



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 235**  
**OSC Ref. C. 5850<sup>13</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 fill the **vacant** post of **Administrator (GMG/AM 4)**, in the **Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$2,478,125 - \$3,332,803 per annum.

### **Job Purpose**

The Administrator assists the planning and execution of the programme of activities for the Office of the Corporate Services Director and provide administrative and secretarial support to aid the fulfilment of the Office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

### **Key Responsibilities**

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

- Develops with guidance from the Corporate Services Director a set of operational objectives and guidelines for the operations of the Office;
- Establishes a Yearly Planner as a tool to guide the long and short-term planning of the Corporate Services Director and to aid maintenance of major appointments and deadlines;
- Develops and maintains an efficient Manual and Computerised Records Management Systems;
- Develops Individual Work Plan for review by the Corporate Services Director.

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

- Organizes and manages the Corporate Services Director's Schedule, monitors and updates planned programmes, activities and appointments;
- Conducts research and prepares Reports/Briefs;
- Drafts Briefs as required;
- Processes incoming and outgoing correspondence in line with established guidelines, which includes updating of correspondence database;
- Responds to routine correspondence as directed;
- Composes letters/memoranda with minimum general instructions;
- Makes photocopies, scans and email documents as directed by the Corporate Services Director;
- Assembles and disseminates information to internal and external stakeholders as requested;
- Pursues appropriate follow-throughs to ensure matters are attended to and appraises the Corporate Services Director appropriately;
- Organizes meetings hosted by the Director;
  - ✓ Prepares Agenda for meetings and complies relevant meeting documents and ensures follow-through with post-meeting actions and decisions
  - ✓ Prepares Minutes of Meetings and distributes in accordance with established guideline
- Assesses calls to the Director's Office. Ascertains and initiates appropriate actions;
- Screens and hosts all visitors coming to the Director and makes referrals to appropriate staff;
- Ensures that efficient Computerised and Manual Systems are in place for the Office and the secure maintenance of official and confidential records;
- Conducts research and compiles and provides information/files as required;
- Participates in planning and organizing Ministry functions and ceremonies;
- Plans and ensures appropriate arrangements for the Corporate Services Director local and overseas trips - prepares itineraries;
- Assists the maintenance of effective liaisons with Ministry Personnel, Sector Interests, external organizations, and the media sources – Multilateral, Regional, and National.

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

- Excellent oral and written communication skills
- Good interpersonal skills
- Good problem-solving skills
- Team and results oriented
- Possesses initiative and tact
- Astute and confidential
- Highly organized
- Sound background in Administrative or Office Management
- Excellent secretarial skills
- Sound research skills
- Experience in working with senior management.
- Knowledge of Central Government Operational Procedures
- Proficient in the use of standard computer applications

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

- First Degree in Social Sciences or related discipline;
  - Three (3) years related working experience.
- OR**
- Associate Degree or Diploma in Administrative or Office Management;
  - Four (4) years related working experience.
- OR**
- Graduate of accredited school of secretarial studies or equivalent training/CPS Designation certification.

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

**Senior Director, Human Resource Management & Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
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**