



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 237** **OSC Ref. C. 6555<sup>15</sup>**

30<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 **Administrative Support Officer (GMG/AM 2) – (Not Vacant)** in the **Department of Co-operatives and Friendly Societies (Mandeville Office)** during the period **August 2, 2023 to September 7, 2023**, Ministry of Industry, Investment and Commerce (MIIC), salary range \$1,550,136 - \$2,084,761 per annum.

#### **Job Purpose**

Under the direction of the Manager, Central Region (GMG/SEG 3), the Administrative Support (GMG/AM 2) is responsible for planning, organizing, directing and controlling all Human Resource and Administrative functions of the Regional Office of the Department of Co-operatives and Friendly Cooperative Society.

#### **Key Responsibilities**

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

- Participates in the Unit's Strategic Planning Process;
- Provides advice/guidance to all members of staff in the interpretation and application of government policies, rules and regulations;
- Provides advice/guidance and support to the Regional Manager;
- Represents the Unit at meetings, seminars and workshops;
- Assists with the preparation of the Budget.

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

- Maintains the Unit's Staff List;
- Prepares reports for submission to the Manager;
- Submits recommendations through the Manager/Registrar to the Human Resource Division for acting appointments, promotions, appointments, Vacation Leave, Study Leave, Recreational Leave and Sick Leave;
- Prepares and submits letters of justification for the operation of post within the Unit;
- Monitors Attendance Register and maintains Leave Cards for the entire Unit;
- Maintains and procures stationery;
- Checks for suitability and damage Office equipment and furniture;
- Prepares and dispatches official documents;
- Maintains and establishes Filing Systems;
- Distributes salary advice.

##### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and Organization's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers

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

- Good oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Methodical
- Teamwork and co-operation
- Ability to use own initiative

**Functional/technical:**

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Human Resource Management and Administration
- Proficient in relevant computer applications

**Minimum Required Qualification and Experience**

- Diploma/Certificate in Human Resource Management, Public Administration, Management Studies;
- Two (2) years' experience at a supervisory level.

Applications accompanied by résumés should be submitted **no later than Monday, 12<sup>th</sup> June, 2023 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

E-mail: [hrm@miic.gov.jm](mailto:hrm@miic.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**