



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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CIRCULAR No. 284
OSC Ref. C. 5166⁸

29th June, 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 **Administrative Assistant (GMG/AM 2) – (Not Vacant)** in the **Office of the Services Commissions**, salary range \$1,550,136 – \$2,084,761 per annum.

Job Purpose

To provide secretarial, logistics and administrative support to the Directors, Corporate and Special Services in order to support delivery of more efficient and effective public services to stakeholders and the achievement of national objectives.

Key Responsibilities

Logistics Management:

- Co-ordinates the logistics for Meetings by:
 - ✓ Identifying and booking venue;
 - ✓ Contacting and notifying Committee Members and participants of time and date for each meeting;
 - ✓ Assisting with making parking arrangements;
 - ✓ Assisting with the ordering of refreshment/lunches;
 - ✓ Printing documents and placing them in folders;
 - ✓ Managing room set-up such as projector, laptop and flip chart.
- Schedules appointments/meetings for the Director, Corporate and Special Services by:
 - ✓ Maintaining a Diary of official appointments, meetings and interviews;
 - ✓ Preparing/collating documents as necessary.

Human Resource Management:

- Prepares Individual Work Plan in collaboration with the Director, Corporate and Special Services;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- High level of confidentiality/integrity
- High level of compliance

Functional:

- Knowledge of the Public Service Regulations, Staff Orders and other policy documents
- Good knowledge of software applications (Microsoft Office)
- General knowledge of the Office to the Services Commissions
- Initiative
- Basic knowledge of administrative principles and procedures
- Good interpersonal and customer service skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Diploma in Human Resource Management or any other related field.
- One to two (1-2) years' related work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 7th July, 2023 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**