

**OR**

- Associate Degree/Diploma in Business/Public Administration/Management Studies or related field;
- Four (4) years working experience in administration.

Applications accompanied by résumés should be submitted **no later than Friday, 19<sup>th</sup> May, 2023 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 7<sup>th</sup> Floor  
25 Dominica Drive  
Kingston 5.**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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**